

Award Pricing and Registration Settings

48 Steps [View most recent version](#) 

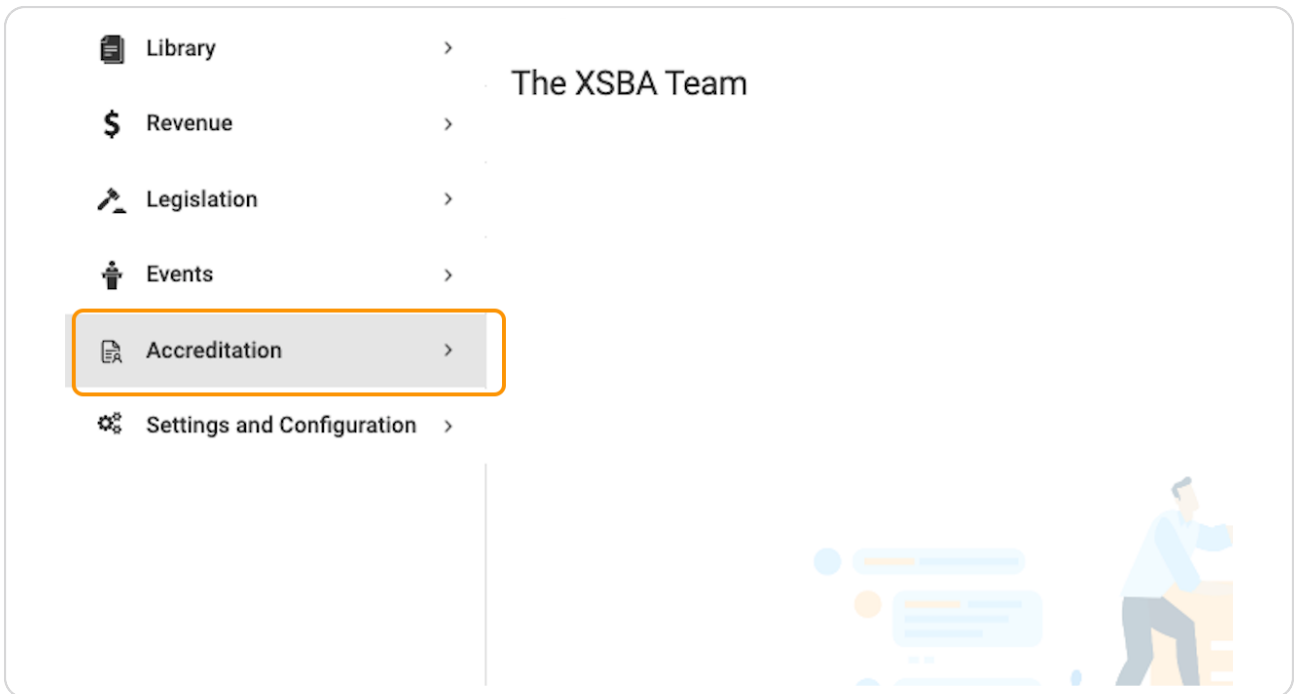
Created by
Engagifii Inc.

Creation Date
October 27, 2023

Last Updated
October 27, 2023

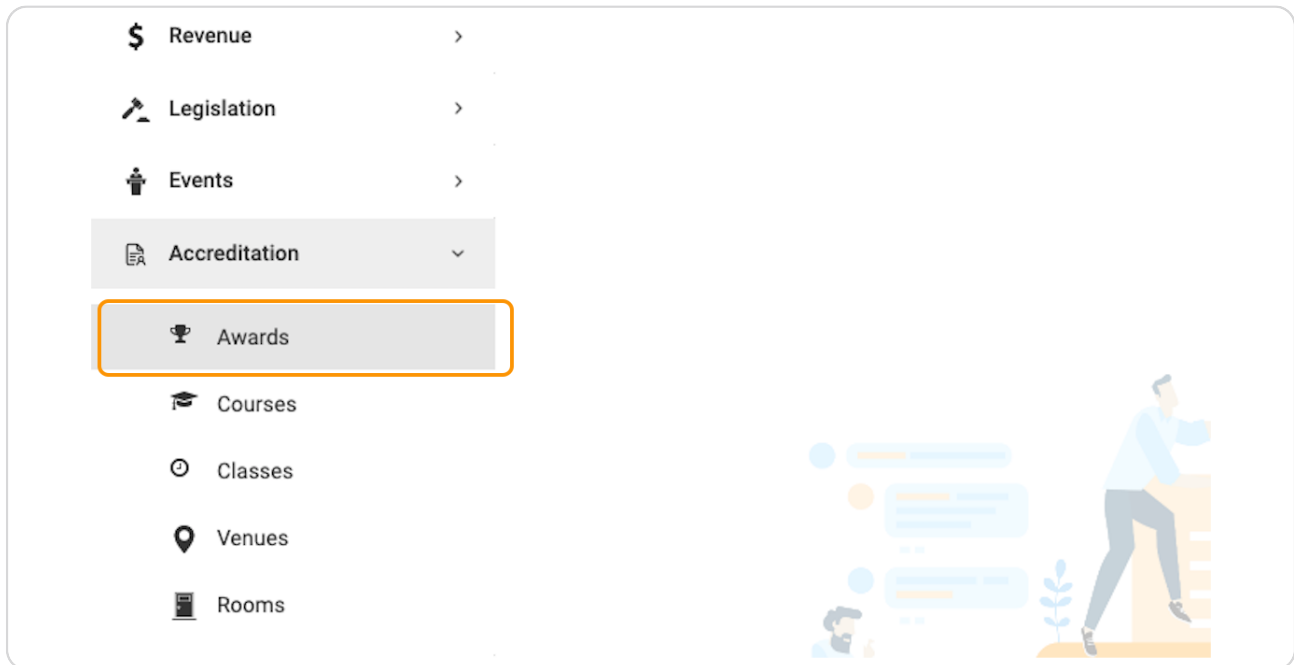
STEP 1

Click on Accreditation



STEP 2

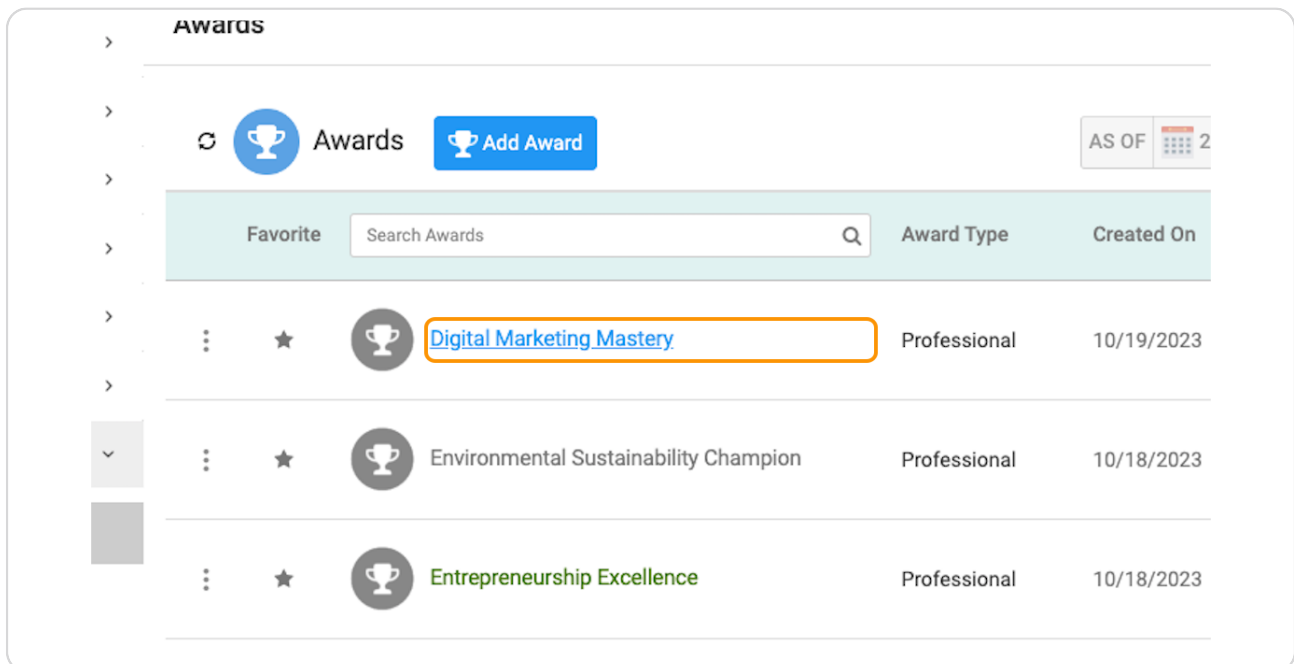
Click on Awards



A screenshot of a navigation menu. The menu items are: Revenue, Legislation, Events, Accreditation, Awards, Courses, Classes, Venues, and Rooms. The 'Awards' item is highlighted with an orange border. To the right of the menu is an illustration of a person climbing a staircase, symbolizing achievement.

STEP 3

Choose the Award






A screenshot of the 'Awards' page. The page title is 'Awards'. There is a search bar and an 'Add Award' button. Below the search bar is a table of awards. The first award, 'Digital Marketing Mastery', is highlighted with an orange border. The table has columns for 'Favorite', 'Award Type', and 'Created On'.


Favorite	Search Awards	Award Type	Created On
<input type="checkbox"/>	<input type="text"/>	Professional	10/19/2023
<input checked="" type="checkbox"/>		Professional	10/18/2023
<input type="checkbox"/>		Professional	10/18/2023


STEP 4

Click on Edit

 Crescerance Admin ▾

 Edit

 Register

Accounting Details

STEP 5

Set the default price



Award Description

Award Scope: *



Award Type: *

Default Price:

Description:

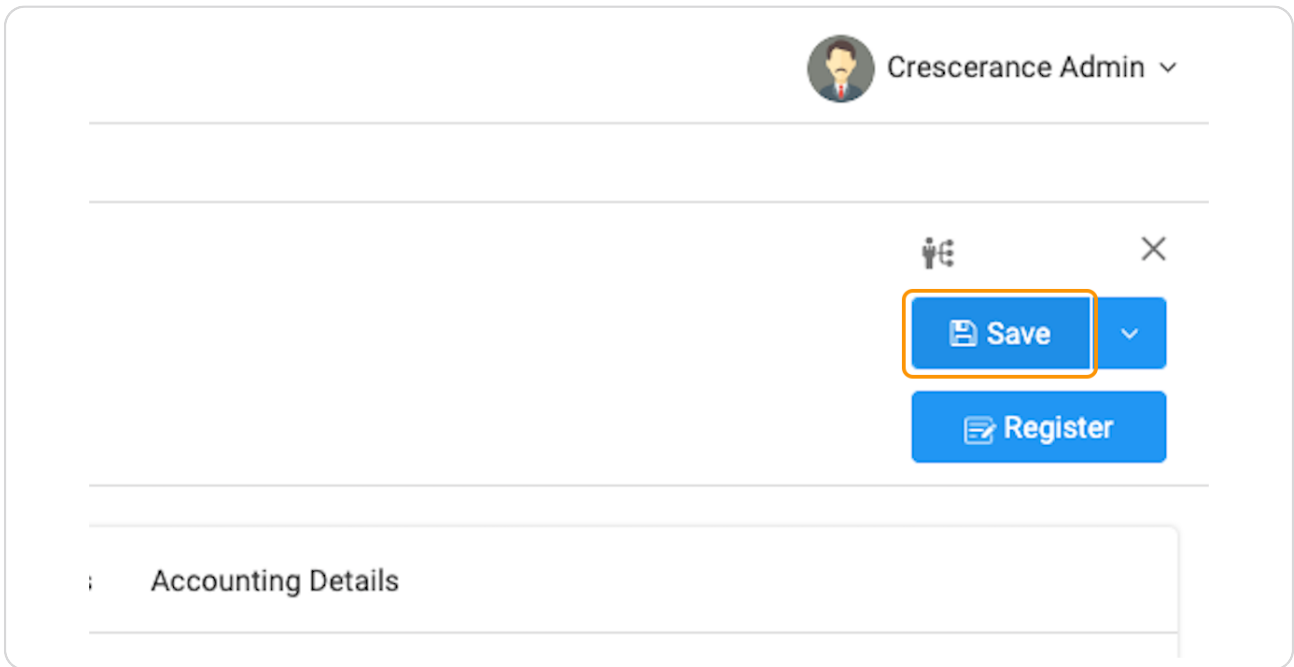
  Paragraph ▾ | A ▾ | **A** ▾ | **B** | *I* | U

