

WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS

Instructions for Use of Meeting/Conference Registration Reporting Form

The Meeting/conference Registration Reporting Form is to be used for all WAPP meetings/conferences to report attendance and revenues along with other information.

You may manually complete it or open it in Microsoft Excel and complete it on a computer. If you do it on a computer, you will find that the "Amount Paid" column is set up to automatically add the lines from 1 to 30 (not to be confused with the row numbering system in the spreadsheet program). It may actually be easier to fill the form out by hand. But it is up to you.

When you begin using the form, start by filling in all the information in the two tables at the top of the form. With that information in place, you will be able to easily determine the total fee due from each registrant.

The table to the right at the top of the form shows days of attendance and the appropriate fees for different membership status. As registrations are received, enter the abbreviations from the "Fees" column to the cells under the "Days to Attend" column in the table below.

In the Member Status column, enter the abbreviations found above the top right table. For example, a Member is "1", a Non-Member is "2", a 1st Timer is "3" and a Retiree is "4".

Under "Payment Method" enter "Check" or "Cash." If a check is received, be sure to enter the check number in the last column.

After the conference is completed, please add the "Amount Paid" column for the Subtotal and add all the subtotals and put that result on the last page. Be sure to insert the page number and the total number of pages at the top right of the form.

When the form is complete, submit it to the WAPP Treasurer.