REGISTRATION TRACKING FORM

Please use this spreadsheet to track registration information for attendees to trainings as it will be used for entry in C-Vent. This form should record registrant information for those who did not register online via C-Vent. This includes no cost registrations as well. This form does **not** take the place of the deposit transmittal form and county deposit procedures.

County Org/ County Name/ Event Location _____ **Event Date** _____ **Event Contact Person** _____

Address _____ **Phone** _____ **Email Address** _____

Please list the first and last name of Educators and/or Support Staff involved with event: _____

First Name	Last Name	Amount Paid *(enter 0 if no payment)*	Payment Type *(please specify if check, cash, or credit card only)*	Check or last digits of CC# (if applicable)	Mailing Address, Email, and/or Phone Number	*Mark X if you wish to be added to OSU Extension mailings in the future?*

If more space is needed, please use a new sheet

Special Instructions:

Please upload this form along with a copy of your deposit transmittal form that was sent to the business office to Buckeye Box under the folder PAT with your county's name. Don't forget to use your **COUNTY ORG and FUND 110790** for your deposit. This information will be entered in C-Vent to assist with clearer tracking of Extension certification events.

THE OHIO STATE UNIVERSITY
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