Requirements:

  Paragraph ▾ | A ▾ | **A** ▾ | **B** | *I* | U

STEP 6

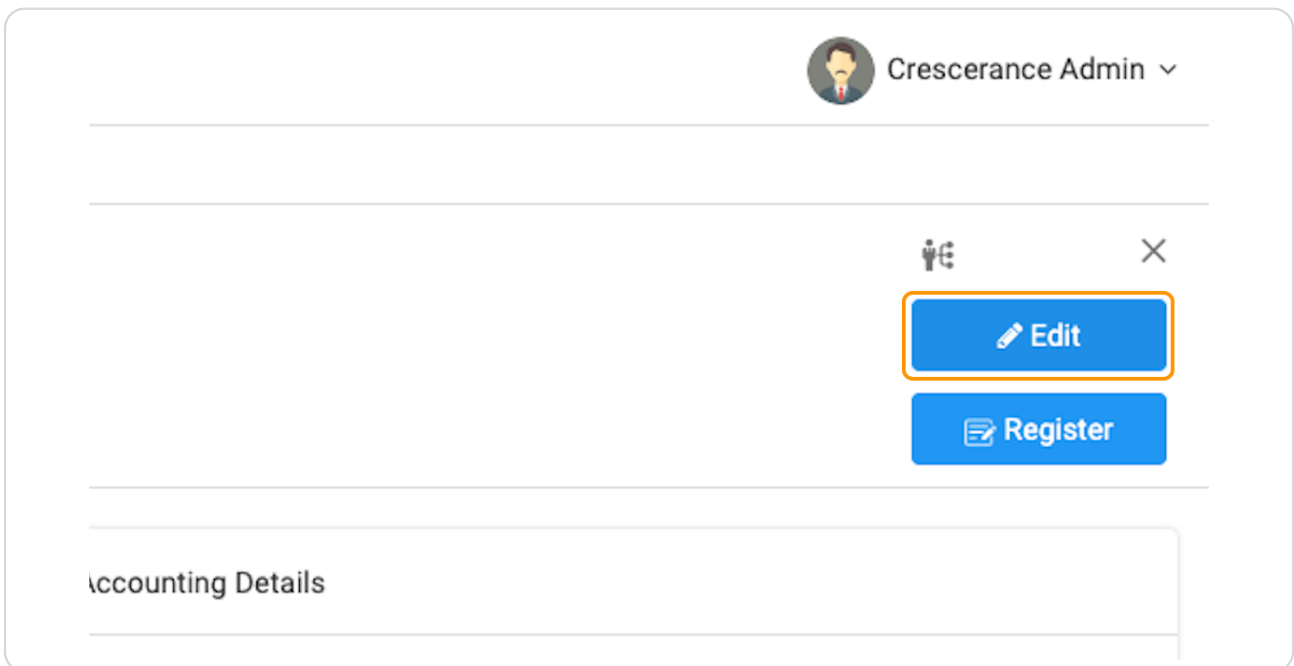
Click on Save



The screenshot shows a user profile interface for 'Crescerance Admin'. At the top right, there is a user profile icon and the name 'Crescerance Admin' with a dropdown arrow. Below this, there are two horizontal lines representing input fields. On the right side, there is a floating menu with a close button (X) and a user icon. The menu contains two buttons: 'Save' (with a document icon) and 'Register' (with a document icon). The 'Save' button is highlighted with an orange border. At the bottom, there is a section titled 'Accounting Details' with a vertical line on its right side.

STEP 7

Click on Edit



The screenshot shows the same user profile interface for 'Crescerance Admin'. The layout is identical to the previous step, but the 'Edit' button (with a pencil icon) in the floating menu is now highlighted with an orange border. The 'Save' button is no longer highlighted. The 'Accounting Details' section is visible at the bottom.

STEP 8

Click on Registration & Pricing

Mastery

Active Classes Members **Registration & Pricing** Documents Accounting Detail


Member Endorsement



Professional

€250.00

STEP 9

Click on Edit

 Crescerance Admin ▾

Edit

Register

Accounting Details

STEP 10

I would like to set a special price for staff. So I am searching for staff here.

Original: Engagifii

Tag(s): +

Save Register

General Award Criteria Definition Active Classes Members Registration & Pricing Documents Accounting Details

Organize pricing groups with the highest priority (most specific) pricing group at the top of the list. If a person is a member of more than one pricing group, the group with the highest priority (i.e. highest in the list) is applied.

Who would you like to add custom price configuration for ?

staff

People (0 Records) >

Tags (0 Records) >

Organizations (0 Records) >

Person Types (0 Records) >

Groups (0 Records) >

Disable/Enable Actions

STEP 11

I would like to set a special price for staff. So I am searching for staff here.

Awards

Courses

Classes

Venues

Rooms

Settings and Configuration >

staff

People (0 Records) >

Tags (0 Records) >

Organizations (0 Records) >

Person Types (0 Records) >

Groups (0 Records) >

Committees (0 Records) >

STEP 12

I would like to set a special price for staff. So I am searching for staff here.

would you like to add custom price configuration for ?

ff|

People (0 Records) >

Tags (0 Records) >

Organizations (0 Records) >

Person Types (1 Record) >

Groups (1 Record) >

Committees (0 Records) >

People	Registration & Pricing
No configuration is added	

Type to search...

STAFF

1 Recc

STEP 13

I would like to set a special price for staff. So I am searching for staff here.

Xba

home / IS / ACCREDITATION / AWARDS / AWARDS LIST

Digital Marketing Mastery

Tag(s): +

Save Register

General Award Criteria Definition Active Classes Members Registration & Pricing Documents Accounting Details

Organize pricing groups with the highest priority (most specific) pricing group at the top of the list. If a person is a member of more than one pricing group, the group with the highest priority (i.e. highest in the list) is applied.

Who would you like to add custom price configuration for ?

staff

People	Registration & Pricing	Disable/Enable	Actions
Crescance Admin 13 more	Manage	<input checked="" type="checkbox"/>	

