

1. On the Regatta's home page, click on the "Register" tab, and then the "Edit" toggle on the right side

The screenshot shows the RegattaCentral interface for the event "BC Jamie's Head of the Next Generation Payment Test" on April 1, 2020. The "Register" tab is highlighted with a purple box. On the right side, there is a dark navigation bar with "ENTRIES 7" and "CLUBS 3", and a "Register" button. Below this, a secondary navigation bar contains "Home", "Register" (highlighted with a purple box), "Schedule/Results", "Clubs", and "Entries". On the far right of this bar is a "Staff" button. Below the navigation, there are filters for "Events" (highlighted with a purple box), "All Genders", and "All Boats". On the right side of the filter area, there is an "Edit" button (highlighted with a purple box). The main content area displays a list of events for "Wednesday April 1, 2020".

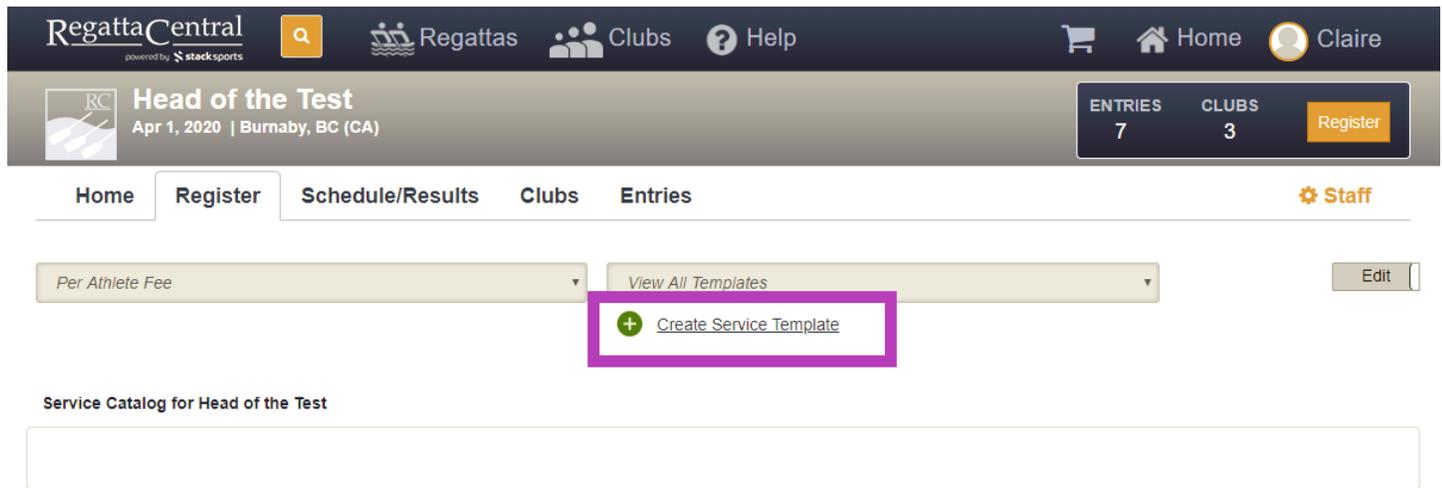
Event ID	Event Name	Category	Boat Class	Status
1	Mixed 4x+	MIXED	4x+	CLOSED
2	dadsdfasdfa	WOMENS	1x	CLOSED
3	3:00 AM Womens 8+ Creating a New Event Test	WOMENS	8+	CLOSED
4	9:00 AM Womens 1x	WOMENS	1x	CLOSED
5	9:00 AM Womens 1x	WOMENS	1x	CLOSED
6	9:00 AM Womens Masters 2x	WOMENS	2x	CLOSED

