

# Open Registration

**Category:** Types of Registration

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## Open Registration

For the Open Registration model, students and/or other potential participants are directed to an online registration form. If you don't know who your participants will be in advance, this option could be a good solution for you.

When completing the registration form, users need to enter an email address, a username, and a password. Registrants are then able to edit their fundraising webpage and modify their settings, such as their goal. However, you'll still need to provide a list of your Grades, Classes, or Teams.

Grade	Class
PK	Mrs. Smith
K	Mr. John
Grade 1	Mrs. Padime
Grade 2	Mr. Urum

You can view/edit the list of participants who have registered in your Dashboard.

For open registration, the participants are shown the status of **Open Registration**:

**Incomplete** = Someone started the form and **NEVER** submitted it.

**Approved** = Form submitted, and registration is confirmed.

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## Paid Open Registrations Premium Package Feature

Your MyFunRun representative can assist you in setting up your paid registration options on the website.

To add or edit a paid registration option, go to **Site Builder → Features → Fundraising → Paid Registration**.

To add a new option, click the **New Registration** button and complete the form.

The screenshot displays the MyFunRun website management interface. On the left is a sidebar menu with categories like Home, Tutorial, Resources, Site Builder, Brand, Pages, Layout, Features, Fundraising, and Administration. The 'Paid Registration' option under 'Features' is highlighted with a red box. The main content area is titled 'Paid Registration' and includes an 'Actions Guide' with instructions on using icons for history, management, and deletion. A red arrow points to a '+ New Registration' button. Below this is a table with one entry: 'Register as a Fundra...' with a price of \$5.00 and a status of 'VISIBLE'. The table has columns for Actions, Title, Price, Fees, and Status. At the bottom, it shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous, 1, and Next.

To view a report of paid registrations that were purchased, go to **Site Builder → Reports → E-Commerce → Paid registrations**.

**Unpaid** = Someone started the form, submitted it, and didn't pay.

**Paid** = Form submitted, and registration is confirmed/paid.