Type to search... 1 Records

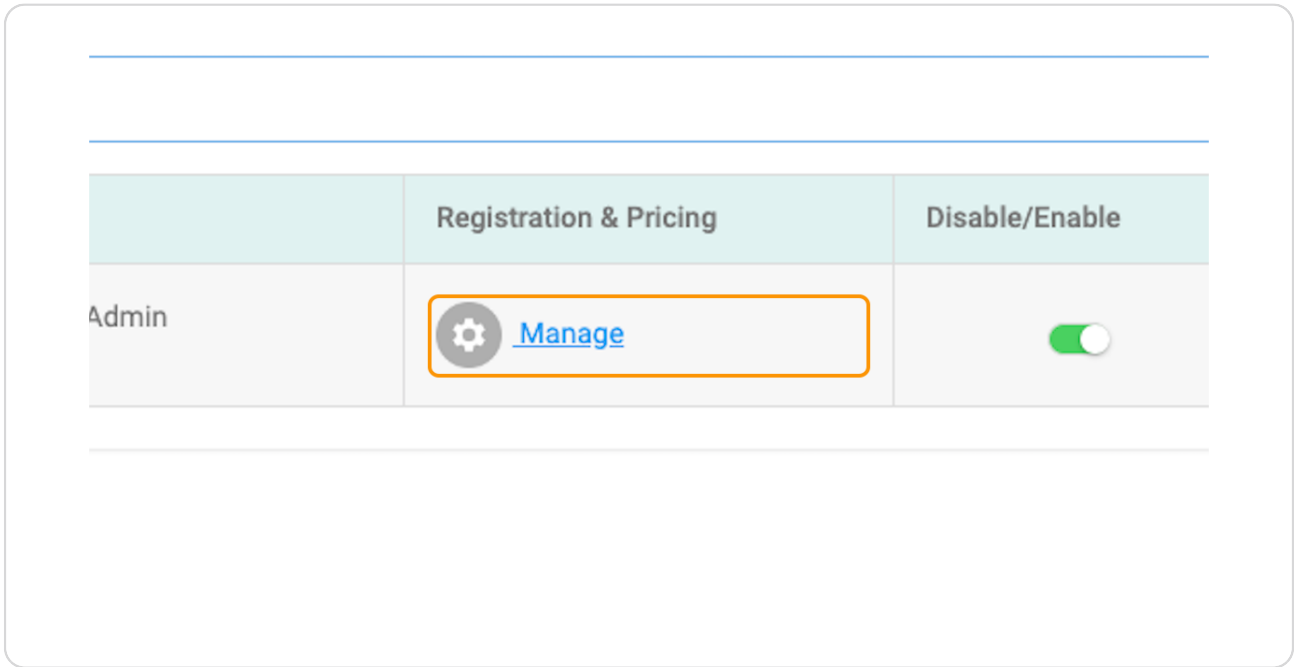
STAFF

To search for people, tags,

Engagifiji

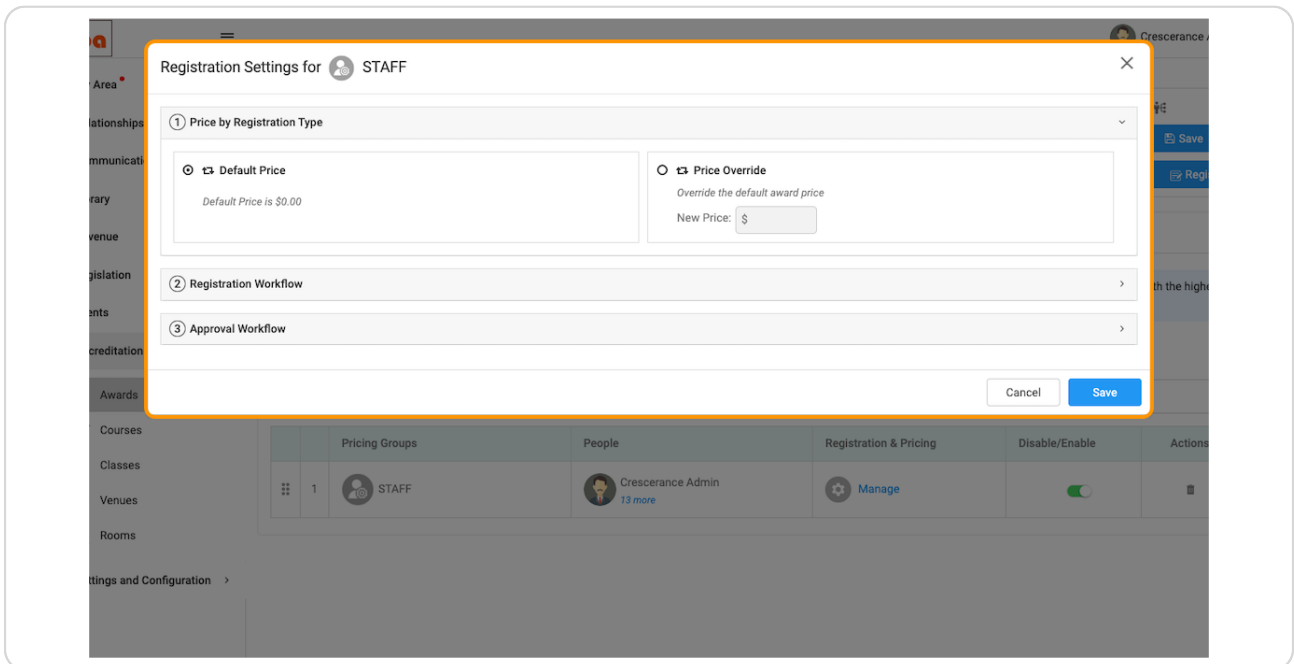
STEP 14

Click on **Manage**



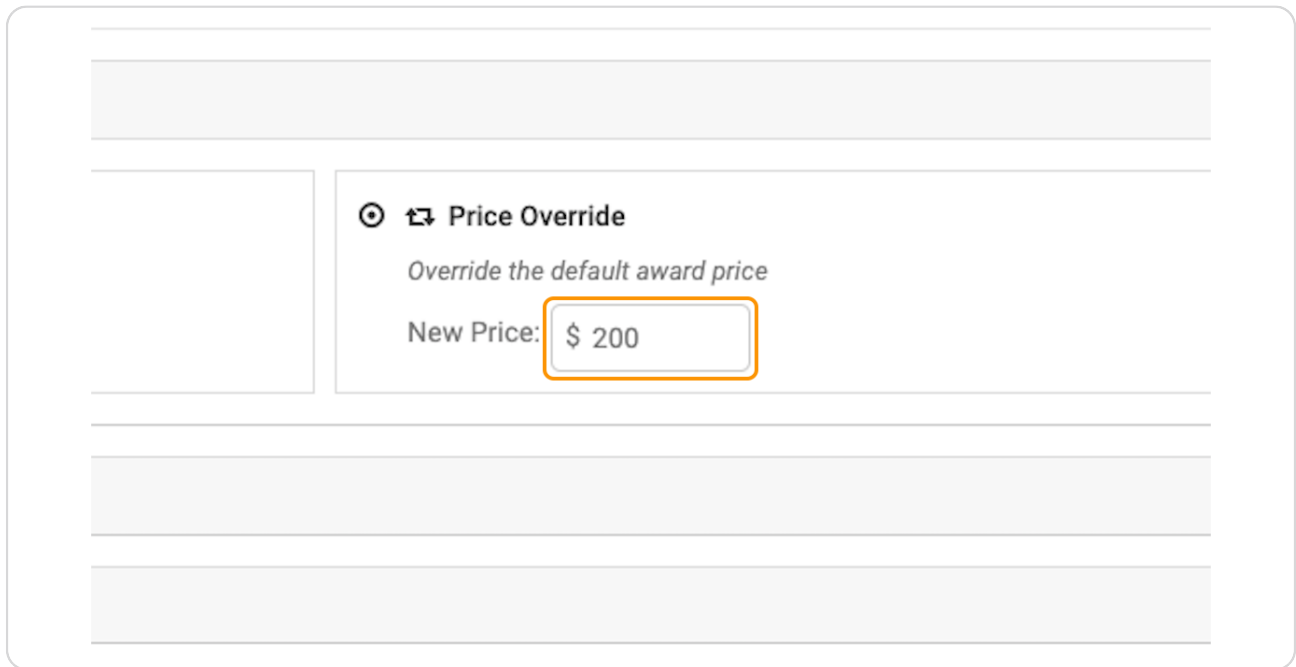
STEP 15

Click on **Registration Settings for STAFF...**



STEP 16

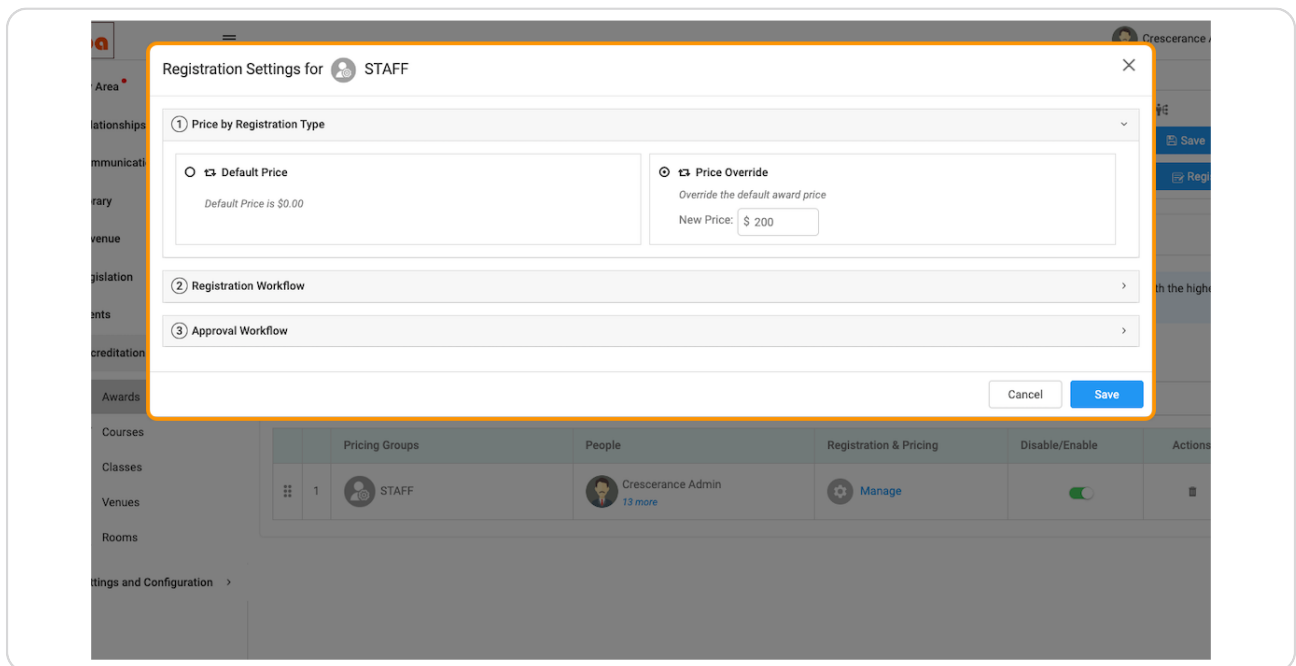
I would like to set a special price for staff. I am entering the price here.



The screenshot shows a form titled "Price Override" with a sub-header "Override the default award price". Below this, there is a label "New Price:" followed by a text input field containing the value "\$ 200". The input field is highlighted with an orange border.

STEP 17

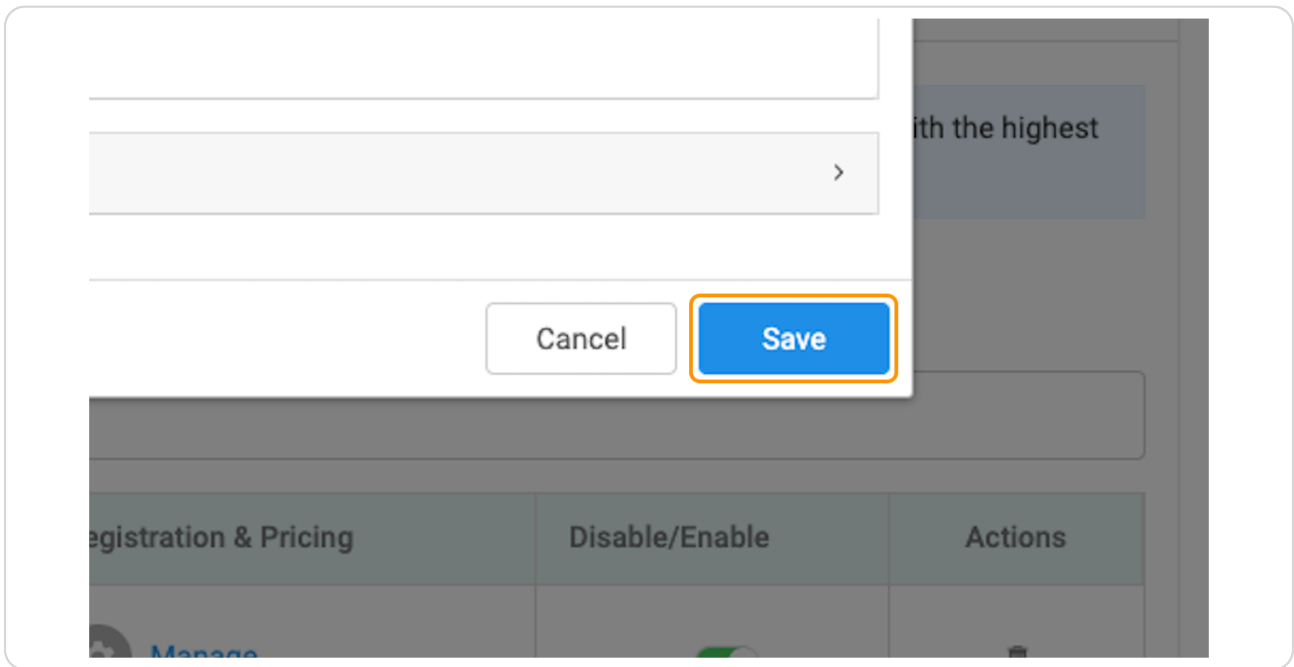
I would like to set a special price for staff. I am entering the price here.



The screenshot shows a dialog box titled "Registration Settings for STAFF". It has three main sections: "1 Price by Registration Type", "2 Registration Workflow", and "3 Approval Workflow". The "1 Price by Registration Type" section is expanded to show two options: "Default Price" (with a sub-note "Default Price is \$0.00") and "Price Override" (with a sub-note "Override the default award price"). The "Price Override" option is selected, and its "New Price:" input field contains "\$ 200". At the bottom right of the dialog, there are "Cancel" and "Save" buttons. The background shows a table with columns for "Pricing Groups", "People", "Registration & Pricing", "Disable/Enable", and "Actions". The "Pricing Groups" column shows a group named "STAFF".

