

Overview

The Active Data Calendar Advanced Registration module allows you to create an enhanced registration experience for the web user with custom forms, payment options, download options and registration reports. Active Data Calendar 3.8.x introduced the option of integrating with PayPal Express.

Active Data Calendar 3.9.x has now introduced the option of enabling “TouchNet” as an additional payment gateway for events requiring payments. Usage of this module requires an additional purchase and can be installed and configured in Active Data Calendar v.3.9.x by following the steps outlined below.

Active Data Calendar 3.9.x is considered “TouchNet Ready” and certified to allow for a connection between an existing implementation of a TouchNet system and Active Data Calendar.

Obtaining a TouchNet Certificate

Before a connection can be established between an installation of Active Data Calendar and TouchNet, a Touchnet Certificate must be placed on the server where Calendar is installed.

TouchNet clients should contact their TouchNet representative and request the TouchNet Certificate Administration Tool. Once received, the client will need to create a Certificate Signing Request with the tool and submit it to TouchNet. The password used during the creation of the Certificate Signing Request will be required for creating the final certificate and during the creation of a TouchNet payment account in the Active Data Calendar. If the password is lost, TouchNet requires the client to go through the same process again to obtain a new certificate so it is recommended to place this password in a safe place. After TouchNet reviews the certificate request, a Signed Certificate will be sent back to the client.

Clients will then use the TouchNet Certificate Administration tool to save the certificate as a .pfx file for use by Active Data Calendar. The newly created certificate must be placed on the server where Active Data Calendar is installed. The file path where the certificate is placed along with the password used to create the certificate will be needed when creating a TouchNet payment account in Active Data Calendar. Please note that the certificate process is solely supported by TouchNet.

Creating a TouchNet Payment Account in Active Data Calendar

1. Login to Active Data Calendar as a User Account with permissions to “Add/Modify/Delete/View Registration Payment Accounts”.
2. Navigate to Registration → Payment: Add.
3. From the Payment Gateway selector, choose TouchNet and the screen will refresh to display all TouchNet related fields.
4. Fill in all the required fields on the form (described below).
5. The Payment Account Information section at the top of the screen is Active Data Calendar specific to designate the name of the account in the system for selection in applying to a registration form.
6. The TouchNet Information section at the bottom of the screen must be filled out with information provided by TouchNet.
7. Once all required information is filled out, choose to “Save” the payment account. The account is now ready to be selected and applied to registration forms.

★ ★ Add Payment Account Details

Add Payment Account Details

Payment Account Information

*Payment Gateway: TouchNet

*Account Name: Training Department

*Account Owner: Super User

*Account Email Address: support@activedatax.com

Current Environment: Live

Account Status: Active

TouchNet Information

*T-Link Web Service URL: https://255.255.255.255/axis/services/TPGSecureLink

*uPay URL: https://255.255.255.255/upay/web/

*uPay Site ID: 51

*Keystore File: D:\Windows Demo Sites\wwwroot\TouchNet\ADXMainCert.pfx

*Keystore Password:

*Confirm Keystore Password:

Users/Groups who can Modify/Delete/View Payment Account

Find Available User(s)/Group(s)

Keyword: SEARCH

User(s)/Group(s) Available

▼ ADD ▼ ADD ALL ▲ REMOVE

User(s)/Group(s) Selected

Piccolo, Jolene
Registration (Group)

CANCEL SAVE

Users/Groups who can Associate Payment Account to Registration Forms

Find Available User(s)/Group(s)

Keyword: SEARCH

User(s)/Group(s) Available

▼ ADD ▼ ADD ALL ▲ REMOVE

User(s)/Group(s) Selected

Piccolo, Jolene
Registration (Group)

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TouchNet Payment Account Required Information Definitions

Required Field	Description
T-Link Web Service URL	Link to the TouchNet T-Link Web Service.
uPay URL	The link to the TouchNet uPay site. This can be hosted at TouchNet or by the client.

uPay Site ID	Enter the uPay Site ID that will process the payments. A single client can have multiple uPay sites. The uPay URL and uPay Site ID are used to process the payments. Each uPay Site can have its own look and feel and be setup based on the departments needs.
Keystore File	Local certificate (Keystore file) that is used to handshake with the TouchNet site. If this file is invalid or missing, TouchNet will send back an error and not process the payment. The server administrator will need to give the client setting up this payment account this information because the Keystore file is saved on the server and most clients will not have access to the server the application is hosted on.
Keystore Password	Password to unlock the Keystore file. This is set when setting up the certificate request. It is needed to unlock the Keystore file so it can be used to handshake with TouchNet.

