

Workshop Registration Form Sample Excel

Download our **workshop registration form sample** in Excel format, featuring an easy-to-use payment section for seamless transactions. This template efficiently collects attendee information and processes payments. It's ideal for organizing workshops and managing registrations effortlessly.

Features

- Attendee Information Collection (Name, Email, Phone, etc.)
- Workshop Details (Session, Date, Time, etc.)
- Payment Section (Fee Type, Amount, Payment Method, Status)
- Space for Special Requirements or Notes
- Automatic Totals and Receipt Generation

Sample Excel Registration Form Download

Download Excel Template

Screenshot Preview



Template Structure Overview

Attendee Name	Email	Phone	Workshop Title	Date	Payment Method	Amount Paid	Payment Status
Jane Doe	jane@example.com	+123456789	Creative Writing	2024-07-21	Credit Card	\$99	Paid
John Smith	john@example.com	+987654321	Digital Marketing	2024-08-05	PayPal	\$120	Unpaid

Note: Customize the file as needed for your workshop requirements.