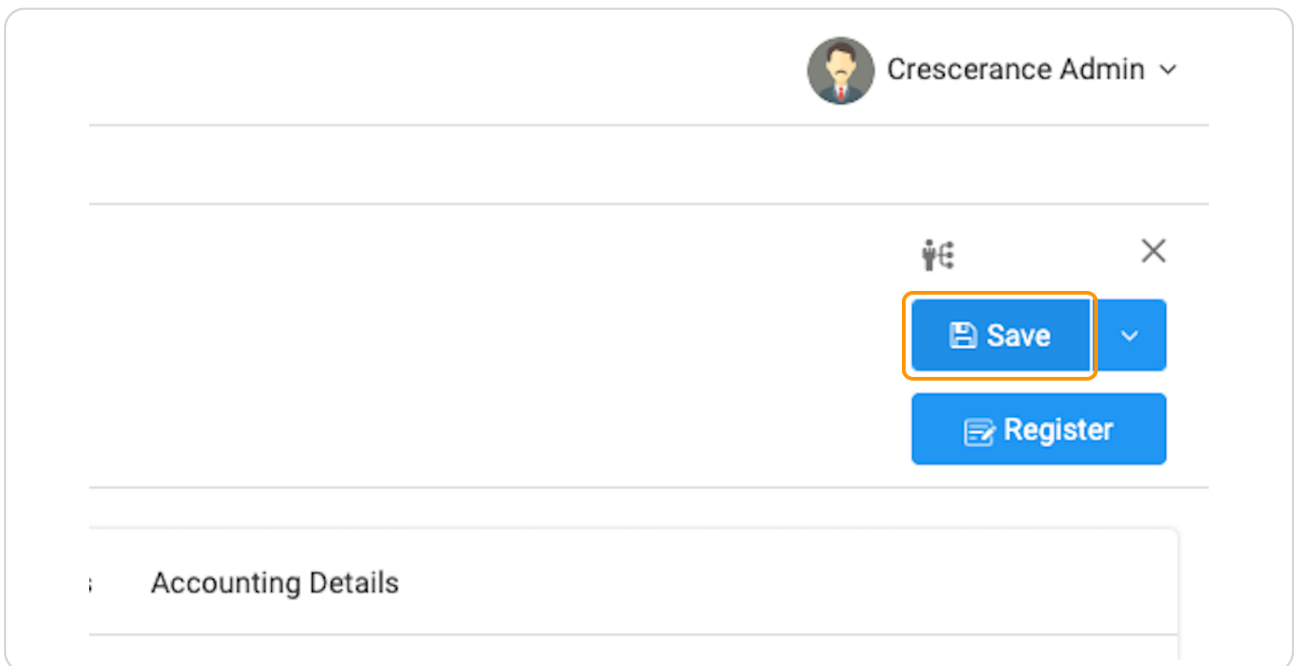
STEP 18

Click on Save



STEP 19

Click on Save



STEP 20

Click on General

relationships > Tag(s): 0

ommunication >

brary >

venue >

egislation >

vents >

ccreditation >

General Course Curriculum Active Clas

General

Pricing Groups

1 Staff

STEP 21

Click on Registration & Pricing

Mastery

Active Classes Members **Registration & Pricing** Documents Accounting Detail

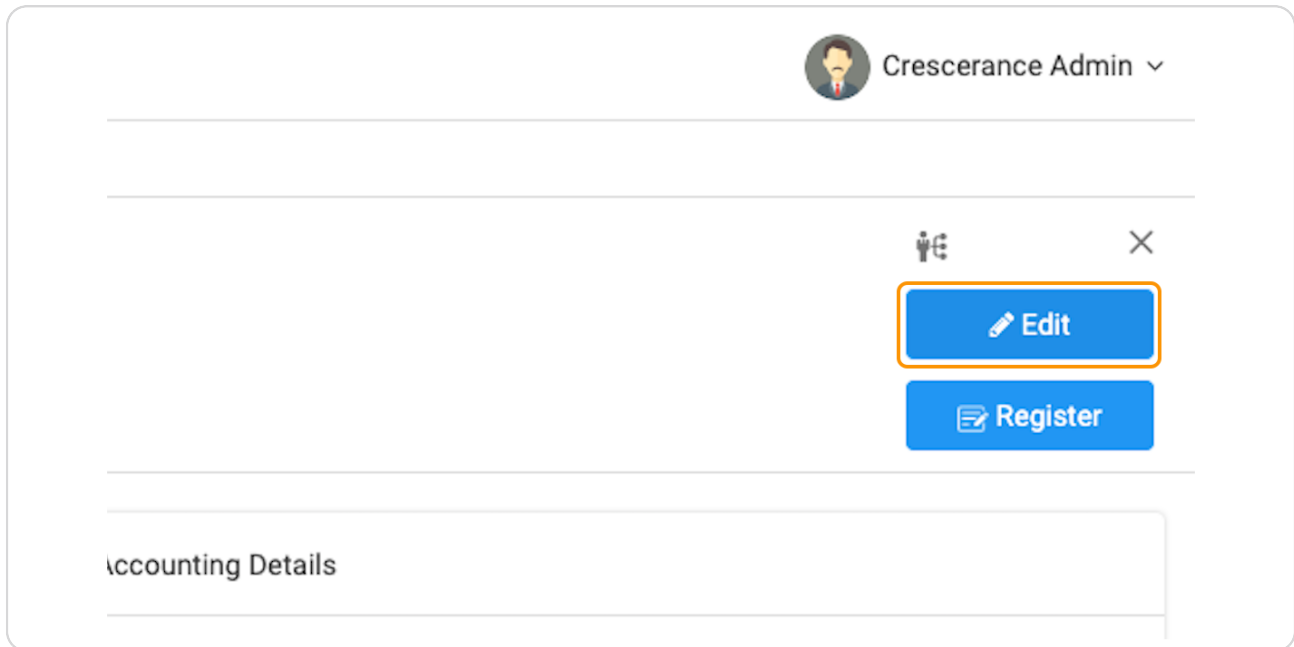
Member Endorsement

Professional

€250 00

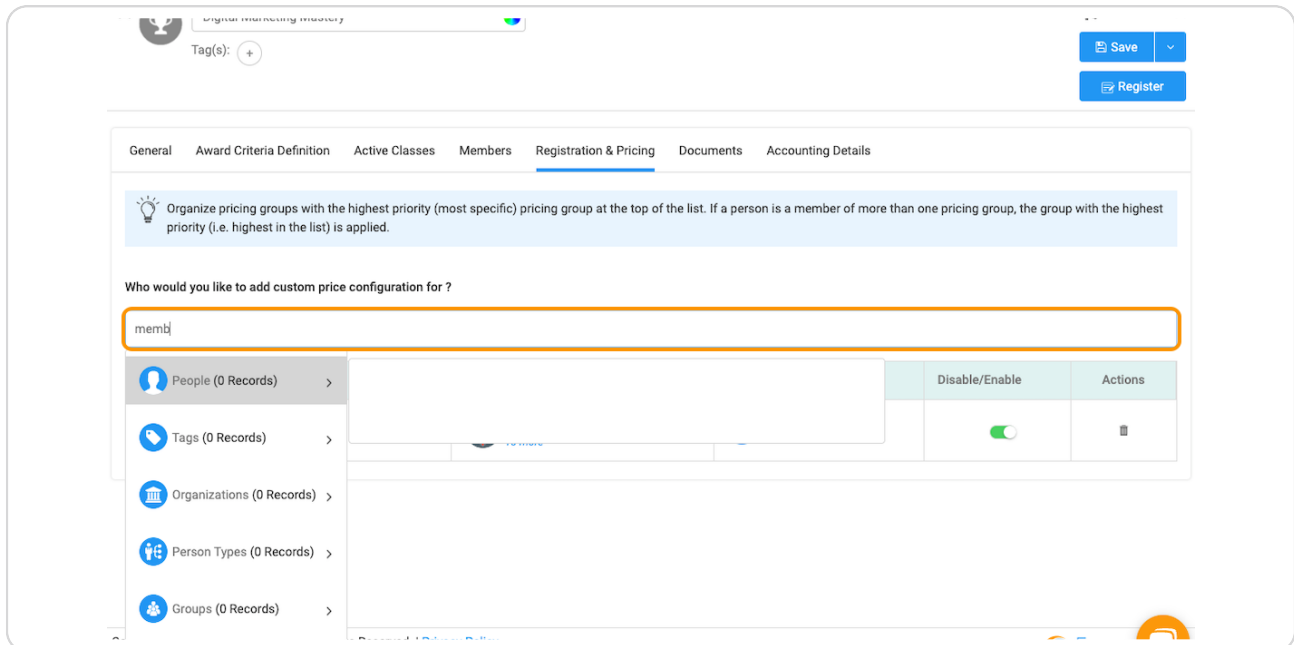
STEP 22

Click on Edit



STEP 23

I would like to set an approval process for members to register for this award so I am searching for member in person type.



STEP 24

I would like to set an approval process for members to register for this award so I am searching for member in person type.

The screenshot shows the Engagifii interface with a search bar containing 'memb'. The left sidebar lists navigation options: Awards, Courses, Classes, Venues, Rooms, and Settings and Configuration. The main content area displays a list of categories with their respective record counts: People (1 Record), Tags (0 Records), Organizations (0 Records), Person Types (0 Records), Groups (0 Records), and Committees (0 Records). The 'Person Types' category is highlighted with an orange box. On the right, a search results preview shows a profile for 'STEVE MEMBER' with the email 'stevesw@yopmail.com'.

STEP 25

I would like to set an approval process for members to register for this award.

The screenshot shows the 'Person Types' configuration page in Engagifii. The page title is 'would you like to add custom price configuration for?'. The search bar contains 'memb'. The left sidebar shows the 'Person Types' category selected, with 2 records. The main content area displays a table with columns 'People' and 'Registration & Pricing'. The table has one row for 'Crescence Admin' with 13 more records and a 'Manage' button. Below the table, a search bar shows 'MEMBER' and 'NON-MEMBER' as results. The 'MEMBER' result is highlighted with an orange box.

People	Registration & Pricing
Crescence Admin 13 more	Manage

STEP 26

I would like to set an approval process for members to register for this award so I am searching for member in person type.

The screenshot shows the 'Registration & Pricing' configuration page for an award titled 'Digital Marketing Mastery'. The page includes a search bar with 'memb' entered, a list of categories on the left, and a table of records. The 'Person Types' category is selected, showing two records. The 'MEMBER' record is highlighted with a green checkmark.

Category	Record	Registration & Pricing	Disable/Enable	Actions
People (1 Record)	Crescence Admin 13 more	Manage	Toggle On	Manage
Tags (0 Records)				
Organizations (0 Records)	Tara Banks 64 more	Manage	Toggle On	Manage
Person Types (2 Records)				
Groups (3 Records)	MEMBER			

STEP 27

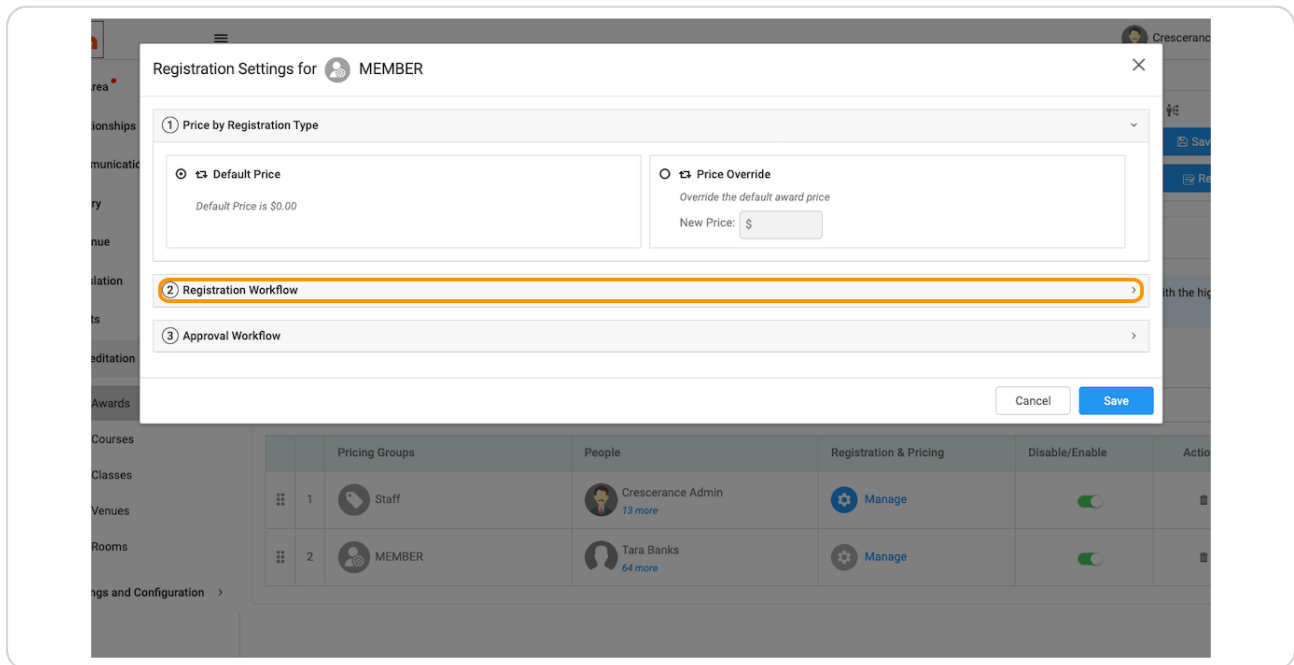
Click on **Manage**

This image is a close-up of the 'Manage' button for the 'MEMBER' record in the 'Registration & Pricing' table. The button is highlighted with an orange border.

