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**.

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.