Adding a Payment Gateway to a Custom Registration Form

1. Navigate to Registration → Forms: Add or Modify
2. From the Form Type selector, select *Registration Form with Payment*.
3. Fill out the remaining required fields of the form and click Next.
4. On Step 2, select the appropriate payment account option(s).

TIP: Active Data Calendar allows users to select multiple payment options for each form that is configured. Any combination of PayPal, TouchNet, Check and/or Cash is possible.

The screenshot displays the 'active data CALENDAR' web application. The main navigation bar includes links for PUBLIC CALENDAR, PRIVATE CALENDAR, MAIN MENU, HELP, LOGOUT, and ABOUT. Below this is a secondary navigation bar with tabs for Events, Registration, Workflow, Facilities, Categorization, Marketing, Reports, and Configuration. The 'Registration' tab is active, showing a sub-menu with links for PAYMENT, FORMS, REGISTRANTS, and EXPORT. The current page is 'Modify Form - Registration with Payment (Payment Options & Text Configurations)' at Step 1 of 3. The form includes the following fields and options:

- Form Name:** Training Classes
- PayPal Account:** Information Technology Department
- Payment Account:** TouchNet - Training Department
- Accept Checks:** ☒
- Accept Cash:** ☒
- Send email reminder:** ☒ 30 Minutes before the event.
- Description:** (Internal Use Only) This form is to be used for internal training classes on Active Data Calendar.

5. Complete the remaining wizard to preview and finalize the customized registration form.

active data
CALENDAR

[PUBLIC CALENDAR](#)
[PRIVATE CALENDAR](#)
[MAIN MENU](#)
[? HELP](#)
[LOGOUT](#)
[ABOUT](#)

[Events](#)
[Registration](#)
[Workflow](#)
[Facilities](#)
[Categorization](#)
[Marketing](#)
[Reports](#)
[Configuration](#)

[PAYMENT: Add - Modify/Delete - View](#)
[FORMS: Add - Modify/Delete - View](#)
[REGISTRANTS: Active - Archive](#)
[EXPORT: Add - Modify/Delete - View](#)

Add Form - Preview & Finalize

Event Registration

Please complete the fields below in order to register for this event. All fields marked with an (*) are required fields for completion.

☒ [Register for Other Series Dates](#); Please click here if you would like to see all dates in the series to register for multiple or all series events.

Registration Event
 Start Date: 10/29/1982 End Date: 10/29/1982
 Start Time: 10:00 AM End Time: 2:15 PM

Cost for the Selected Event(s): \$999.99 USD
 Discount Code: [APPLY](#)
 Final Cost of Event(s): \$999.99 USD
 Payment Type(s): Credit Card, Check, Cash

*First Name: *Last Name:

*Email Address:

*Phone Number:

*Computer Experience [Modify/Delete](#)

*Select Interested Class Topics

☐ Calendar
☐ Facilities Management
☐ Advanced Registration [Modify/Delete](#)
☐ Open Entry Submission
☐ Marketing Web Syndication

Please verify that you have completed all required fields above and then use the buttons below to either submit your registration request or you may cancel out of this registration process.

[CANCEL](#) [SUBMIT](#)

[CANCEL](#) [BACK](#) [NEXT](#) [FINISH](#)

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- To view finalized forms after saving them, navigate to Forms: View and select the form name.

View Registration Form Details

active data
CALENDAR

[PUBLIC CALENDAR](#)
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[HELP](#)
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[Events](#)
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PAYMENT: [Add](#) - [Modify/Delete](#) - [View](#)
 FORMS: [Add](#) - [Modify/Delete](#) - [View](#)
 REGISTRANTS: [Active](#) - [Archive](#)
 EXPORT: [Add](#) - [Modify/Delete](#) - [View](#)

View Registration Form Details

[Back To List](#)

