Custom Event Pricing

19 Steps <u>View most recent version</u>

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Click on Events

=	Relationships	1	
4.3 4.3	Communication	>	
	Library	>	Welcome! We're here to serve you.
\$	Revenue	>	Use the links on the left to:
2	Legislation	>	Browse our list of upcoming Events and Classes Update your profile by clicking your name in the top right and choosing Take a look at the logislative issues up/or tracking rood our team's an
ŧ	Events	>	• Take a look at the legislative issues were tracking, read our teams and
Ē	Accreditation	>	
Q °	Settings and Configuration	>	

STEP 2

Click on All Events





Click on the event you wish to configure the pricing



STEP 4

Click on Registration & Pricing

	Event Type: Confere	ence 🖋			
General	Sessions Bundle	es <u>Registration</u>	<u>& Pricing</u>	Participants	Accounting Detai
Event So	chedule				
Day 1			Dav	2	



Click on Edit



STEP 6

Click on Type to add group, people, organizations, tags and person types to create your pricing rules





For example type "member" if you want to give your members a special pricing rule

Summer Conference Event Type: Conference Tag(c): Tag(c): Ceneral Sessions Bundles Registration & Pricing Participants Accounting Details Settings Cineral Sessions Bundles Registration & Pricing Participants Accounting Details Settings Cineral Sessions Bundles Registration & Pricing People Registration & Pricing Disable/Enable Actions People (1 Record)	🏶 Home / 🛉	Events / 🛊 All Events /	🛊 Ever	ent Detail				
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STEP 8

Click on MEMBER

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Committees (0 Records)		
search for people, tags, ganizations, person types and		
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Click on Manage to create the pricing rule



STEP 10

Select which rule you'd like to apply

Select Price Override to set up price rule and enter new price.

My Area Relationships	EREGISTRATION	Settings	for 🙆 MEMBER				×	Crescerance Admin ~
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Accreditation O ₆ Settings and Configu	→ uration →							
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Click on Save

	>	e highest priority
	Cancel Save	
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Manage		

STEP 12

Add a new custom price rule for a different cohort

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Organizations (0 Records)	>			
Person Types (1 Record)	>	Type to search		1 Recor
Groups (0 Records)	>		BER	
Committees (0 Records)	>			
search for people, tags, ganizations, person types and oups, start typing atleast two				
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Click on Manage to set up those rules

Registration & Pricing	Disable/Enable
🔅 Manage	
Manage	
1 Records	

STEP 14

Click on Manage

SON	Manage	



Select Date driven Price to create early bird or late registration pricing

🛆 Communication	O 13 Def	ault Pric	e \$0.00		O t3 Price Override Override the default event price New Price: \$ 0	Set date specific E.g., Early Bird, St of specific	rice prices andard or Limited for a sp	ecific number	🖺 Save 🗸
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R Accreditation	>		2		Nick Lacarno	😥 Manage			
O ₆ Settings and Configur	ation >		3	Person - PAMELA J	PAMELA JACKSON	Manage			

STEP 16

Enter the parameters for the date driven pricing

Relationships	1 Price by Re	gistration 1	ype and Date Range			Ý	
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💄 Event Speaker	(3) Approval W	orkflow				>	
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Q Venues						Cancel Save	
Rooms			MEMBER	30 more	Manage		
Accreditation	•	∷ 2		Nick Lacarno	Manage		
O ₀ Settings and Configur	ation >	∷ 3	Person - PAMELA J	PAMELA JACKSON	Manage		



Click on Save



STEP 18

Drag to 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....

CXa	≡					6	Crescerance Admin ~				
[•] My Area	>	# Home / #	Events / 🛉 All Events / 🛉 Event Detail								
Relationships	>	Ť	Summer Conference Event Type: Conference				×				
🛆 Communication	>		Tag(s): +				🗈 Save 🗸 🗸				
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\$ Revenue	•	General	Sessions Bundles Registration	& Pricing Participants Accounting Details	Settings						
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Event Speakers		Type to a	dd group, people, organizations, tags and	l person types							
Venues			Pricing Groups	People	Registration & Pricing	Disable/Enable	Actions				
Rooms		1	MEMBER	Aladeen sdf 30 mare	😥 Manage						
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O [®] Settings and Configuration	n >	. 3	Person - PAMELA J	PAMELA JACKSON	🔯 Manage						
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	Ì	soppingin @ 2	and provide a rest free regists reserved			ę	Engagijii "Cagaawa				



STEP 19

Click on Save when finished

X
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s a member of more than one pricing group, the group with the highest priority





12 of 12