ClubRunner

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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.

Header
Attendee Groups
Time Ranges
Promo Codes
Packages
Add-ons
Questionnaire
Standard Questionnaire
Payment

Form Designer

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

Event Time Range Designer



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

	EST - New York
Save	Cancel

4. Click **Save**.



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		8	
	Description	After Apr 15, 2021	S
	Minimum Due	Alter Apr 19, 2021	

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