<p>Form Name: Training Classes (View Form / View Admin Form)</p> <p>Form Type: Registration Form with Payment</p> <p>PayPal Account: Information Technology Department</p> <p>Payment Account: TouchNet - Training Department</p> <p>Accept Checks: Yes</p> <p>Accept Cash: Yes</p> <p>Reminder Set: 30 minutes before the event.</p> <p>Event(s) with Form: 30</p> <p>Created By: User, Super</p> <p>Created: 10/12/2009 3:58 PM</p> <p>Last Modified By: User, Super</p> <p>Last Modified: 10/12/2009 4:19 PM</p> <p>Description: This form is to be used for internal training classes on Active Data Calendar.</p>	<p>Users/Groups who can Assign Registration Form to Events:</p> <p>Piccolo, Jolene Registration</p> <p>Users/Groups who Receive Completed Registration Emails:</p> <p>Piccolo, Jolene Registration</p> <p>Users/Groups who can Process Registrants From this Form:</p> <p>Piccolo, Jolene Registration</p> <p>Users/Groups who can Modify/Delete Registration Form:</p> <p>Piccolo, Jolene Registration</p>
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Event Registration Process

1. Add an event and apply a custom registration form that has been tied to a TouchNet payment account. Select the appropriate cost and any discount codes that may apply to the event. Click on the registration icon to open up the custom registration form.

TIP: Active Data Calendar 3.9 allows for the ability to configure the registration icon with several different custom loaded icons for use with all events. Visit the Configuration tab under Display Settings.

CITY UNIVERSITY

Active Data Education Center

[Home](#) [Admissions](#) [Academics](#) [Student Affairs](#) [Athletics](#) [Alumni](#) [Contact](#)

Display Format: Select

[All Categories](#)

[Submit Events](#)

day

week

month

year

October 2009

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Display Month: Select

Advanced Search [\(New Search\)](#)

From:

To:

Category(s): Select

Location(s): Select

Keyword(s):

[Search](#)

Event Details

[register](#) [remind me](#) [notify me](#) [add to my calendar](#) [email a friend](#)

[Go Back](#)

Active Data Calendar Training

There are **25** registration spaces remaining for this event.

Start Date: 10/28/2009 **Start Time:** 9:00 AM
End Date: 10/28/2009 **End Time:** 10:00 AM
This event recurs on Wednesday every week until 5/5/2010. [Click here to see the series dates.](#)

Event Cost: \$100.00 USD

Event Description
Active Data Calendar training class for all interested web users. Please register and select your current computer experience and interest in class topics.

Location Information:
[Downtown Campus - Training Center](#) [\(View Map\)](#)
193 Brodhead Rd.
Bethlehem, PA 18017
Phone: 610-977-8100
Room: 101

Contact Information:
Name: Training Group
Phone: 610-977-8100
Email: support@activedatax.com



Attachments For This Event:
[Active Data Calendar Training Guide](#)

Event Sponsor:
Information Technology

Event Open To:
• Staff

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2. Fill out the registration form with the appropriate registrant information and choose submit to go to the preview and finalize screen.

Event Registration Form

Please complete the fields below in order to register for this event. All fields marked with an (*) are required fields for completion.

Event Details

Active Data Calendar Training (\$100.00 USD)
Start Date: 10/28/2009 End Date: 10/28/2009
Start Time: 9:00 AM End Time: 10:00 AM

Event Cost: \$100.00 USD

Discount Code:

Final Cost: \$100.00 USD

*First Name:

*Last Name:

*Email Address:

*Phone Number:

*Computer Experience

*Select Interested Class Topics
☒ Calendar
☒ Facilities Management
☒ Advanced Registration
☒ Open Entry Submission
☒ Marketing Web Syndication

Please verify that you have completed all required fields above and then use the buttons below to either submit your registration request or you may cancel out of this registration process.

Done Internet | Protected Mode: Off 100%

3. The registration process has been changed in 3.9 to allow a user the ability to select their preferred payment option based on the choices tied to the custom form. The full set of options are PayPal, TouchNet (Credit Card), Check or Cash.

If a user selects Check or Cash, the registrant will be automatically placed in pending mode until the event organizer receives payment and selects to approve the registrant as paid and approved in the administration area. If Credit Card is selected, the user will be taken to the TouchNet interface and then upon final payment passed back to Active Data Calendar for a final confirmation number and receipt.