	Registration & Pricing	Disable/Enable
Admin	Manage	Toggle On
	Manage	Toggle On

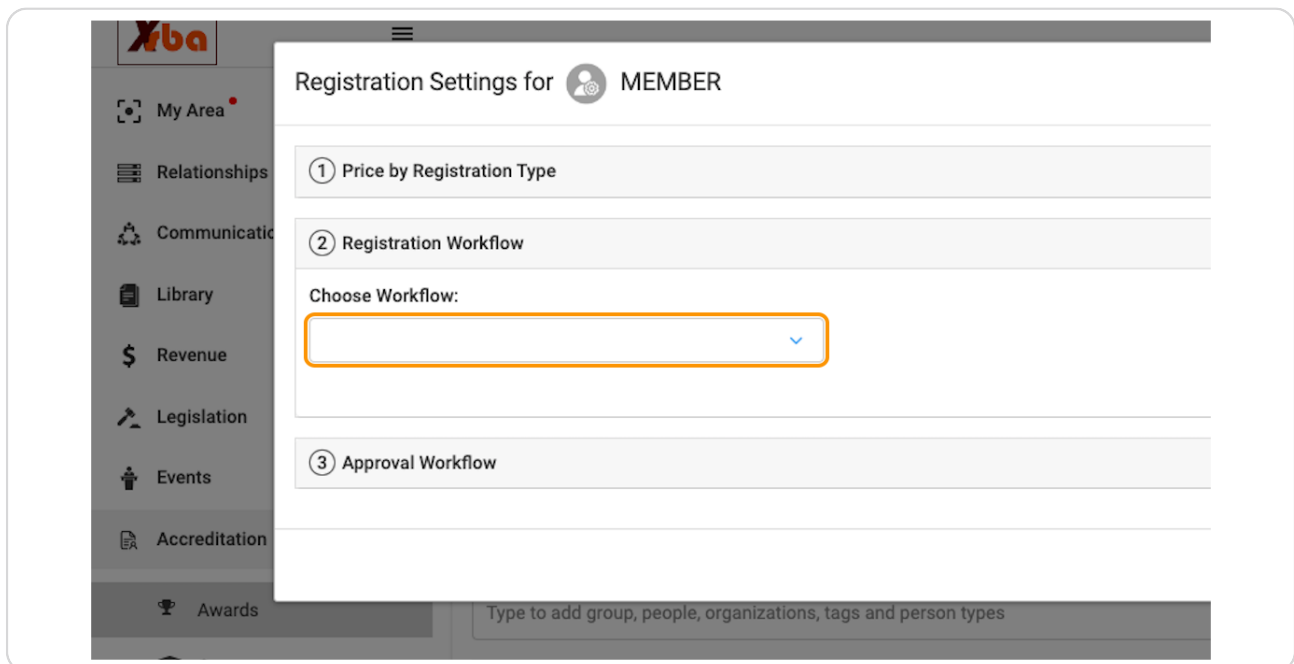
STEP 28

Click on Registration Workflow



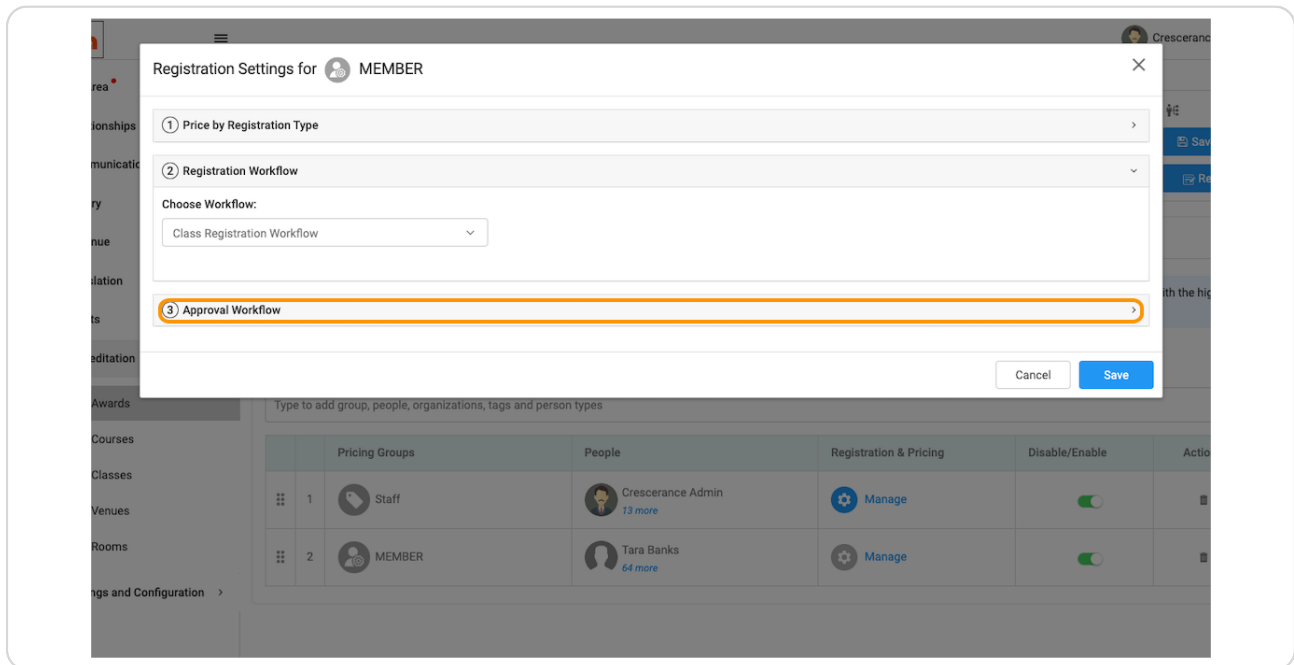
STEP 29

Choose a workflow.



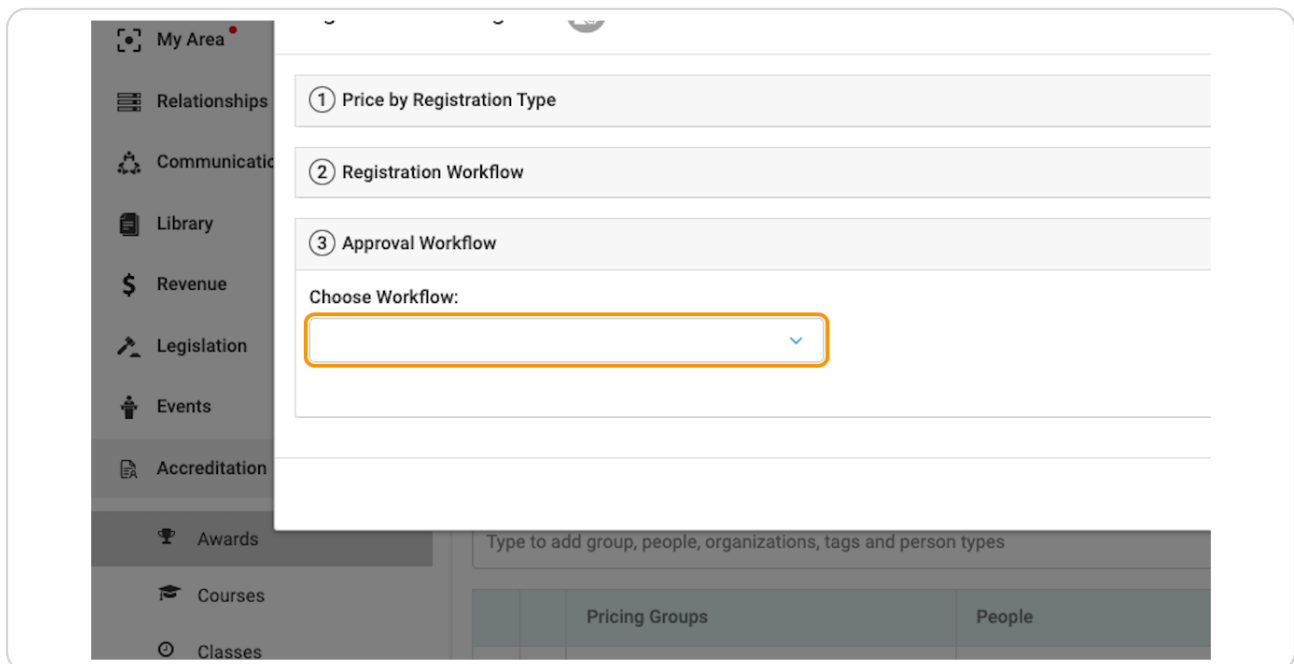
STEP 30

Click on 3 Approval Workflow



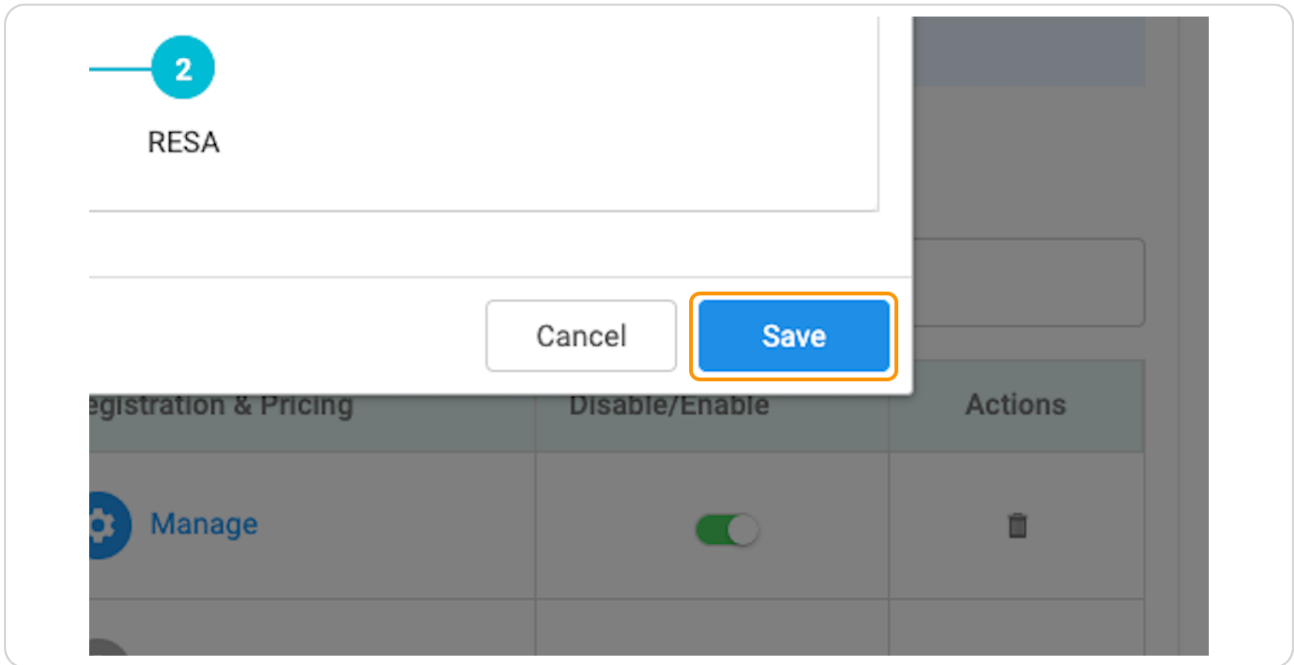
STEP 31

Click on dropdown trigger



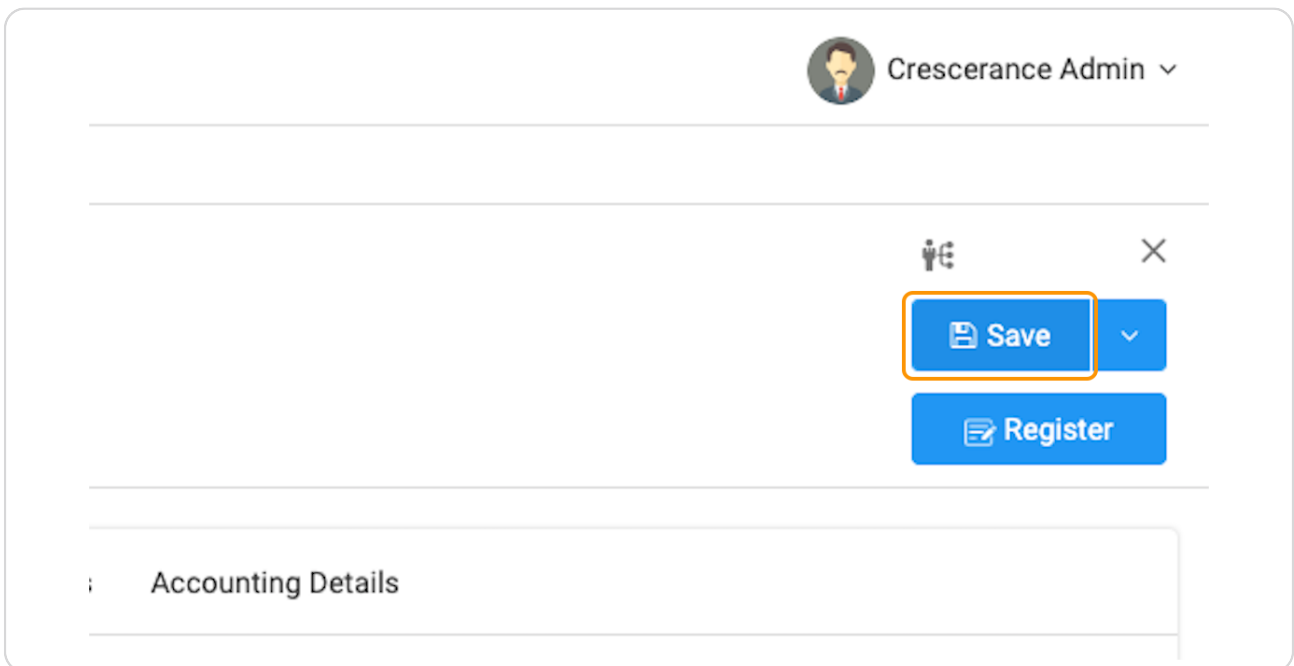
STEP 32

Click on Save







STEP 33

Click on Save



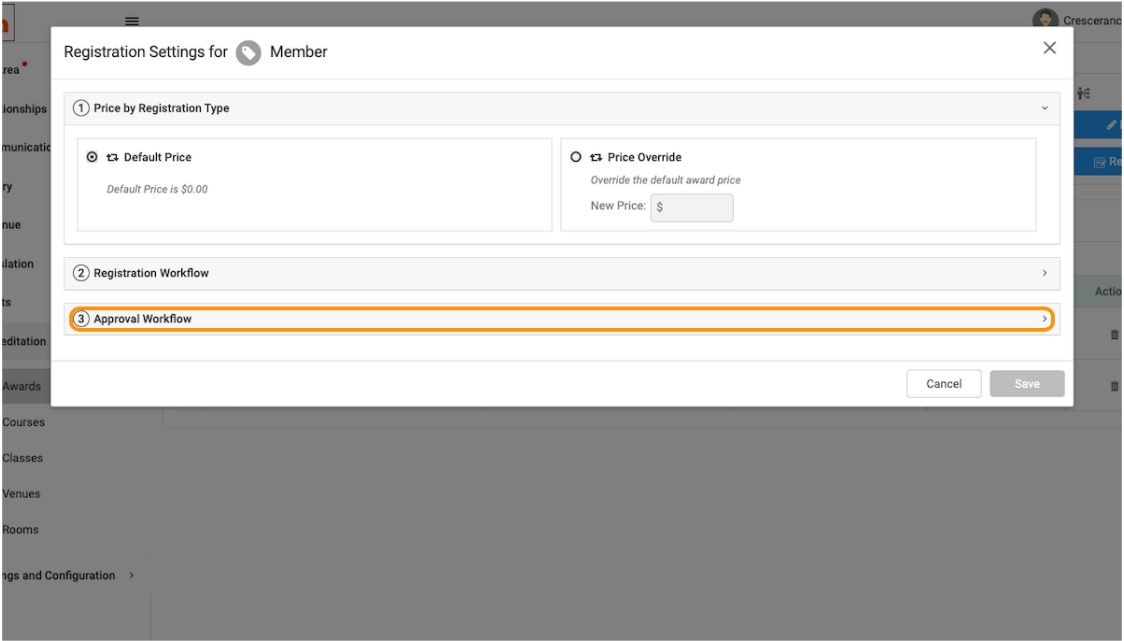
STEP 34

Click on **Manage**

	Registration & Pricing	Disable/Enal
Crescenc Admin >re	 Manage	
Banks >re	 Manage	

