**E-Market Request Form Instructions**

If you are using the paper forms, electronic forms may be requested by emailing Christal Marshall at Marsh4ca@jmu.edu

**Department Name**: Name of the department coordinating the event

**Event Name:** The name of the event your department is hosting. This will be what the title of the E-Market page will be based on.

**Event Contact Information:** Information of the person responsible for coordinating the event. Please list phone number and email address also. This should be the lead person with Iris administrative access.

**Financial Contact Information:** Information of the person responsible for maintaining the budget. Please list phone number and email address also. This person will not necessarily have Iris access unless requested.

**Approving Authority:** Name of the person with signature authority on the department. This person will also be authorizing the Event Contact to have Iris access by signing this form.

**Department/Event Website:** The web address of the department or event

**Department ID:** The department id number where conference fees will be deposited

**Account Code:** The account number where conference fees will be deposited. (Typically129900)

**Event Occurrence: Let** us know if this will be an ongoing event, an annual event, or a one-time event

**Title of Product/Session/Registration: Name** of workshop sessions, specification of early bird registration, vendor registration, student registrations, etc.

**Open & Closing Dates:** This will be the dates that you want the E-Market registration site to open and close. It is helpful if this is set to close at midnight on a Sunday to Thursday so that it can be monitored. If it closes on a Friday or Saturday, it will not be checked to be sure it has closed properly until the following Monday.

**Does Your event include individuals under the age of 18?** Any event that includes anyone under the age of 18 should be discussing logistics with the JMU Office of Youth Safety. We will need to know if the event is exempt, if there are specific clauses that the Office of Youth Safety needs us to collect agreements for, or if other arrangements have been made for the care of the participating minors such as situations where they are required to have a chaperone with them.

**List demographic information to be collected from the registrant:** Any additional information the department desires to collect from the customer at time of payment. The University Business Office will attempt to collect as much information as possible, but limitations may exist. This information can be communicated via email to Christal Marshall ([marsh4ca@jmu.edu](mailto:marsh4ca@jmu.edu)) or attached to the E-Market form.

**Additional Staff Member Login:** Allows additional person(s) access to the Iris system as an administrator for your specific e-Market. Anyone on the original E-Market form will have access. Any additional personnel that need access will need to complete an Iris Access Request form. This form can be done electronically. Please let Christal Marshall ([Marsh4ca@jmu.edu](mailto:Marsh4ca@jmu.edu)) know who will need access and who supervising authority granting access will be that the form can be sent to them.

**Signature of Department's Approving Authority:** The signature of the Departments Approving Authority

**Date:** Date of signature

Once the form has been completed and any supplemental sheets attached, please forward form to the Office of Finance to be approved by Associate Vice President for Finance, Mark Angel. Once approved the form will be forwarded to Christal Marshall (Marsh4ca@jmu.edu) in the University Business Office. Electronic forms will automatically be forwarded.