Event Registration Form - Confirmation

This screen allows you to preview your registration submission one final time before selecting your payment method. We encourage you to print out this screen for your records. You will also receive an email notification with your registration information once you finalize payment and are approved for the event. Your registration submission is not complete until you finalize your payment and receive a final approved confirmation screen and approval email.

You have selected to register for the following event(s).

Event Details

Active Data Calendar Training (\$100.00 USD)
Start Date: 10/28/2009 End Date: 10/28/2009
Start Time: 9:00 AM End Time: 10:00 AM

Event Cost: \$100.00 USD
Discount Code: None
Final Cost: \$100.00 USD

Registration Details

First Name: Jane
Last Name: Smith
Email Address: support@activedatax.com
Phone Number: 610-997-8100
Computer Experience: Medium
Select Interested Class Topics: Calendar, Facilities Management, Advanced Registration, Open Entry Submission, Marketing Web Syndication

***Please select from one of the following payment options.**

Check out with **PayPal**
The safer, easier way to pay

Credit Card

Check

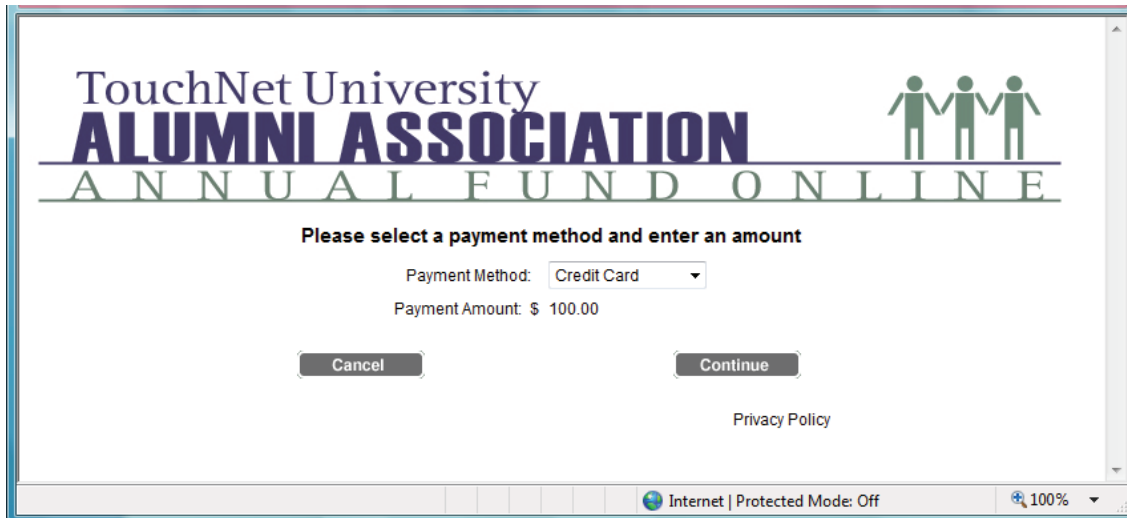
Cash

CANCEL

BACK

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4. If credit card is selected, the user is passed over to the TouchNet interface shown below in example screenshots. This will look different for each client based on their customized TouchNet uPay site. Users may then select the payment method from the uPay site Payment Method selector of either Electronic Check or Credit Card and click continue. Please note that Active Data Calendar 3.9 is TouchNet certified only for Credit Card and not Electronic Check. For this reason a Credit Card example has been selected.



The screenshot shows a web browser window displaying the TouchNet University Alumni Association Annual Fund Online payment page. The page has a header with the text "TouchNet University ALUMNI ASSOCIATION ANNUAL FUND ONLINE" and a logo of three stylized figures holding hands. Below the header, the text "Please select a payment method and enter an amount" is displayed. Underneath, there is a "Payment Method:" dropdown menu with "Credit Card" selected, and a "Payment Amount: \$ 100.00" field. At the bottom of the form, there are "Cancel" and "Continue" buttons, and a "Privacy Policy" link. The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".

5. Enter the required payment information and click Continue. Example details are shown below and do not represent valid financial transactional data.

