

How do I add packages?

Omar S. - 2021-04-08 - MyEventRunner

To add a package, please follow these steps:

1. Click on **Packages** under the **Form Designer** section.

Form Designer

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2. Click on the **Add New Package** button in the top right corner.

Event Package Designer

Note - Only 1 Package can be selected per Registration.

[Add New Package](#)

Registration Packages	Quantity Left	Number of People Covered	Actions
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3. Enter in a **package name** and **description** along with **pricing** information.

Package Name
en-ca:

Description
en-ca:

B
I
U
S
I_x
A⁺

Font

Size

Source

Set PST/State Tax
☐
0.00
%

Set GST/Fed Tax
☐
0.00
%

Max Registration Allowed
Leave blank for no limit

Package Code

Number of People Covered
1

Save
Cancel

4. Click the **Save** button when complete.

Package Name

en-ca:

Description

en-ca:

B **I** **U** **S** **I_x** **A**

Font

Size

Source

Set PST/State Tax ☐ %

Set GST/Fed Tax ☐ %

Max Registration Allowed Leave blank for no limit

Package Code

Number of People Covered

	Before Apr 8, 2021	From Apr 9, 2021 to Apr 14, 2021	After Apr 15, 2021
All Attendees	\$ 0.00	\$ 0.00	\$ 0.00

Save

Cancel