2. Click on the "Events" drop-down on the far left, and then in the list that appears, click on "Per Athlete Fees."

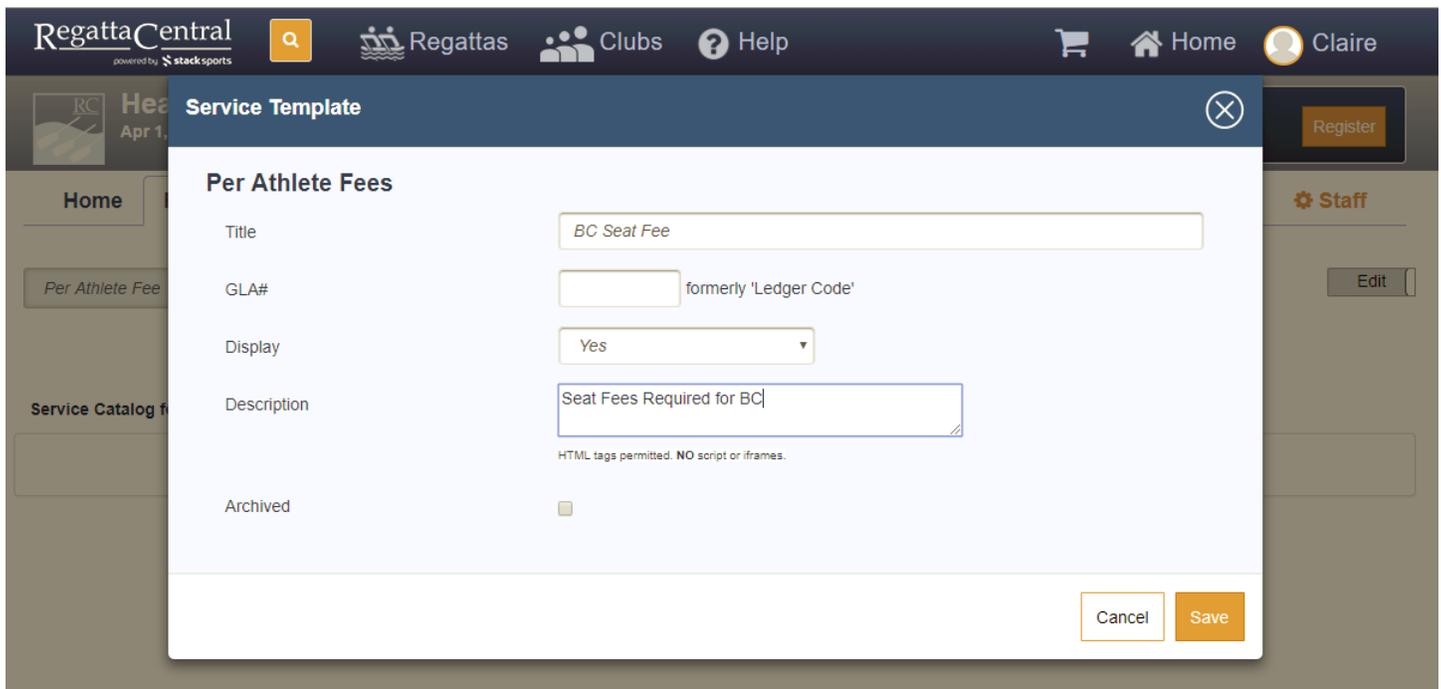
The screenshot shows the RegattaCentral interface with the "Events" drop-down menu open. The "Per Athlete Fee" option is highlighted with a purple box. The "Events" drop-down menu is also highlighted with a purple box. The "Edit" button from the previous screenshot is also visible on the right side of the filter area.

Event ID	Event Name	Category	Boat Class	Status
3	03:00 AM Womens 8+ Creating a New Event Test	WOMENS	8+	CLOSED

- This will make a new screen appear, which is the service editor. Click on the “Create Service Template” link. You will need to create templates first, and then you will create the instance of the Seat Fee service



- The “Template Editor” will appear. Input the title and any description you would like.



- Here is an explanation of each field:
 - Title: Title of the template
 - GLA#: used for account purposes
 - Display: publicly facing or now
 - Description: information about the item
 - Archived: hidden from administrative view if not longer used

- Once you have entered the information, click the "Save" button.
- Click on the "Create Service" link to create an instance of the template.

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Regattas Clubs Help Home Claire

Head of the Test Apr 1, 2020 | Burnaby, BC (CA)

ENTRIES 7 CLUBS 3 Register

Home Register Schedule/Results Clubs Entries Staff

Per Athlete Fee BC Seat Fee Edit

+ Create Service Template

Service Catalog for Head of the Test

Title BC Seat Fee

GLA#

Default Registration Process Standard

Edit Template | Duplicate Template | Remove Template

+ Create Service

- In the Service Editor, add the required information as show in the screenshot below:

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Service Editor

Name Saturday BC Seat Fee

Service Dates (Days & Times) You must select start and end dates for the service

Select Service Dates

Registration Period Standard

Publish Period 2018-05-04 to 2018-05-31

Cost Seat Fee

GLA# formerly 'Ledger Code'

Display Yes

Description Seat Fees required for BC

HTML tags permitted. NO script or iframes.

Cancel Save

9. Here is an explanation of each field:

- f. Name: Title of the item
- g. Service Dates: when the item/seat fees are occurring
- h. Registration Period: the period for which people can register
- i. Publish Period: the period for which the item is visible
- j. Cost: the cost of the item
- k. GLA#: used for account purposes
- l. Display: publicly facing or now
- m. Description: information about the item

10. Click on the "Select Service Dates" to select the relevant date. You will want to click on the day twice, since the seat fee will start and end on the same date.

The screenshot shows the 'Select Days and Times' modal window in the RegattaCentral system. The modal is titled 'Select Days and Times' and has a close button (X) in the top right corner. It displays a calendar for May and June 2018. The selected date is 2018-06-01, which is highlighted in blue. Below the calendar, there are three tabs: 'All Dates', 'By Week', and 'By Day'. The 'Selected Dates' field shows 'Friday 06/01/2018'. The 'Start Time' field is set to '8:00 am' and the 'End Time' field is set to '5:00 pm'. There are 'Cancel' and 'Save' buttons at the bottom right of the modal.

11. Once you have entered all your information, click the "Save" button.

The screenshot shows the 'Service Catalog for Head of the Test' page. At the top, there is a navigation bar with 'Home', 'Register', 'Schedule/Results', 'Clubs', 'Entries', and 'Staff'. Below the navigation bar, there are two dropdown menus: 'Per Athlete Fee' and 'BC Seat Fee', with an 'Edit' button to the right. A '+ Create Service Template' button is located below the dropdowns. The main content area is titled 'Service Catalog for Head of the Test' and contains two service entries. The first entry is 'Title BC Seat Fee' with a 'GLA#' field, a 'Default Registration Process' of 'Standard', and links for 'Edit Template' and 'Duplicate Template'. A '+ Create Service' button is on the right. The second entry is 'Saturday BC Seat Fee' with a date selector for 'JUN '18' showing '1 Fri' and a time range of 'Friday 8:00 AM - 5:00 PM'. It has 'Edit', 'Duplicate', and 'Remove' links on the right.

- 12. This will create the instance of the service. If you need to create one for another day (like Sunday Seat Fee), then you will either want to click the "Duplicate" link or the "Create Service" link on the right side of the page.
- 13. Once you are done, then click the "Edit" toggle, and you will be able to see the same view that coaches/rowers/registrants will see.

The screenshot shows the 'Head of the Test' event page for 'Apr 1, 2020 | Burnaby, BC (CA)'. The navigation bar includes 'Home', 'Register', 'Schedule/Results', 'Clubs', 'Entries', and 'Staff'. On the right, there are statistics for 'ENTRIES 7' and 'CLUBS 3', along with a 'Register' button. The main content area is titled 'Events' and has a 'Preview' button. It displays two service entries: 'Sunday BC Seat Fee' and 'Saturday BC Seat Fee'. Each entry shows a date selector (JUN '18, 3 Sun for Sunday, 1 Fri for Saturday), a time range (8:00 AM - 5:00 PM), a price of 'CAD1.00', and a 'Register' button. Below each entry are links for 'Learn More', 'Program Size', 'Registration Opens', and 'Registration Deadline'.

14. Next, you will want to click the "Staff" Link on the right side.

The screenshot shows the RegattaCentral interface for the event "Head of the Test" on April 1, 2020, in Burnaby, BC (CA). The top navigation bar includes "RegattaCentral powered by stacksports", a search icon, "Regattas", "Clubs", "Help", a shopping cart, "Home", and a user profile for "Claire". The event header shows "ENTRIES 7" and "CLUBS 3" with a "Register" button. A purple arrow points to the "Staff" link in the main navigation menu. On the left, there is an "Events" sidebar with a "Per Athlete Fee" button. The main content area displays "Sunday BC Seat Fee" for "JUN '18" on "3 Sun" from "Sunday 8:00 AM - 5:00 PM". It shows a fee of "CAD1.00" and a "Register" button. Registration details include "Registration Opens : Mar. 1, 2018 11:59 PM EST" and "Registration Deadline : Jul. 7, 2018 12:59 AM EDT".

15. On the page, click on the "Configuration" header on the sidebar, and look for the "Prerequisite Editor" link, and click on it.

The screenshot shows the RegattaCentral interface for the event "QC Jamie's Head of the Next Generation Payment Test" on April 2, 2020, in Montreal, Quebec (CA). The top navigation bar is similar to the previous screenshot. The event header shows "ENTRIES 5" and "CLUBS 1" with a "Register" button. The main navigation menu includes "Home", "Register", "Schedule/Results", "Clubs", "Entries", and "Staff". A purple box highlights the "Configuration" link in the sidebar, which has a dropdown menu. The "Prerequisite Editor" link is also highlighted with a purple box and a purple arrow. The main content area displays four summary cards: "Estimated Income" (\$0), "Accounts with Entries" (2), "Accounts w/Open Balances" (0), and "Staff & Administrators" (6). Below these cards are two charts: "Estimated # of Participants (17 Total)" showing a pie chart for "Female" (red) and "Male" (green), and "Number of Seats (16 Total)" showing a bar chart with a value of 16.

16. On the Prerequisites page, click the check box next to your Seat Fee Services, and click the "Save" button on the right side. This will save the setting, and make the Seat Fee Services a prerequisite to registering.