HOW TO FILL OUT A REGISTRATION FORM

Introduction:

Registration forms are commonly used to collect information from individuals for various purposes, such as event sign-ups, memberships, or online accounts. This tutorial will guide you through the process of filling out a registration form efficiently and accurately.

Step 1: Gather Required Information

Before starting to fill out the registration form, gather all necessary information that you would like to include with your contact digital profile that you will be sharing. Typical details requested on registration forms include:

- Full name.
- Address.
- Email addresses.
- Phone numbers.
- Business Information.
- Social Media Profiles.

Make sure you have this information readily available to streamline the process.

Step 2: Read Instructions Carefully

Take a moment to read any instructions provided at the beginning of the registration form. Instructions may include guidance on specific formats, phone numbers, or social links. Understanding these instructions can help prevent errors and ensure your information is entered correctly.

YES
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Step 3: Start Filling Out the Form

Begin by entering your personal information into the designated fields. Follow the form's layout and input data accurately. Here are some common fields you may encounter:

First Name: Enter your legal first name, middle name (if applicable).

Required: Yes, Limit: min:2; max:20, Pattern: no special chars; space, ex: Mr. John Junior

Last Name: Enter your legal last name.

Required: Yes, Limit: min:2; max:20 Pattern: no special chars; space, ex: Smith

Email Address: Enter a valid email address that you have access to, as this may be used for communication or verification purposes.

Required: Yes, Limit: no, Pattern: valid email format, ex: email@domain.xyz.

Mobile: Input your primary contact number.

Required: Yes, Limit: min:10; max:20 Pattern: numbers ex: 754-777-0770 or 7547770770

Personal Website URL: Provide your personal website URL.

Required: No, Limit: no, Pattern: URL format, ex: https://www.domain.xyz.

Personal Address: Provide your current residential street address.

Required: No, Limit: min:2; max:30 Pattern: letters, numbers, space ex 123 Main Street Apt 10A

City: Provide your current residential address city.

Required: No, Limit: min:2; max:30, Pattern: letters, ex: Miami or New York

State: Provide your current residential address state/province.

Required: No, Limit: min:2; max:2 Pattern: letters, ex: FL or NY

Zip: Provide your current residential address, including postal/ZIP code.

Required: No, Limit: min:5; max:5 Pattern: numbers, ex: 33001 or 10001.

Notes: Provide your notes.

Required: No, Limit: min:2 max:90 Pattern: letters, numbers, space ex: your notes included with contact share.
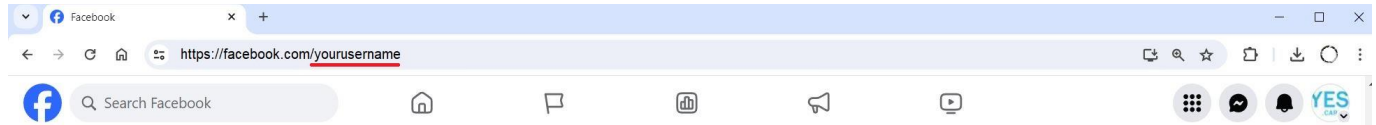
Continue by entering your Social Links information into the designated fields. Follow the form's layout and input data accurately. Here are some common fields you may encounter:

Facebook: Provide your current Facebook profile username.

Required: No, Limit: min:2; max:30, Pattern: username only; numbers; space, ex: yourusername

How to find it? Goto your facebook profile page in a browser and you will see it in the url.

Instagram: Provide your current Instagram profile username.

Required: No, Limit: min:2; max:30, Pattern: username only; numbers; space, ex: yourusername

How to find it? Goto your Instagram profile page in a browser and you will see it in the url.

TikTok: Provide your current TikTok profile username.

Required: No, Limit: min:2; max:30, Pattern: username only do not include @; numbers; space, ex: yourusername
How to find it? Goto your TikTok profile page in a browser and you will see it in the TikTok url.

LinkedIn: Provide your current LinkedIn profile username.

Required: No, Limit: min:2; max:30, Pattern: username only; numbers; space, ex: yourusername

How to find it? Goto your LinkedIn profile page in a browser and you will see it in the url.

YouTube: Provide your current YouTube profile @handle.

Required: No, Limit: min:2; max:30, Pattern: handle only do not include @; letters, numbers; space, ex: yourhandle

How to find it? Goto your YouTube Channel page in a browser and you will see it in the url or under your profile.

LinkTree: Provide your current LinkTree profile username.

