ClubRunner

Form Designer: Packages

Omar S. - 2021-04-21 - [Form Designer](#)

Form Designer

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Packages: The packages section is used to setup specific rates for registrations. Please note that any discount applied within the time ranges section will be applied to the total amount entered in this section.

Note: Packages are not required for an Event! Events can now only use Add-Ons.

Event Package Designer

Note - Only 1 Package can be selected per Registration.

Add New Package

Registration Packages	Quantity Left	Number of People Covered	Actions
Full Conference registraton For a single registrant. Includes all meals for Friday and Saturday	no limit	1	
Single day registration - Friday Single day registration - Friday Includes meals for the single day.	no limit	1	
Single day registration - Saturday Single day registration - Saturday Includes meals for the single day.	no limit	1	
Single day registration - Sunday Single day registration - Sunday Includes meals for the single day.	no limit	1	

To begin click the **Add New Packages** button. This will open up the package information window. Within this section the Event Organizer can enter in all the information needed for registration of the event.

Package Name

en-ca: [   ]

Description

en-ca: | **B** *I* U S̶ I̶ₓ | **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   [1 ▾]

	Price
All Attendees	$ 0.00

[**Save**] [Cancel]

Set PST/State Tax | Set GST/Fed Tax: This section is dependent on what state or province your event is located in. This section is enabled if taxes are needed to be applied to the packages. Click the checkbox to be able to enter a percentage value.

Max Registrations allowed: Used to set a registration limit, this should be left blank to be unlimited.

Package Code: A manual code field that will be associated with the package.

Number of people covered: The number here represents how many individuals will be applied to one package.

Pricing: The lower section will have the attendee groups, and time ranges applied to this section. An event organizer can apply pricing based on the groups created and the time ranges setup. The amounts entered are the full amounts for the package despite the time range. Once the information is entered, click the **Save** button to save the package details or **Cancel** button to discard.