**Save The Frogs Day Event Registration Form

Note: Do NOT send us this document. It is to help you prepare answers and archive them for future reference. Register your event via the form on:**

[**https://savethefrogs.com/day-register**](https://savethefrogs.com/day-register)

Note that Save The Frogs Day is an event, and the name of the event uses Title Case with no exclamation.

* Correct: Save The Frogs Day (title case, frogs is plural, no exclamation)

Incorrect: Save the Frog! Day (the needs to be capitalized, Frog needs to be Frogs, and the exclamation should not be used)

* Stated again:

SAVE THE FROGS! is our organization .

Save The Frogs Day is the event.

(note differences in capitalization, pluralization, and punctuation.

 **About You**

**First Name**

* Name Fields, Required

**Last Name**

* Name Fields, Required

**Email**

* Email Field, Required, Validate Email: Yes
	+ Help message: Double-check your email address!

**Title**

* Simple Text, NOT Required
* Help message: e.g. Professor, Teacher, etc…

**Phone**

* Phone/Mobile Field, NOT Required
* Help message: Ideal format is +CountryCodeThenNumber, like +14158786525 </p>Hint: USA uses +1 country code, so a number with a 415 area code would be written like our example above.

**Organization Info & Background**

**Organization Name**

* Simple Text, NOT Required
	+ Help Message: If you are leading the event for an organization, provide the organization’s name here.

**Organization Info**

* Text Area, NOT Required
	+ Help Message: In one paragraph, please tell us about your organization's mission, activities, history.
	If you are organizing the event as an individual, feel free to tell us about your environmental experience.

**Organization URL**

* Website URL, NOT Required
	+ Help Message: What is your organization's website? </p> If you are organizing the event as an individual, feel free to provide your personal website URL if you have one.
	URL must begin with https:// or http://

**Social Media Accounts**

* Text Area, NOT Required
	+ Help Message: If we post about your project on social media, we can tag your account(s) to send people your way. How can we find you or your organization on social media?
	Example: Instagram @savethefrogs or <https://facebook.com/savethefrogs>

**SAVE THE FROGS! Involvement/History**

* Text Area, NOT Required
	+ Help Message: Feel free to tell us about any involvement you or your organization have had with SAVE THE FROGS! in the past.

**Your Event**

**Date Of Event**

* Date Field, Required
	+ Placeholder: YYYY-MM-DD
	+ Date Format: Y-m-d
	+ Help message: Expected date of event. If the event takes place over multiple dates, provide the start date, then give more details in the Event Description.

**City**

* Text Area, Required
	+ Help Message: In what city is the event taking place?

**State**

* Text Area, Required
	+ Help Message: In what state/province is the event taking place?

**Country**

* Country List, Required
	+ Help Message: In what country is the event taking place?

**Event Description**

* Text Area, Required
	+ Help Message:

Please thoroughly describe your event, using proper grammar. We would like to be able to post your event description on our site. Your description should be compelling enough that someone who learns of your event will want to attend. It should be informative enough that they will know the event details and be able to find the event and arrive on time. We suggest including info such as:

What organization is in charge of the event?
Where will the event take place?
What is the schedule of events?
How much does it cost?
Is it open to the public?
Is there a webpage URL that gives more info?
Are there any collaborating organizations?
Who can people contact for more info? (We suggest you include your first name and email address so interested parties can contact you)

If this event is being funded by a SAVE THE FROGS! Grant, please include a statement to the effect of ... This event has been funded with a SAVE THE FROGS! Grant in the amount of $X.

Note that this info may be publicly visible (unless you instruct us in the next question to keep it private).

**Can we add your event details to the STF! website?**

* Radio Field, Required, sends to the Approval To Publicize field
	+ Yes, please add to site
	+ Do not add to site
	+ Help Message: Your event on our site can help inspire others to take action for amphibians!
	Saying yes does not guarantee we will add your event to the site.
	We will be sure to state on the website that the event is not open to the public if you provide such information.

**Additional Info**

**Any suggestions on how we can improve Save The Frogs Day?**

* Text Area, NOT Required

**What's your favorite thing about SAVE THE FROGS! or Save The Frogs Day?**

* Text Area, NOT Required
	+ Help message: Optional, though we'd love to know!

**Attachments**

* File Upload Field, NOT Required
	+ File Size, Max Files & Error Messages:
		- Maximum file size limit is 4MB
		- You can upload maximum 15 files
	+ Button Text: Choose Up To 15 Files
	+ Allowed Files: Images, PDF, Docs, CSV Error Message: Allowable files include images, pdf, doc, ppt, csv, xls
	+ Help Message: Please upload any event flyers, banners or marketing materials that you have made. You can also upload your favorite photos of you or your group, as we will add these to your webpage. </p> Try not to send huge files.