ClubRunner

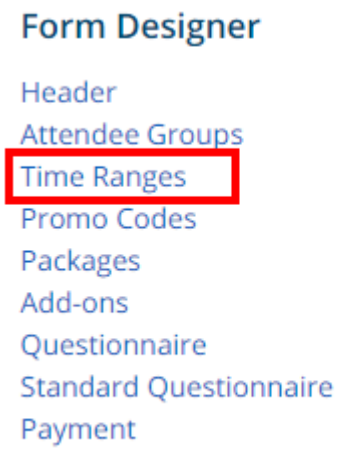
How do I add time ranges?

Omar S. - 2021-04-08 - MyEventRunner

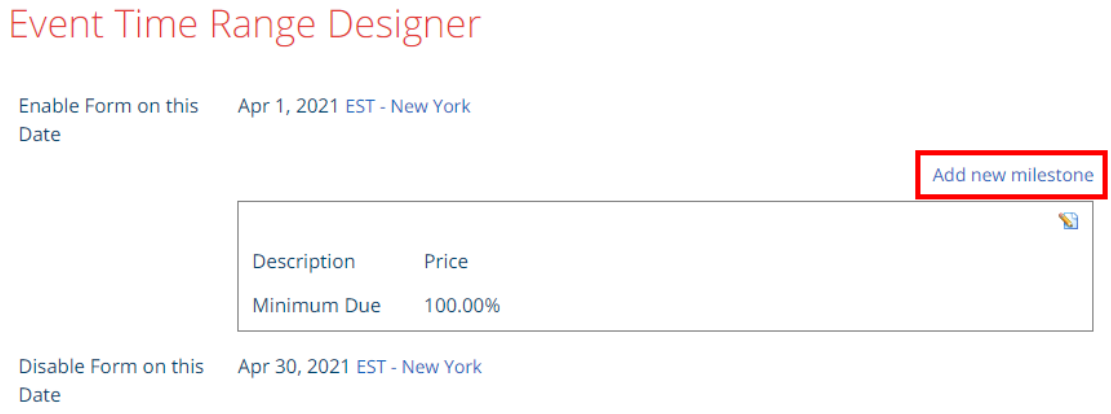
To add time ranges follow these steps:

Note: The event chair can add a registration even if the form date has passed. This permits you to add late registrants and special guests after the signup window for other members has expired.

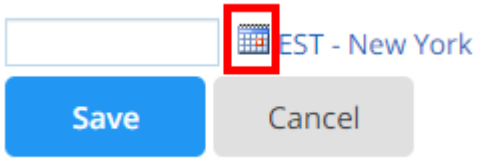
1. Click on **Time Ranges** under the **Form Designer** section.



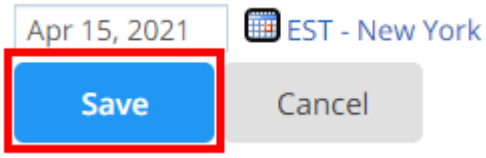
2. Click on the **Add New Milestone** link on the top right corner.



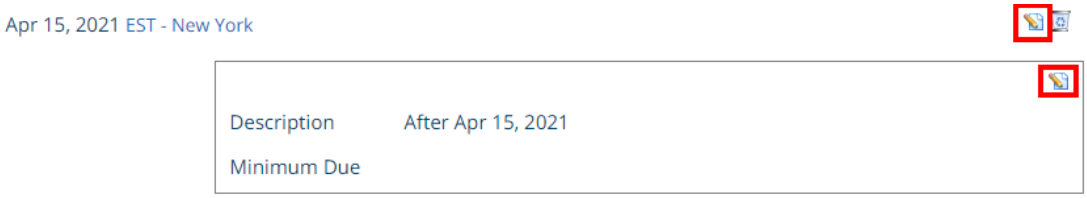
3. Specify a date by clicking on the **calendar icon**.



4. Click **Save**.



5. You can now edit the milestone details by clicking on the **Pencil** icon on the right of the milestone.



Note: Once you have created a time range, you must specify the pricing for this time range under each Package and Add-on.