

# E-Market Request Form Instructions

\*\*Before you begin - if you prefer to complete the forms digitally via Adobe Sign, please send an email request to Christal Marshall at [Marsh4ca@jmu.edu](mailto: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 their phone number and email address. This person should also request Iris access via the [online IT access request form](#) (see final section below, Requesting Iris Access, for full instructions) after submitting the e-Market Request Form.

**Financial Contact Information:** Information of the person responsible for maintaining the budget. Funds transfer documentation will be sent to this individual. Please list their phone number and email address. This person will not be granted Iris access unless requested through the online IT access request from above.

**Approving Authority:** Name of the person with signature authority for the department. This person will also authorize Iris access for the Event Contact by signing this form. The Approving Authority will not have Iris access unless the Online IT access request form is completed.

**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. (Typically 129900)

**Event Occurrence:** Define if this will be an ongoing event, an annual event, or a one-time event.

**Title of Product/Session/Registration:** Name of workshop session(s). Specify if there should be different rates for early bird registration, vendor registration, student registration, etc.

**Open & Closing Dates:** Enter the dates the E-Market registration site should open and close. Events that close at midnight on Sunday through Thursday can be monitored. If the e-Market event closes on a Friday or Saturday, the event will not be monitored for closure until the following business day.

**Does Your event include individuals under the age of 18?** If your event involves participants who are under 18, please coordinate with the JMU Office of Youth Safety to

review required logistics. The University Business Office must be informed whether the event is exempt, if the Office of Youth Safety requires specific agreement clauses to be collected, or if alternative arrangements have been made for supervising minors - for example, if participants are required to have a chaperone.

**List demographic information to be collected from the registrant:** Any additional information the department desires to collect from the customer at time of registration. 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.

**Signature of Department's Approving Authority:** The signature of the Departments Approving Authority. Electronic forms via Adobe Sign will automatically be forwarded.

**Date:** Date of signature

Once the form has been completed and any supplemental sheets attached, please forward the 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](mailto:Marsh4ca@jmu.edu)) in the University Business Office. Electronic forms via Adobe Sign will automatically be forwarded.

**Requesting Iris Access:** After you submit the e-Market Request Form, you will also need to submit this [online IT access request form](#) so you can manage your event in Iris. Any additional administrators of the event will also need to submit tickets if they wish to have access to event registration information. If an additional person does not have a JMU eID, please contact Christal Marshall ([Marsh4ca@jmu.edu](mailto:Marsh4ca@jmu.edu)).

When filling out the access request form, all submissions should look similar to the image below. The User Permission Level field should always be “eMarket Reporting”. The eMarket Name field(s) should match the Event Name(s) field from the e-Market Request form.

Once the form is submitted, approval emails will be sent to the submitter, their supervisor, and the UBO Data Manager. Iris access will be granted once all approvals are received.

---

## University Business Office (UBO) Systems | IRIS Registration Access Request

Summary of your submission (add or edit as needed):

IRIS Registration Access Request

Phone # OR email address if different from

\*Not Required\*

Detailed Description:

\*Not Required\*

### Submission Details:

\* Access:  ▼

\* Supervisor eID:

\* User Permission Level:  ▼

\* Why does employee need access?

Administering e-Market

\* eMarket Name: