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Online registration forms are tricky tools in the hands of the event managers that are capable of delivering stunning results but at the same time, if mishandled, they can backfire too. To make it a bit more, for every sort of events or programs, participants or attendees are required to register their names in the website portal of the event manager with which the organizers can get a guess of the expected turn around and make arrangements accordingly.

However, if the forms are too big and includes lots of irrelevant details or is presented in a manner that a big majority of participants finds extremely difficult to understand, it is quite obvious that many of them would feel frustrated and turn away which will hinder the effectiveness and overall mass response towards the occasion. So, here are a few protocols of designing online registration forms in a user friendly , following which, managers can expect to get a good response from the targeted participants.

** Make the form simple to access- Firstly, make it a point to provide relevant link to the form in a clear fashion. At the same time, it is always recommended to have them in the password non protected areas of the company website as it has been found on numerous occasion that people forget their user names and passwords and on being forced to hunt for the password to log in, many people prefers to turn away. Believe it or not, this writer too does pretty much the same at times.

** Make it clear and user friendly.

**Include the appropriate payment schemes,

**Clearly highlight your privacy policies.

**Only ask for the relevant pieces of information.

**Be precise in selecting the mandatory fields.

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