TouchNet University ALUMNI ASSOCIATION



ANNUAL FUND ONLINE

Please enter your credit card information

* Credit Card Type:

* Account Number:

* Expiration Date: /

* Card Verification Value: [What is this?](#)

* Name on Card:

* Email Address:

Day Phone:

Night Phone:

Mobile Phone:

* Required Information

[Privacy Policy](#)

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6. Once the payment information is entered and submitted on the TouchNet side, the user is passed back to Active Data Calendar to verify that the final registration and payment information is correct. Once the "Finalize Payment" button is selected, the event registration request is processed according to the form and payment workflow process and the payment is finalized.

Event Registration Payment Form - Confirmation

This screen allows you to preview your registration submission one final time before selecting your payment method. We encourage you to print out this screen for your records. You will also receive an email notification with your registration information once you finalize payment and are approved for the event. Your registration submission is not complete until you finalize your payment and receive a final approved confirmation screen and approval email.

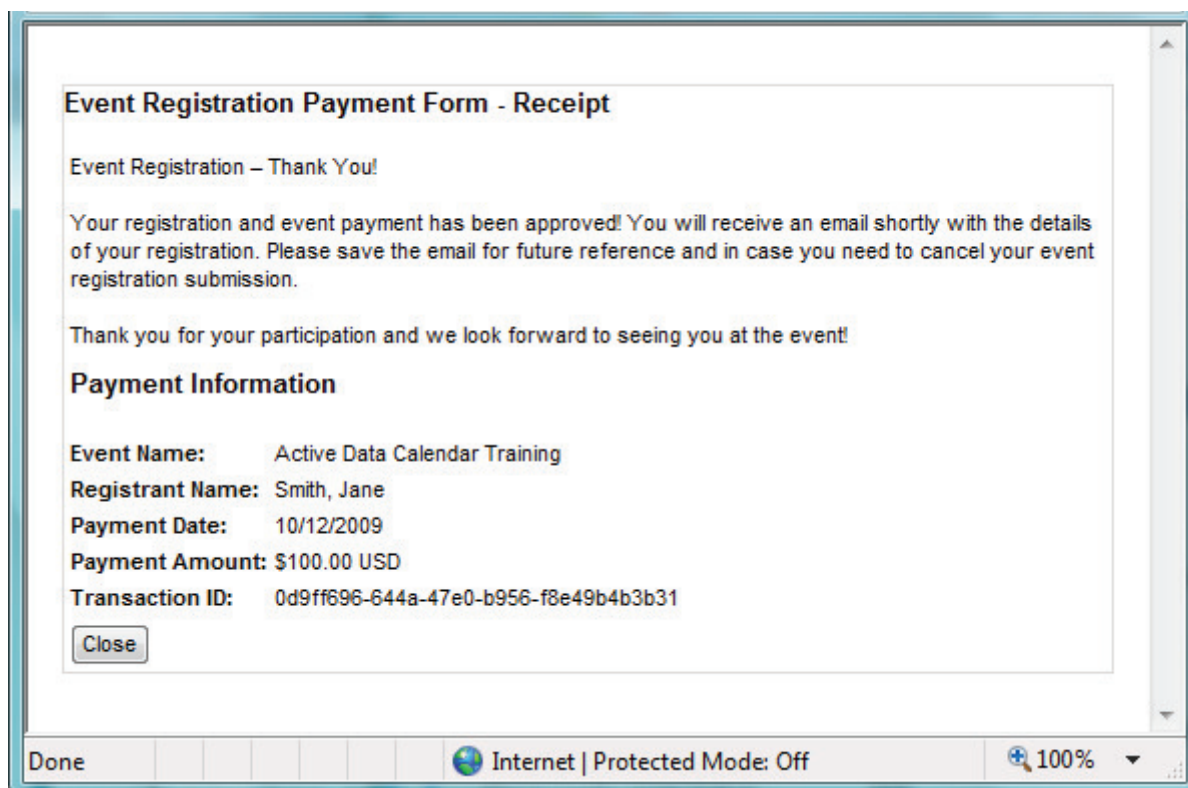
Payment Information

Event Name: Active Data Calendar Training
Registrant Name: Smith, Jane
Payment Date: 10/12/2009
Payment Amount: \$100.00 USD

Click the Finalize Payment button to process your transaction.

Done Internet | Protected Mode: Off 100%

7. The user will then be redirected to a final thank you and confirmation page with a transaction ID number from the TouchNet account system.



Support

Please contact Product Support at (610)-997-8100 or support@activedatax.com for further assistance.