

# ClubRunner

Help Articles > MyEventRunner > MyEventRunner > How do I add time ranges?

## 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.

### Form Designer

Header

Attendee Groups

**Time Ranges**

Promo Codes

Packages

Add-ons

Questionnaire

Standard Questionnaire

Payment

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

## Event Time Range Designer


Enable Form on this Date Apr 1, 2021 EST - New York

**Add new milestone**

Description	Price
Minimum Due	100.00%

Disable Form on this Date Apr 30, 2021 EST - New York

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




EST - New York

Save


Cancel


4. Click **Save**.

Apr 15, 2021  EST - New York

**Save** Cancel

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

Apr 15, 2021 EST - New York 

Description	After Apr 15, 2021	
Minimum Due		

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