

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

Header

Attendee Groups

Time Ranges

Promo Codes

Packages

Add-ons

Questionnaire

Standard Questionnaire

Payment

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	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

Save

Cancel