STEP 35

Click on **3 Approval Workflow**



Registration Settings for Member

1 Price by Registration Type

Default Price: Default Price is \$0.00

Price Override: Override the default award price
New Price: \$

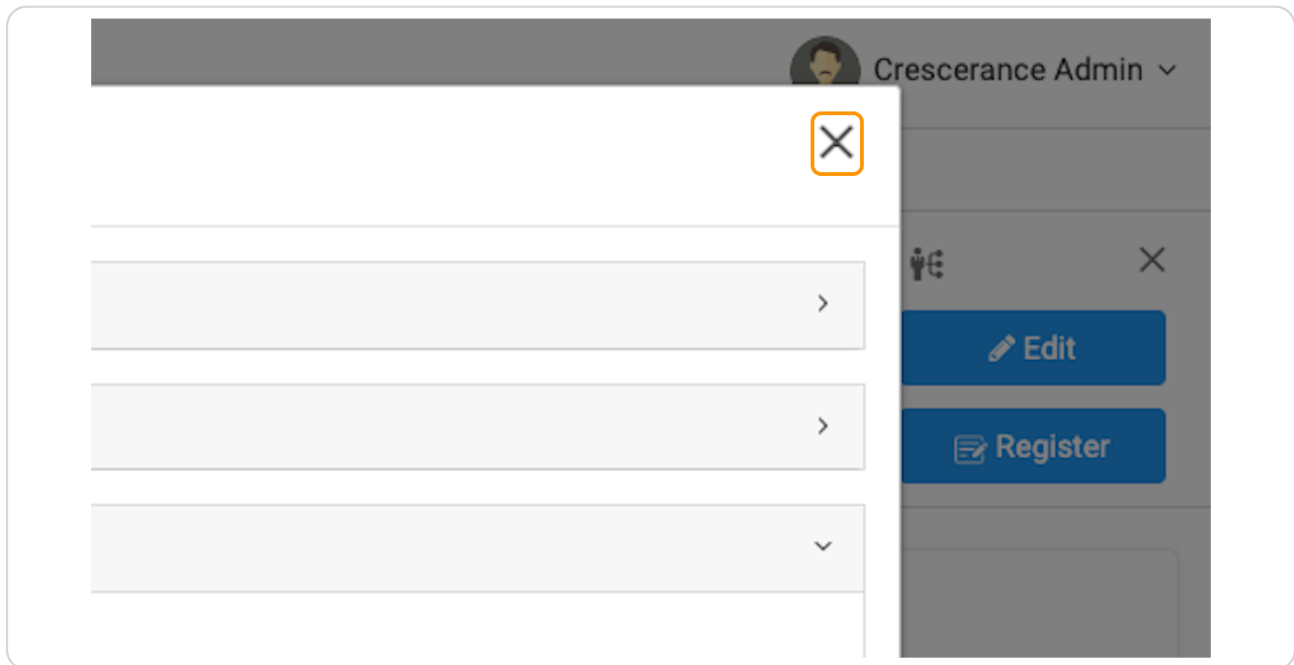
2 Registration Workflow

3 Approval Workflow

Cancel Save

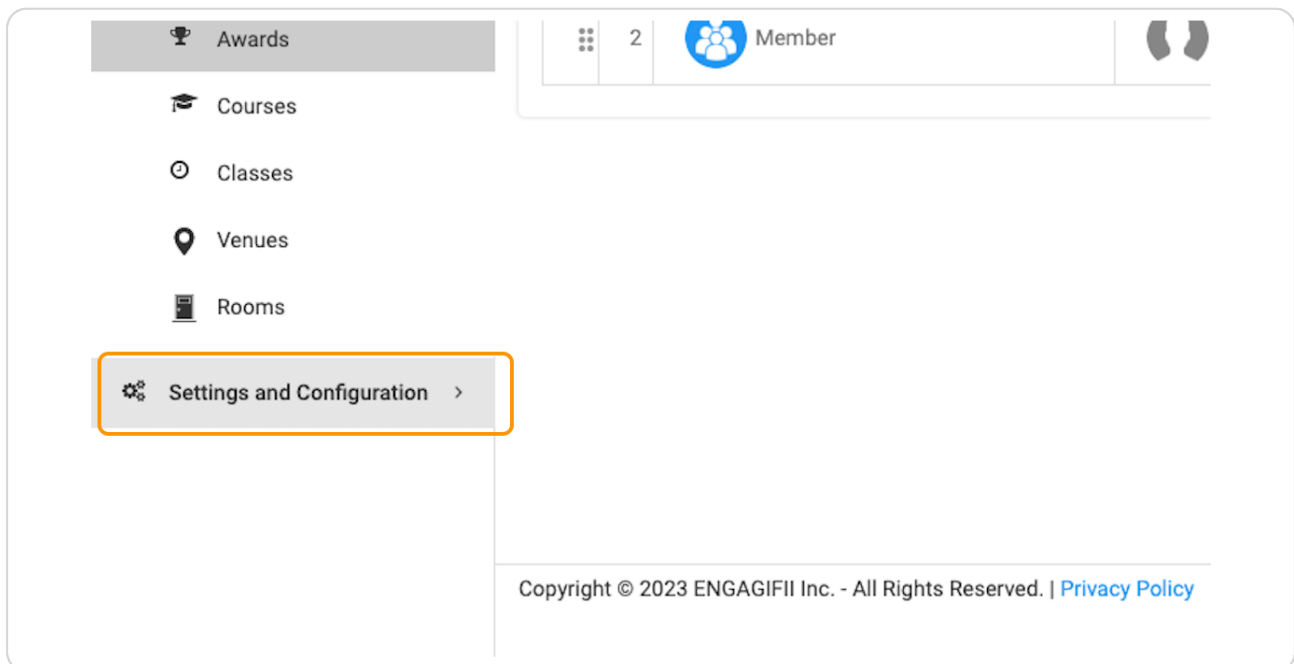
STEP 36

Click on Registration Settings for Member...



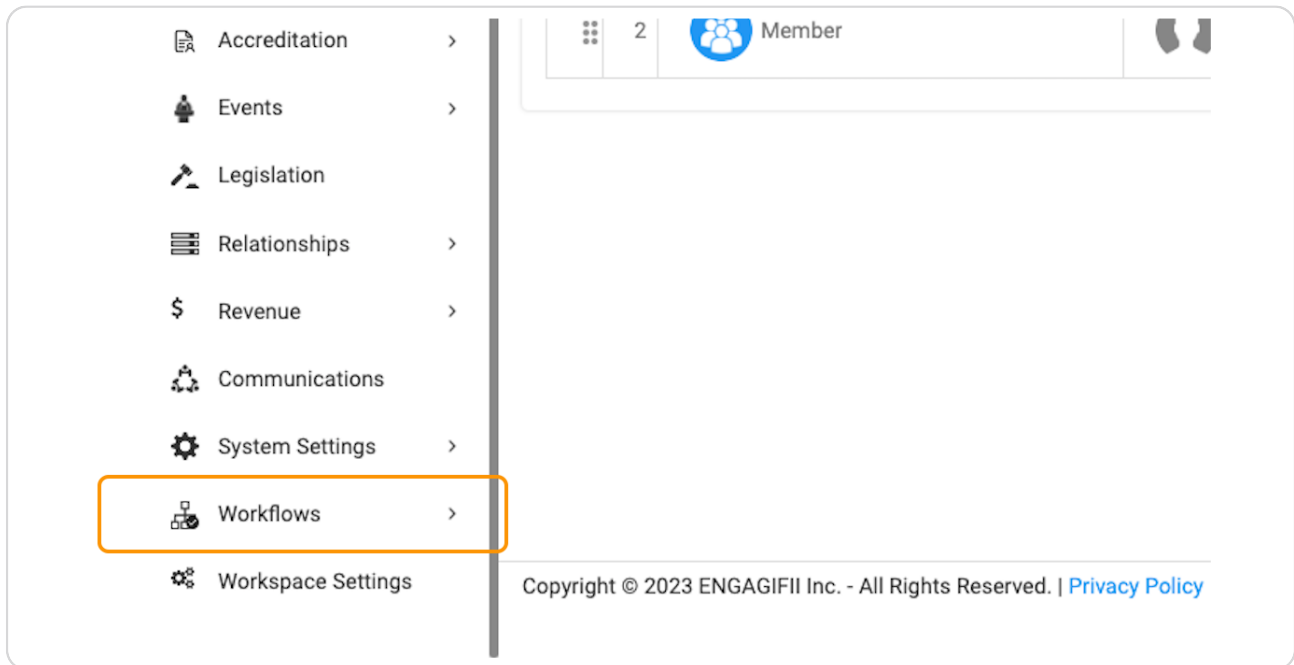
STEP 37

Click on Settings and Configuration



STEP 38

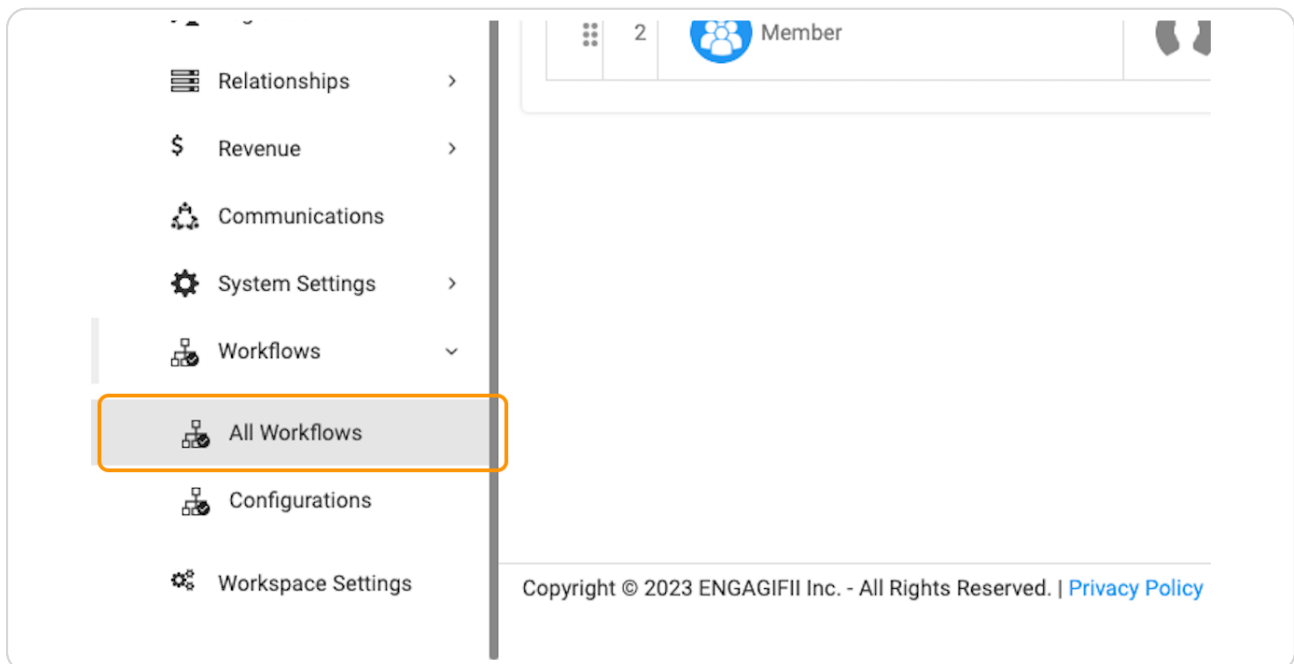
Click on Workflows



The screenshot shows a dashboard with a left-hand navigation menu and a top-right header. The navigation menu includes the following items: Accreditation, Events, Legislation, Relationships, Revenue, Communications, System Settings, Workflows, and Workspace Settings. The 'Workflows' item is highlighted with an orange rectangular box. The top-right header displays a grid icon, the number '2', a blue group icon labeled 'Member', and a profile icon. At the bottom right, there is a copyright notice: 'Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | [Privacy Policy](#)'.

