

## How to accept a different currency for a Cloud Event

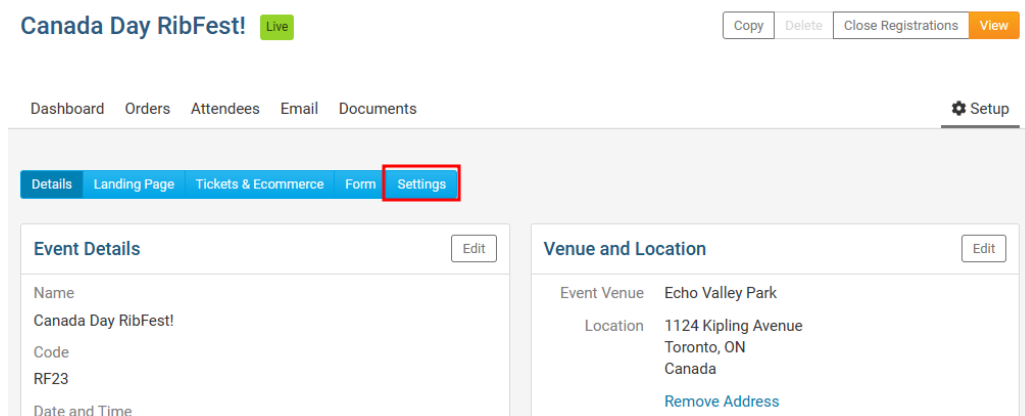
Michael C. - 2024-07-30 - [Events & Calendar](#)

### Changing an event's currency

#### Note

An event's selected currency can only be changed if there are no existing registrations.

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)
2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.
3. Click the **Manage** button for the event you would like to edit the settings for.
4. Near the top right, click on the **Setup** button.
5. Next, click on the **Settings** button in the blue menu.



Canada Day RibFest! Live Copy Delete Close Registrations View

Dashboard Orders Attendees Email Documents Setup

Details Landing Page Tickets & Ecommerce Form **Settings**

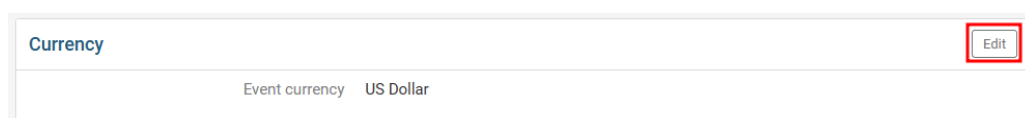
**Event Details** Edit

Name  
Canada Day RibFest!  
Code  
RF23  
Date and Time

**Venue and Location** Edit

Event Venue Echo Valley Park  
Location 1124 Kipling Avenue  
Toronto, ON  
Canada  
[Remove Address](#)

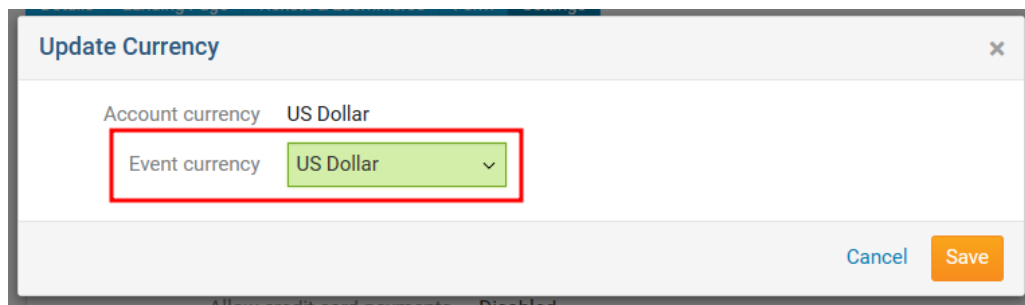
6. Under the Currency section, click on the **Edit** button.



**Currency** Edit

Event currency US Dollar

7. The Update Currency window will appear. Select the **Event currency** you would like to use for your event.



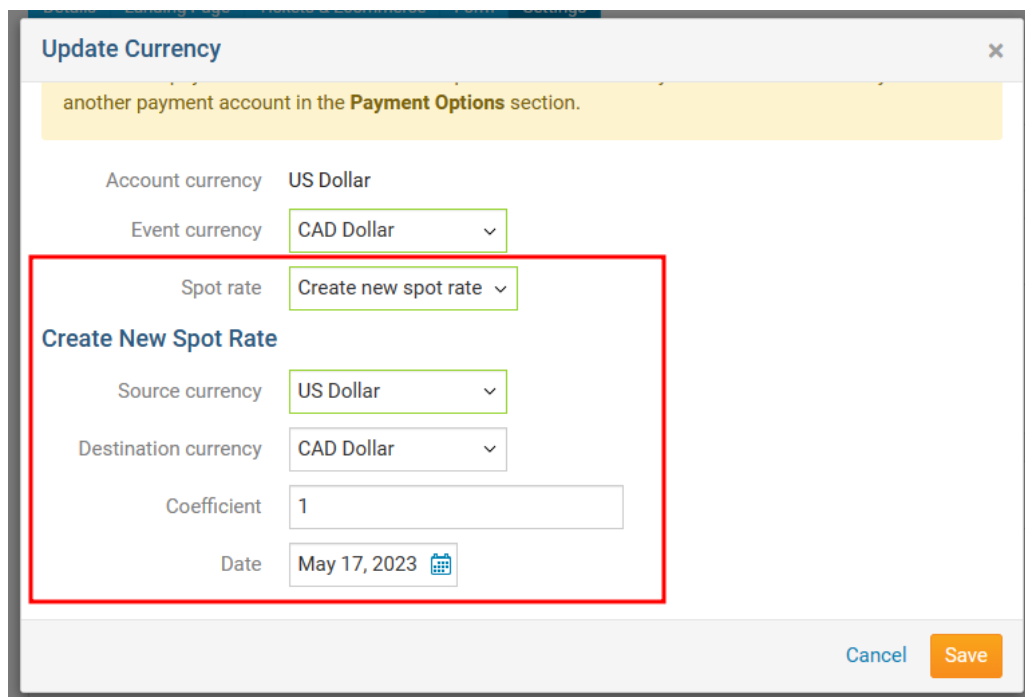
Update Currency

Account currency US Dollar

Event currency US Dollar

Cancel Save

- **Account currency** - The default currency for your account.
  - **Event currency** - The currency you would like to accept payments with for your event.
8. Once the currency has been selected, you may create, or choose an existing **Spot Rate**. The spot rate stores details about the currencies and their coefficient, which can be saved and used for future events.



Update Currency

another payment account in the **Payment Options** section.

Account currency US Dollar

Event currency CAD Dollar

Spot rate Create new spot rate

**Create New Spot Rate**

Source currency US Dollar

Destination currency CAD Dollar

Coefficient 1

Date May 17, 2023

Cancel Save

- **Source currency** - The account's currency. This amount will be shown on pages like the Order list page, Invoice list page, and other areas.
- **Destination currency** - The currency taken. This would be the type of currency charged to the registrant's credit card.
- **Coefficient** - The exchange rate used to display the converted amount of the Source Currency.
- **Date** - The date the Spot Rate was created.

9. After the spot rate has been selected, or a new rate has been configured, click on the **Save** button.

## Related Content

- [How to update a Cloud Event's settings](#)