# In the Name of Allah, Most Gracious, Ever Merciful

# MuslimsForPeace Event registration system:

For info email: events@muslimsforpeace.org

# EVENT REGISTRATON FORM

# To register an event goto: <http://www.muslimsforpeace.org/events/register-event/>

***Your Details***

**Local Chapter Point of Contact:** (*Note that this information will be emailed automatically to guests when they register for the event listed.*)

 Name – PLEASE PUT YOUR <#First #Last>

Email

***Event Name:***

This title needs to descriptive for your event.. You can do something like “Messenger of Peace Conference of Silver Spring”

***Where***

***Location:***

Make sure to DESCRIBE your location properly; Name should be in full text and descriptive,

Ex: “Baitur Rahman Mosque”,

“George Mason University, Fairfax”

“The Church of the Living God CWFF”

***Details***

In the details section, add your local chapter info, this text can be formatted so you can copy and paste pictures and text from MS-WORD or any editing program. If you wish to list your local RSVP phone and other details, add them all here.

Category: Interfaith Event, Mosque Open House, Muhammad: Messenger of Peace Conference, Muslims For Life Campaign, Muslims For Loyalty Campaign, Muslims For Peace Campaign, Promised Messiah Day, etc.

Choose: Muhammad: Messenger of Peace Conference

***Event Image***

You can upload an image of the location or your mosque or venue or logo or something that is familiar to the local population.

***Bookings/Registration***

Enable registration for this event:

Please always make sure to check this box.

All the rest of the fields below can remain default, you do not need to enter them, but you can add the number of spaces if you like.

Name Standard Ticket ?

Price

Spaces10 ?

Available from to ?

Bookings must order between and spaces. ?

Description

Members Only?

Required? ?

**Total Spaces**  *Individual tickets with remaining spaces will not be available if total booking spaces reach this limit. Leave blank for no limit.*

**Booking Cut-Off Date** 12:00 AM  *This is the definite date after which bookings will be closed for this event, regardless of individual ticket settings above. Default value will be the event start date.*

# ONCE You submit your event, it will be approved by our team in 24 hours and the link will become active.

# TO FIND YOUR EVENT

# Goto: <http://muslimsforpeace.org/events>



Click on the event Name: to choose your event

# The URL for your event

will be in your web browser address bar

Example:

 <http://muslimsforpeace/events/cva-jamaat-mmop-convention/>

You can email this link to all your contact and can also list this on your local flyer insert.

# TO have guests RSVP to your event

On the event detail page: use the booking form:

