

## HOW TO CREATE PRICE GROUPS

1. Login in to RegattaCentral at <https://www.regattacentral.com/ng/login>
2. Go to Regatta page, either by searching or looking in your Regattas list on the User Dashboard

The screenshot shows the RegattaCentral user dashboard. At the top, there is a search bar with the text "Search for regattas, clubs, camps and venues" and a search icon. Below the search bar is a navigation menu with options: Home, Affiliations, Regattas, Invoices, and Profile. The main content area is divided into three sections: Affiliations, Regattas, and Notifications. The Affiliations section lists "Unaffiliated (USA)" and "Upper Arlington Crew, Inc." with "Roster" links and red plus icons. The Regattas section lists "Head Up the Creek's test", "NG Regional Championships", and "Next Generation Sprint's", each with a "Register" link and a gear icon. The "NG Regional Championships" entry is highlighted with a green box. The Notifications section shows a welcome message and an "Administrative Dashboards" section with a link to "Next Generation Rowing Club".

3. On the Regatta page, click the "Edit" toggle on the upper right side.

The screenshot shows the RegattaCentral Regatta page for "NG Regional Championships". The page header includes the RegattaCentral logo, a search bar, and navigation links for "Regattas" and "Sign Up". The main content area features the Regatta title "NG Regional Championships" with the dates "Apr 7 - 8, 2018" and location "Toronto, ON (CA)". Below the title, it states "Sanctioned by Rowing Canada Aviron". On the right side, there are statistics for "ENTRIES" (6) and "CLUBS" (4), along with a "Register" button. A navigation bar at the bottom includes links for "Home", "Register", "Schedule/Results", "Clubs", "Entries", and "More". A "Staff" link is also present. A green arrow points to the "Edit" button in the upper right corner of the page. Below the "Edit" button, there is a "General Information" section with the following details: "Sanctioned by" (Rowing Canada Aviron logo), "Venue" (Lake Ontario, Toronto, ON).

- Once in Edit Mode, scroll down to the bottom of the page until you see the “Price Groups” box.
- Click on the “Add new Price Group” link.

The screenshot shows the RegattaCentral website interface. At the top, there is a navigation bar with the RegattaCentral logo, a search icon, and links for 'Regattas' and 'Sign Up'. Below this is a header for the 'NG Regional Championships' event, including dates (Apr 7 - 8, 2018) and location (Toronto, ON (CA)). A secondary navigation bar contains 'Home', 'Register', 'Schedule/Results', 'Clubs', 'Entries', and 'More'. On the right, there are statistics for 'ENTRIES' (6) and 'CLUBS' (4), along with a 'Register' button. The main content area lists various registration periods with their respective open and close dates. At the bottom of this list, a 'Price Groups' section is highlighted with a green box. A purple arrow points to the 'Add new Price Group' link within this section. Other links in the section include 'Standard Price Model' and 'Claire's Wednesday test'.

- Enter the Title and the Standard Price. If you plan to have Early or Late Registration Periods, then enter those fields as well.
  - You will want to have a Price Group for each shell type (1x, 2x, 2-, etc) that you will have events for.
- Once you are done entering the information, click the “Save” button.

The screenshot shows the 'Add/Edit Price Group' form. The form has a title bar with a close button. It contains several input fields: 'Title', 'Notes', and 'Price Periods'. Under 'Price Periods', there are three columns: 'Standard', 'Early', and 'Late'. Each column has a 'Default Price (CAD)' and an 'Alternate Price (CAD)' field. The 'Standard' 'Default Price (CAD)' field is highlighted with a green box. At the bottom right of the form, there are 'Cancel' and 'Save' buttons, with the 'Save' button also highlighted with a green box. The background shows the same website interface as the previous screenshot, but it is dimmed.