Event Guest Parking

Register License Plate Online Ahead of Time

Setting up the event: event coordinators will fill out an event parking request form will the date(s) (as far ahead of time as you want) for your events on campus (include dates and specific time the event is taking place). I will then create the event and send you a parking registration link for each event. Specify if you want the group to pay, or each guest to pay themselves (explained below). Also specify if you want the event link to be private or public (explained below).

How it works: When people click on the link they can register their vehicle ahead of time for the event they plan to attend. After successful registration, our system is updated to know that vehicle license plate is valid to park on campus during the time of that event.

Cost for Registration: Evening event parking permits cost the same price that one would pay at a parking meter or via the PayByPhone App: $1.00 per hour. The duration of the event (how many hours it lasts) dictates the price that each registrant pays. As an example, if the event they register for is scheduled from 6pm-9pm, once they are redirected to the payment gateway they will be required to pay $3.00 in order to complete registration for parking.
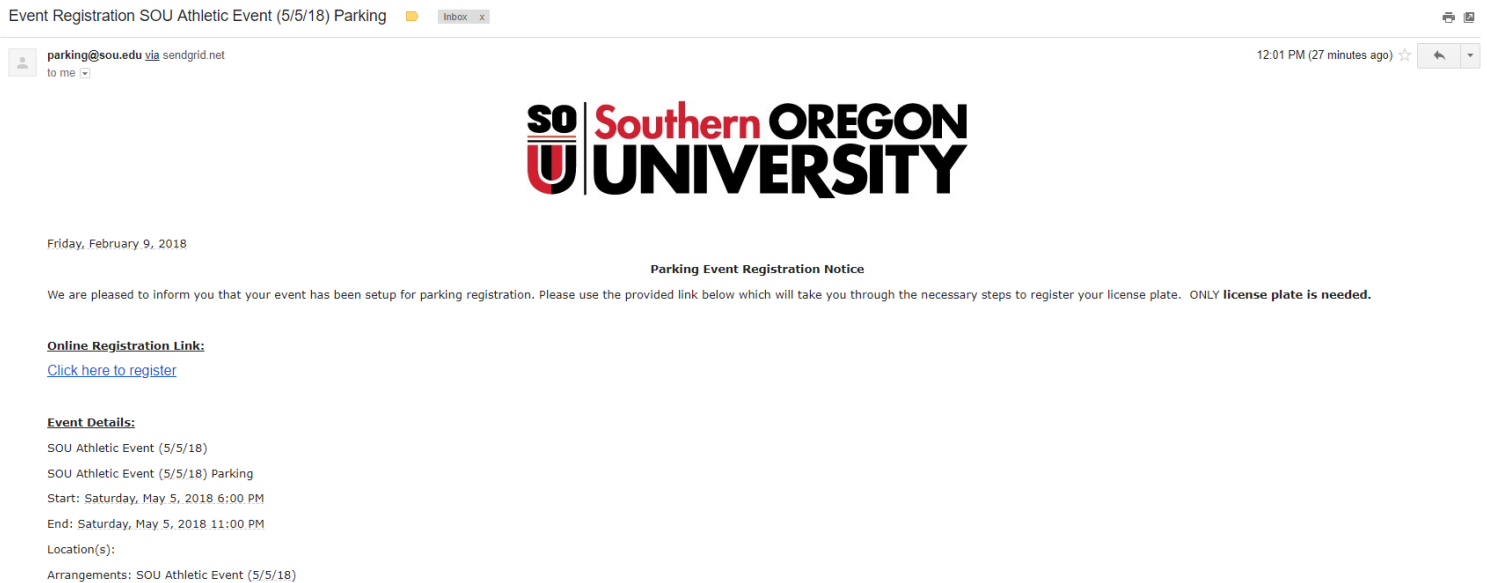
The event portal offers the following payment options:

GROUP PAY: For Guest Parking Group pays for guests' parking (invoiced after event for the number of vehicles that registered through the link). If you choose this option, the guest clicks on the event link, registers their license plate number, and clicks submit without having to pay. The group is then invoiced after the event, and is charged the hourly rate, for each vehicle that registered through the link.

GUEST PAY: Each Registrant Pays Each guest pays individually for their parking at the time they register. If you choose this option, the guest clicks on the event link, registers their license plate, clicks submit, and is then directed to the payment gateway where they then pay via credit/debit card.

The event links can be either **Private** or **Public**- and it is your choice which to choose when filling out the event request form. The following instructions show the process for both private and public events:

Private Event- sent out via an email link, and is not published to the public events website for anyone to register. Below is an example of the email you will receive with the event link that is sent out for people to click on and register:

As the event coordinator, you will receive the above email with the event registration link. You can then either forward that email to guests, or publish it on your event website, in newsletters, etc. You may distribute it how you want, but it will not be visible on the SOU parking events website.

Once clicking on the link, you will be taken to the following Registration page:

Register

Selected Event
SOU Athletic Event (5/5/18)

Purpose
SOU Athletic Event (5/5/18) Parking

Start Date
5/5/2018 6:00:00 PM

End Date
5/5/2018 11:00:00 PM

Start/End Date(s) and Time that vehicle will be valid to park on campus.

Instructions
Register to Park for Athletic Event (5/5/18)

Map

Register

State

Oregon ⌄   *(Required Field)*

License Plate   Paper or Temp Plate?

123ABC   *(Required Field)*

Make

BMW ⌄

Style

Four Door ⌄

Color

Green ⌄

Register   --- Click REGISTER

Search Events ❯

Help ❯

Public Event- visible on the SOU events webpage (sou.nupark.com/events). Public Events are available for anyone that visits the event page to click on and register for parking. When you go to the events webpage, an event posted for open registration will appear as shown below:

Campus Events

Search Campus Events to view parking arrangements, register to park, and view maps.

Search

SOU Athletic Event (5/5/18)
Start Date: Saturday May 5, 2018 06:00 PM
End Date: Saturday May 5, 2018 11:00 PM

To sign up to park for this event, click "Register"   ⊘ Register

Once you click register, you will be directed to the registration page, as show below:

Register

Selected Event
SOU Athletic Event (5/5/18)

Purpose
SOU Athletic Event (5/5/18) Parking

Start Date
5/5/2018 6:00:00 PM   Start/End Date(s) and Time that vehicle
                              will be valid to park on campus.
End Date
5/5/2018 11:00:00 PM

Instructions
Register to Park for Athletic Event (5/5/18)

Map

Registering a Vehicle for this Event will cost a fee of $5.00. Once the vehicle information has been entered you will be redirected to a secure payment system.

Register

State
Oregon   (Required Field)

License Plate   Paper or Temp Plate?
123ABC   (Required Field)

Make
BMW

Style
Four Door

Color
Green

Register   --- Click REGISTER

Search Events

Help

AFTER CLICKING REGISTER:

Events setup as GUEST PAY- Once they click 'Register' they will be directed to the secure checkout payment portal shown below:

After one has successfully completed payment, the license plate number will be registered in our system as valid to park for the date/time of the event. They will get an email receipt for confirmation of payment.

Events setup as GROUP PAY- Once they click 'Register' the license plate number will be registered in our system as valid to park for the time of the event. (They will not be directed to the payment portal above). The group is then invoiced after the event for the amount of vehicles that registered through the link for the event.