

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
0.00
Leave blank for no limit

Package Code
0.00

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