STEP 39

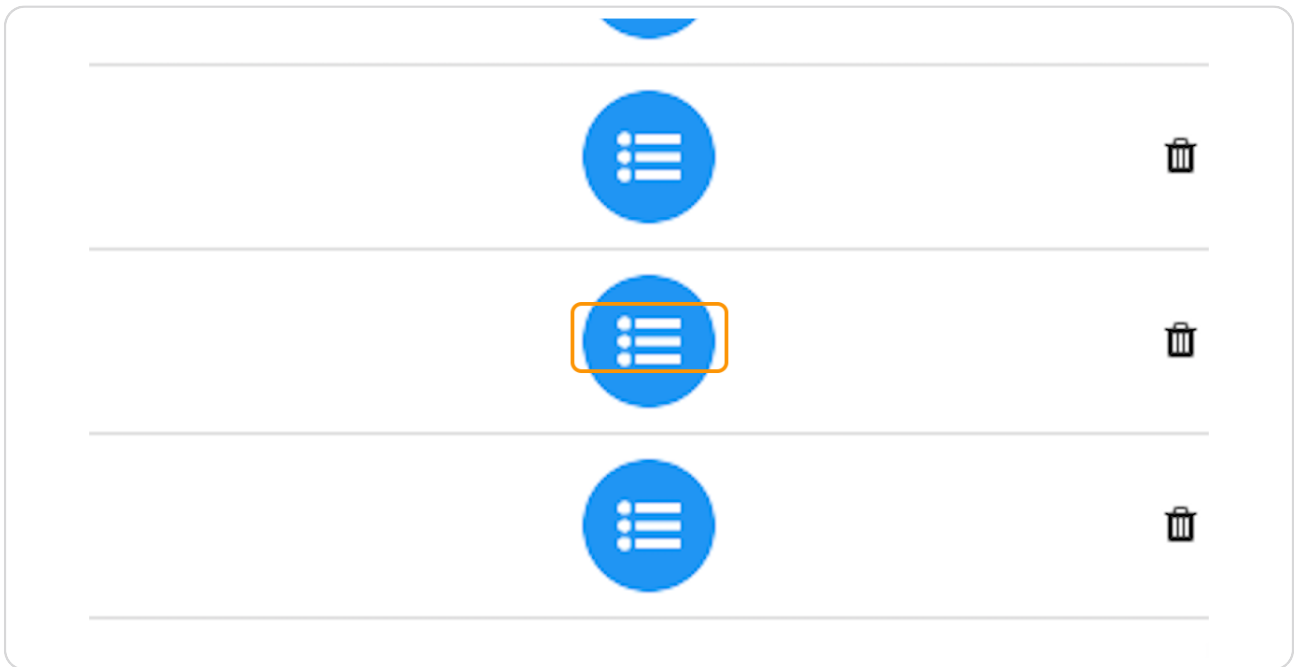
Click on All Workflows



The screenshot shows the same dashboard as in Step 38, but with the 'Workflows' menu item expanded. The 'All Workflows' sub-menu item is highlighted with an orange rectangular box. Other sub-menu items visible are 'Configurations' and 'Workspace Settings'. The top-right header and the copyright notice at the bottom right remain the same as in the previous step.

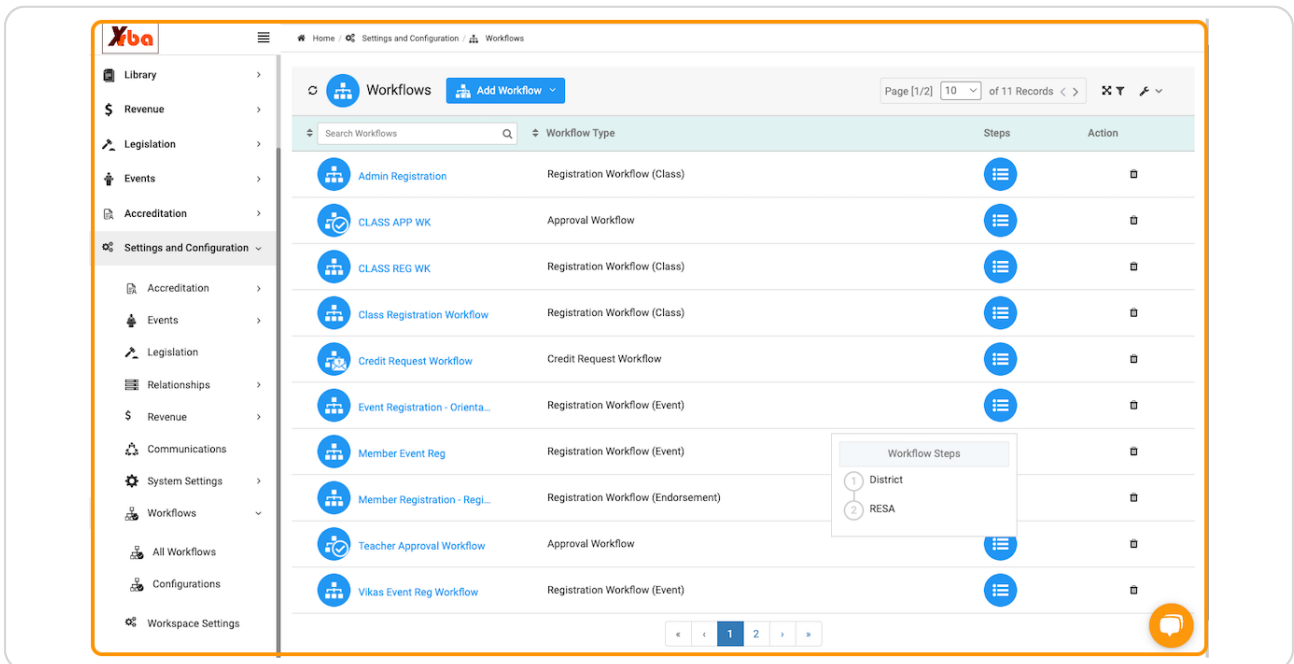
STEP 40

Click on highlight



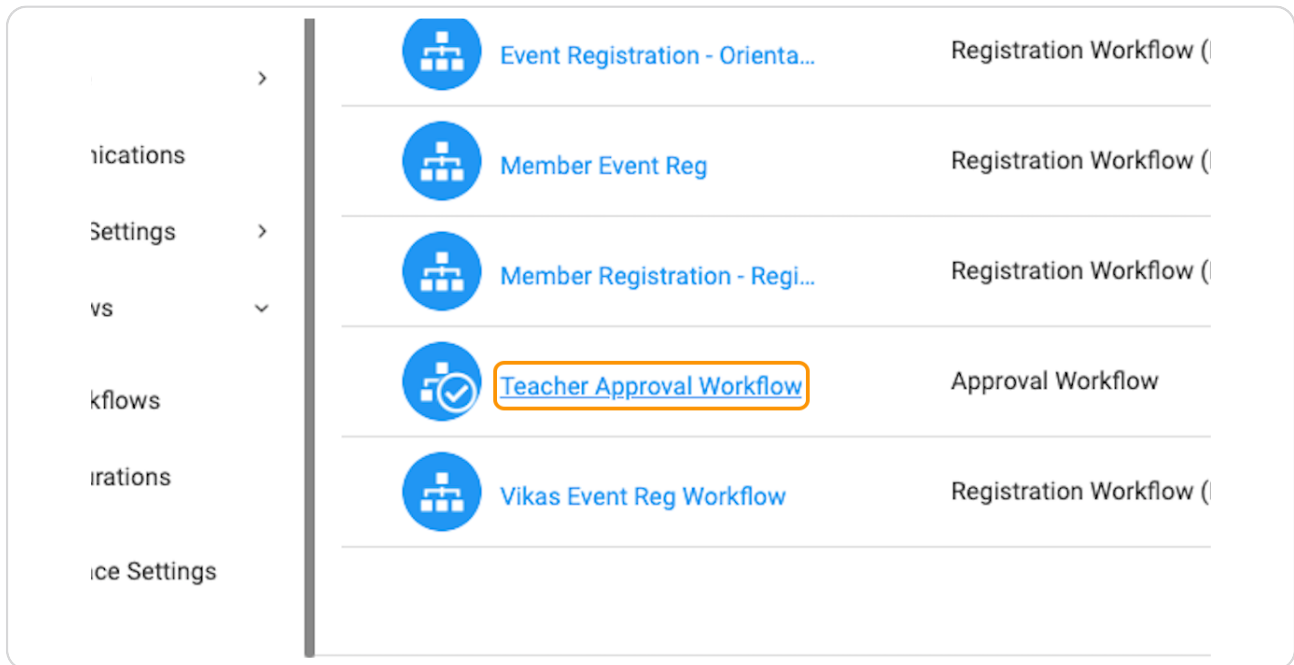
STEP 41

Click on Workflow Steps...



STEP 42

Click on Teacher Approval Workflow

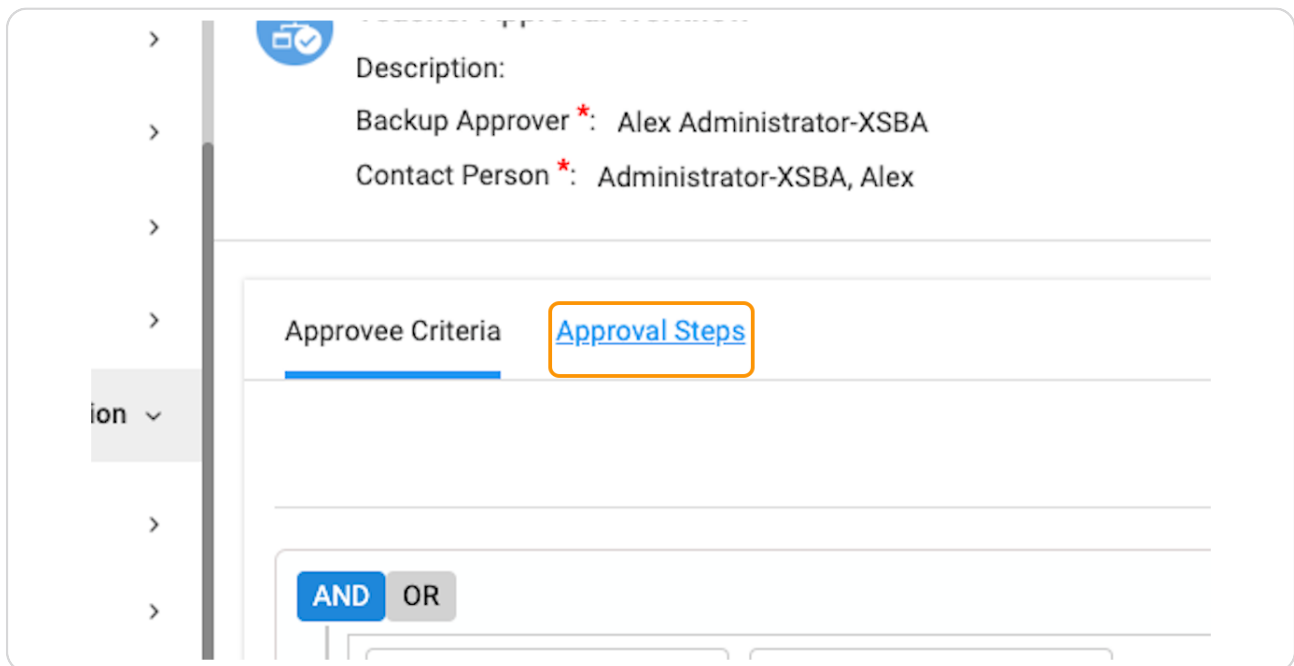


The screenshot shows a sidebar on the left with menu items: Notifications, Settings, vs, kflows, irations, and icense Settings. The main area displays a list of workflows:

Workflow Name	Type
Event Registration - Orienta...	Registration Workflow (
Member Event Reg	Registration Workflow (
Member Registration - Regi...	Registration Workflow (
Teacher Approval Workflow	Approval Workflow
Vikas Event Reg Workflow	Registration Workflow (

STEP 43

Click on Approval Steps



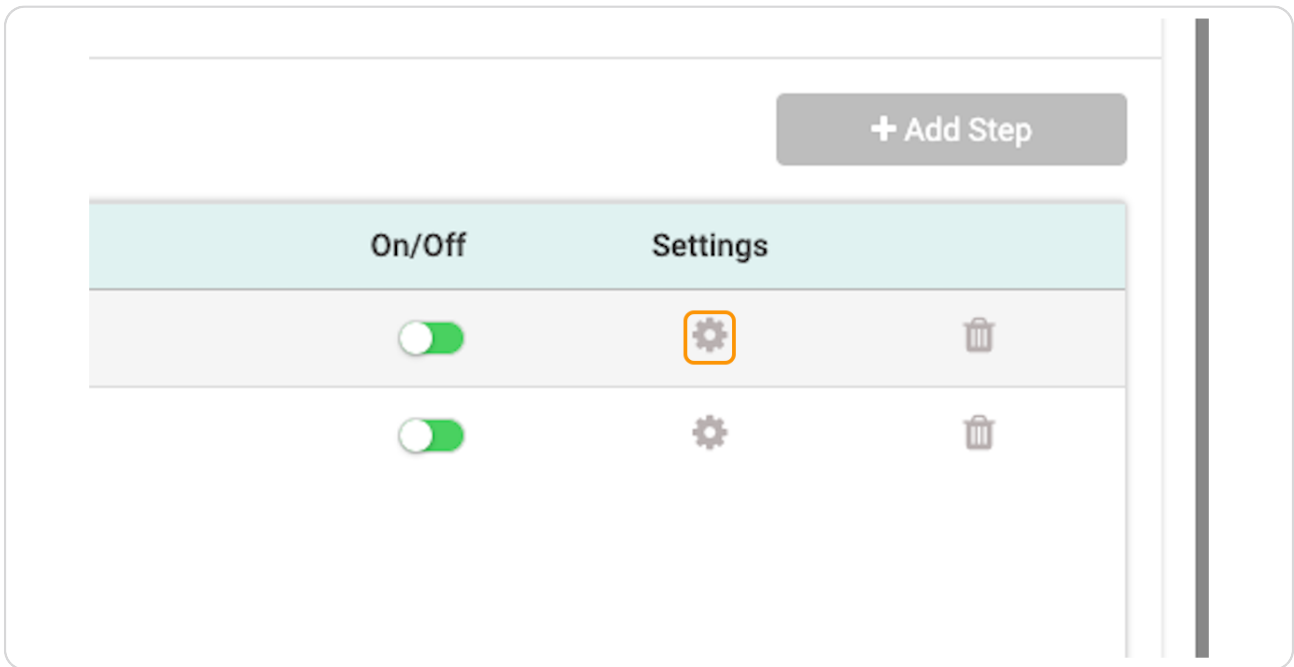
The screenshot shows the configuration page for a workflow. The 'Approval Steps' tab is highlighted with an orange box. The page includes the following information:

- Description:
- Backup Approver *: Alex Administrator-XSBA
- Contact Person *: Administrator-XSBA, Alex

Below the description, there are two tabs: 'Approve Criteria' and 'Approval Steps'. The 'Approval Steps' tab is active. At the bottom, there are buttons for 'AND' and 'OR' to define the logic for the approval steps.

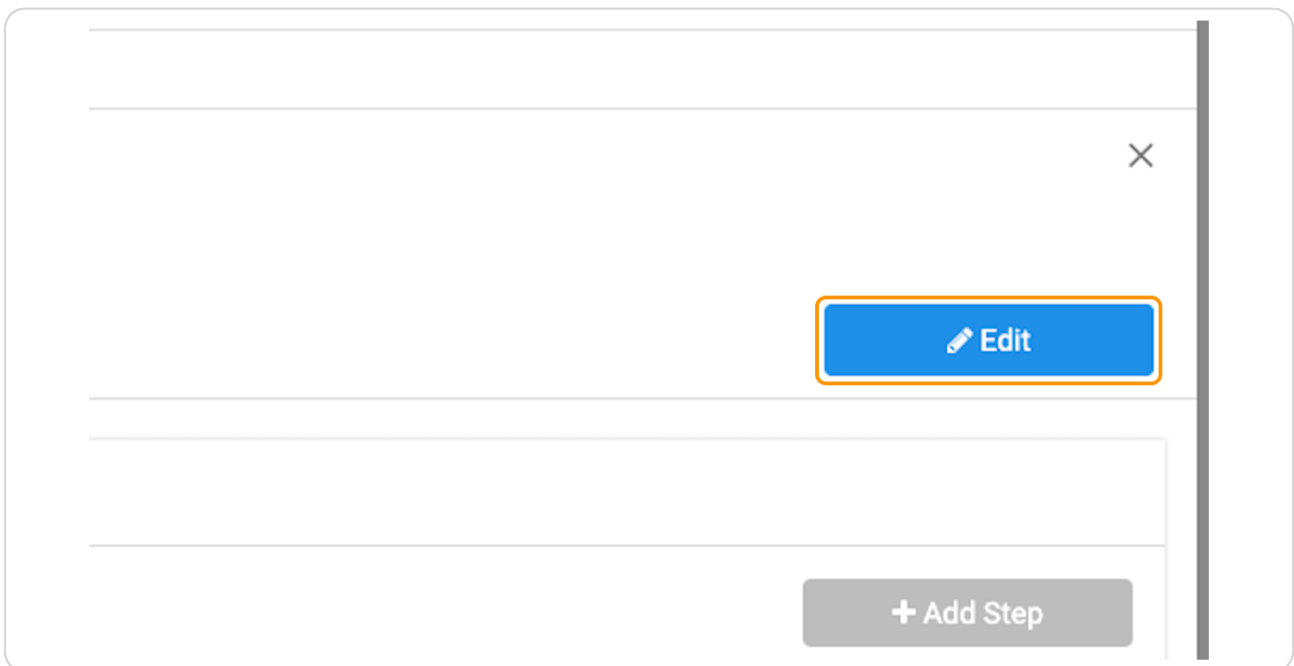
STEP 44

Click on highlight



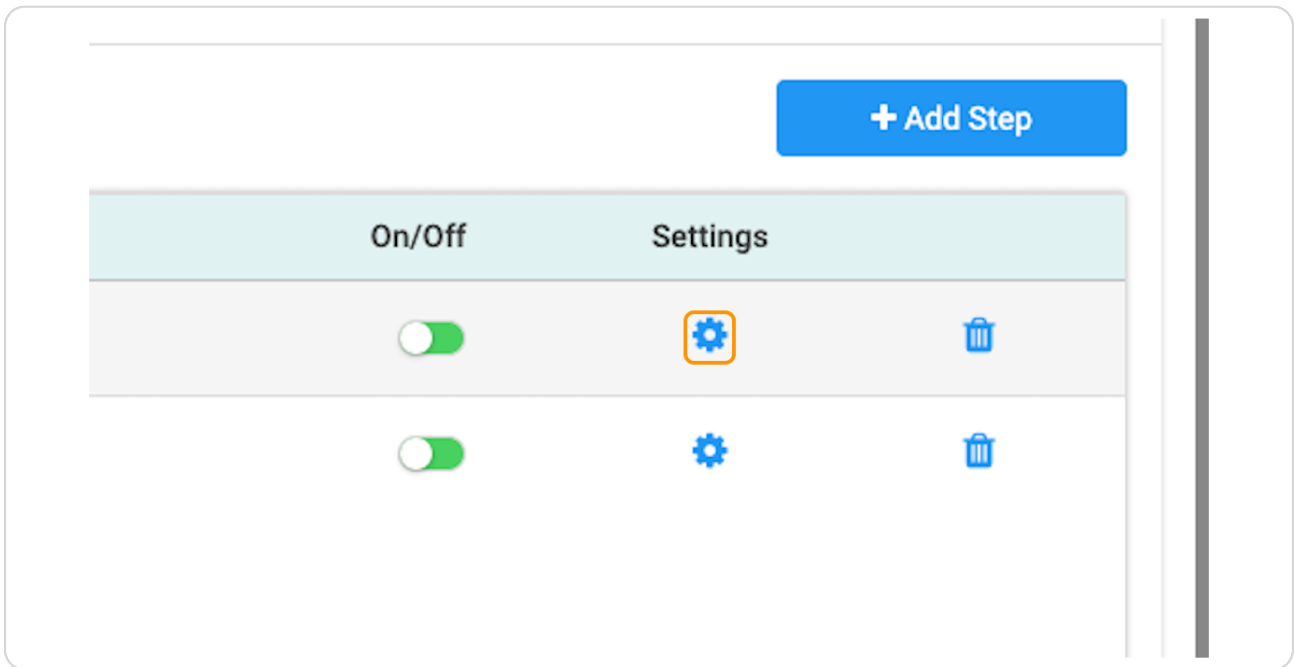
STEP 45

Click on Edit



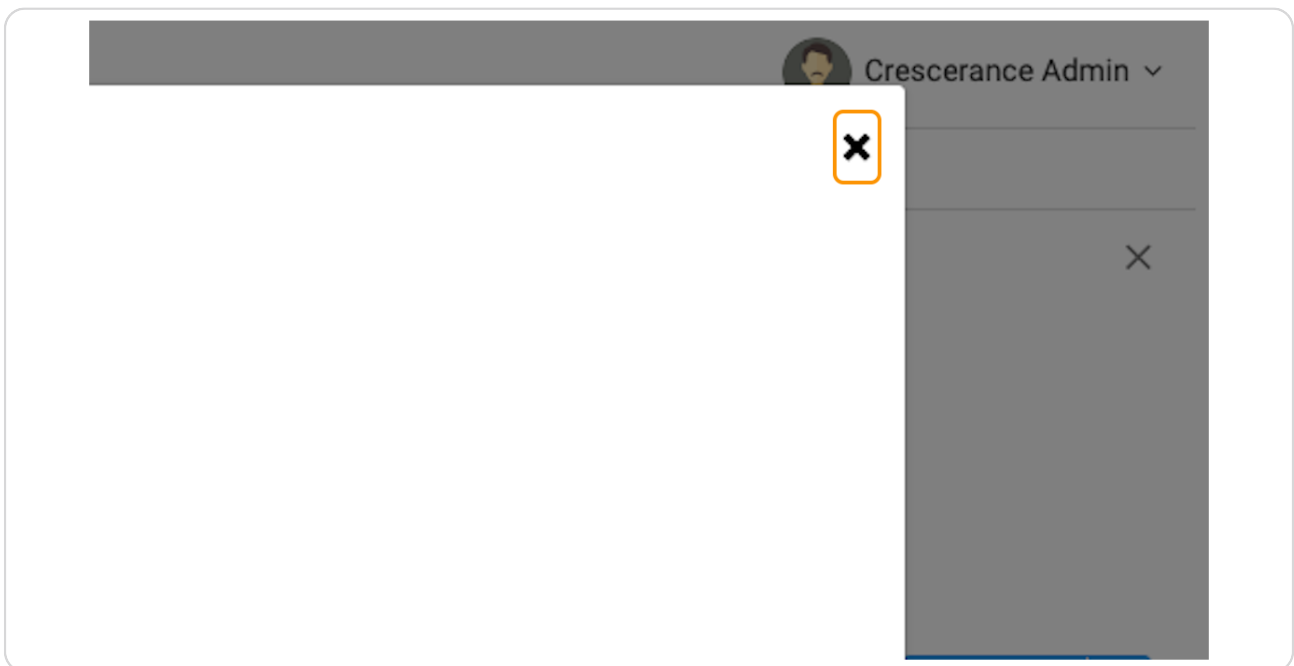
STEP 46

Click on highlight



STEP 47

Click on Approver Step Settings...



STEP 48

Click on Save

The image shows a screenshot of a web form interface. On the left side, there are three input fields: the top one is a text field with a cursor, the middle one is a dropdown menu with a downward arrow, and the bottom one is another dropdown menu with a downward arrow. On the right side, there is a blue button labeled 'Save' with a small downward arrow to its right. This 'Save' button is highlighted with an orange rectangular border. Below these elements, there are two horizontal lines representing text input fields. At the bottom right of the form area, there is a blue button labeled '+ Add Step'. A vertical grey bar is visible on the far right edge of the form container.

