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HOW TO PROVISION PER ATHLETE FEES

- 1. Go to Regatta page and look for the lower "edit" tab on the Overview page
 - a. The upper "edit" tab will allow you to add information to the Overview page. The lower "edit" tab takes you to Regatta Configuration.

RegattaCentral	Home	Regattas	Results	Clubs	Programs	Learn-To-Row	Camps & Clinics	s Volunteer
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ABC USD Sprint Mar 14, 2020 » sprint » » Barr Hosted By Anytown Boathouse C	S rie, OH (USA) lub » Sanctioned by RCA ar	nd ROWONT,	ARIO (2019)			4 Entries	3 Clubs 48 / 25	Register
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- Contact History	ABC Regatta Chair							
Venue	support@regattacentral.	.com						
Phone	6143602922							I

- 2. Once in Edit Mode, scroll down to the bottom of the page until you see the "Registration Form Questions" box on the left.
- 3. Click the "Add new Registration Form Question" button.



- 4. In the pop-up that appears fill in the information you desire. An explanation of each field is explained below:
 - a. Section Header: The overall section for this question (ie Per Athlete Fee)
 - b. Sub Section: A description field (ie Unlimited racing for \$25/person)
 - c. Question: The question (ie How many athletes are you registering?)
 - d. Required?: Select Yes if Yes, select No if Not
 - e. Field Width: Leave as is
 - f. Field Height: Leave as is
 - g. Field Style: Select "Drop-down" so that people can select from a pre-set option for the # of athletes
 - h. Answer Options (Separate with "|"): the options available (ie nl|0|50)
 - i. Answer Values (Separate with "|"): the value related to each option, should be matching (ie nl|0|50)
 - j. Answer Length/Default Value: Leave as is
 - k. Has Fee?: Select Yes
 - I. **Cost:** input the fee (ie \$25)
 - i. This will be the value that is multiplied by the answer value (ie answer value is 4, so total fee would be \$100)
 - m. Taxes: You can provision a tax model to apply to the Per Athlete Fee (ie HST 13%) this is not required

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5. Once you are done entering the information, click the "Save" button.

Notes:

- These Registration Form Questions will appear on the initial "Registration Form" page that everyone has to view
- If you have any questions about the fields or this feature, please reach out to RegattaCentral directly (<u>support@regattacentral.com</u>).
- You can pull a report about people's responses from the "Staff Quick Links" page Registration Form Responses report.