

Creating an Effective Post Purchase Notice

The Post Purchase Notice is shown as part of the registrant's receipt, which is also automatically e-mailed to the registrant. The Post Purchase Notice ("PPN") is an important part of the registration process, and should not be overlooked as a great way to communicate with your registrations. The PPN can be customized for each Program in your Account, for example, you can have a different PPN for your recreation and competitive programs, or for baseball and football programs. Note that a PPN is not required for your Program(s), a Registration Receipt is automatically sent by e-mail, even if no custom PPN has been added.

Springfield Soccer

Registration Receipt for Suzy Smith

Below is a summary of your registration

Shopping Cart Person	Session	Division	Role	
Smith, Suzy	Spring Soccer 2008 - Grades 5-7			\$45.00
			Total:	\$45.00

This registration is being paid by check. Please send payment now!

1. Make check Payable to **Springfield Soccer** for the amount of **\$45.00**.
2. Put the Reference Number **288822** on your check.
3. Mail check to:

Your custom Post Purchase Notice text is shown between dashed lines (sample is shown below)

Springfield Soccer
29 E Cobble Hill Rd
Springfield, MA 01102

Thank you for using the online system to register your child for Springfield Soccer Club's Travel Program. To complete the registration process and initiate obtaining a player pass, you must do the following:

1. Download the [medical release form](#), provide all requested information, have the form notarized, and return it to your child's coach or team manager.
2. Provide a valid birth certificate copy to your child's coach or team manager (only if this is the first time the child has registered with Springfield Soccer Club's Travel Program).
3. Provide 2 passport sized "head shot" photos to your child's coach or team manager for the player pass.
4. Mail or give all required documents, including payment checks, to your team manager or coach as soon as possible.

Note: if you selected the "pay by check" option, the player pass process will only be initiated after payment is received.

If you have any questions about the registration process, please e-mail registrar@springfieldsoccer.com or call 555 555 2121.

Thank you for registering! ← Displayed by default

Tracking Info - Account ID:167137

Suggestions for creating an effective Post Purchase Notice:

1. Add an extra "thank you" to registrants for their successful registration. Note that the text "Thank you for registering!" automatically appears at the bottom of the notice.
2. Provide clear information on what happens next for the registrant, for example, "your coach will be in contact with you" or "show up at xx place at yy time" etc.
3. List the next steps or any other requirements. It is best to do this as a numbered list or a bullet checklist.
4. Provide any additional documents in the form of a web link.
5. Give the registrants contact information if they have questions about the registration process.