Required: No, Limit: min:2; max:30, Pattern: username only; numbers; space, ex: yourusername
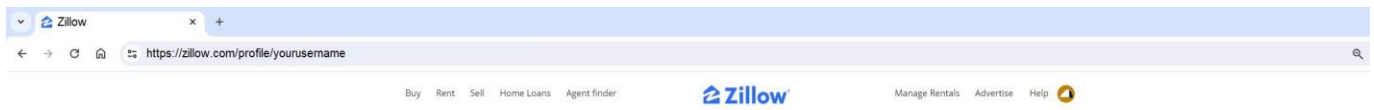
How to find it? Goto your LinkTree profile page in a browser and you will see it in the url.

Zillow: Provide your current Zillow profile username.

Required: No, Limit: min:2; max:30, Pattern: username only; numbers; space, ex: yourusername

How to find it? Goto your Zillow profile page in a browser and you will see it in the url.

WhatsApp: Provide your current WhatsApp Phone number.

Required: No, Limit: min:2; max:30, Pattern: phone number only; numbers; space, ex: 7547770770

How to find it? Goto your mobile app on your phone > settings > click on your Avatar > phone number.

Telegram: Provide your current Telegram profile username.

Required: No, Limit: min:2; max:30, Pattern: phone number only; numbers; space, ex: 7547770770

How to find it? Goto your mobile app on your phone > settings > my profile > mobile.

WeChat: Provide your current WeChat profile username.

Required: No, Limit: min:2; max:30, Pattern: username/phone ; numbers; space, ex: 7547770770

How to find it? Goto your WeChat profile to see the username / phone number.

Google Reviews: Provide your current Google Reviews Link.

Required: No, Limit: min:2; max:30, Pattern: url ; letters; numbers; space, ex: https://google.com/....

How to find it? Open in browser your review link and copy/paste it

Wbsite: Provide your Custom Website Link.

Required: No, Limit: min:2; max:30, Pattern: url ; letters; numbers; space, ex: https://mysite.com

How to find it? Open in browser your page copy the URL link and copy/paste it.

YES
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Continue by entering your business information into the designated fields. Follow the form's layout and input data accurately. Here are some common fields you may encounter:

Company Name: Enter your legal Company name.

Required: No, Limit: min:2; max:20, Pattern: no special chars; space, ex: My Company Name

Department: Enter your Department name (if applicable).

Required: No, Limit: min:2; max:20 Pattern: no special chars; space, ex: Human Resources, Finance

Job Title: Enter your Job Title (if applicable).

Required: Np, Limit: min:2; max:20 Pattern: no special chars; space, ex: President or CEO

Email Address: Enter a valid email address that you have access to, as this may be used for communication or verification purposes.

Required: No, Limit: no, Pattern: valid email format, ex: email@domain.xyz.

Phone: Input your business contact number.

Required: Yes, Limit: min:10; max:20 Pattern: numbers ex: 754-777-0770 or 7547770770

Fax: Input your business fax number (if applicable).

Required: Yes, Limit: min:10; max:20 Pattern: numbers ex: 754-777-0770 or 7547770770

Business Website URL: Provide your company website URL.

Required: No, Limit: no, Pattern: URL format, ex: https://www.domain.xyz.

Business Address: Provide your current business street address.

Required: No, Limit: min:2; max:30 Pattern: letters, numbers, space ex 123 Main Street Apt 10A

City: Provide your current business address city.

Required: No, Limit: min:2; max:30, Pattern: letters, ex: Miami or New York

State: Provide your current business address state/province.

Required: No, Limit: min:2; max:2 Pattern: letters, ex: FL or NY

Zip: Provide your current business address, including postal/ZIP code.

Required: No, Limit: min:5; max:5 Pattern: numbers, ex: 33001 or 10001.

Step 4: Review and Verify Information

Once you have completed filling out the form, take a moment to review all the information you've entered. Check for any typos or errors, ensuring accuracy throughout. Verify that you have provided all required details as indicated by asterisks (*) or other indicators.

Step 5: Submit the Form

After verifying the information, proceed to submit the registration form. Check the box I'm not a robot, pass the verification, click a "Signup" button. If applicable, you may receive a confirmation message indicating that your registration was successful now you may close the window. An email with further instructions will be sent.

Conclusion:

Filling out a registration form is a straightforward process when you follow these steps. By gathering required information, carefully reading instructions, entering data accurately, reviewing your information, and submitting the form, you can complete the registration process efficiently and effectively.