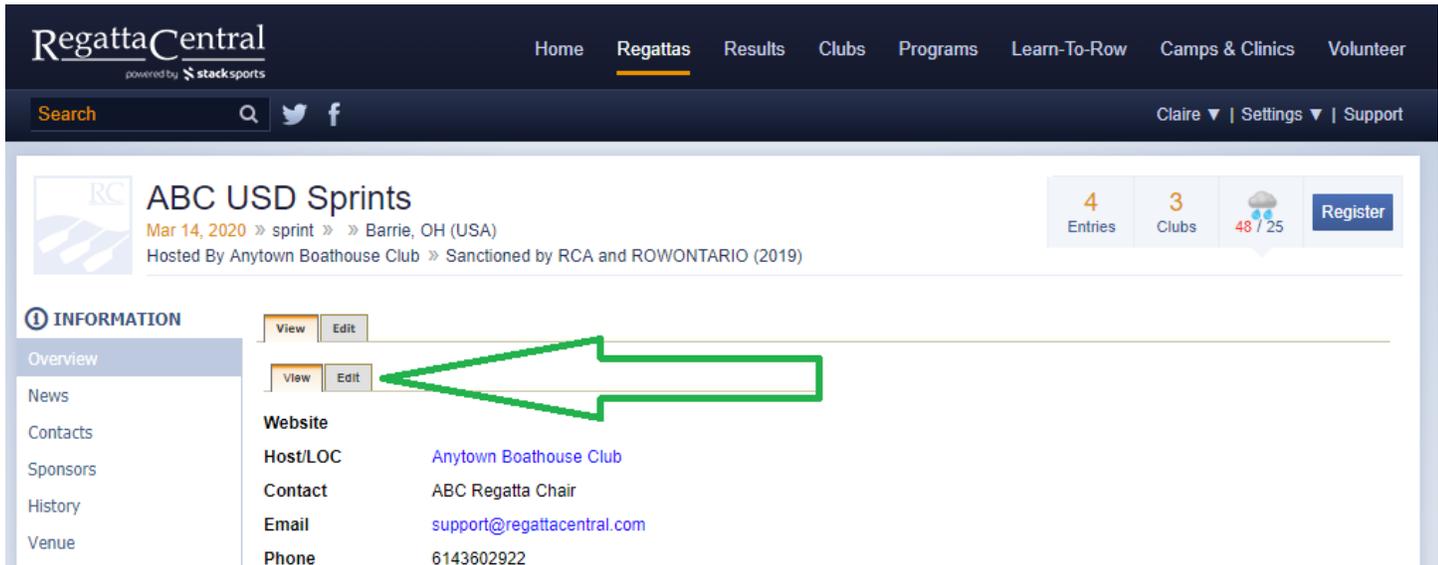
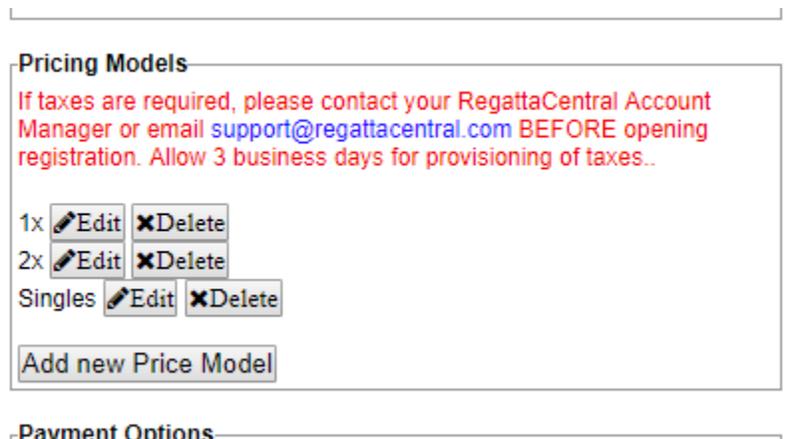


HOW TO CREATE PRICE GROUPS

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.



2. Once in Edit Mode, scroll down to the bottom of the page until you see the “Pricing Models” box on the right.
3. Click the “Add new Price Model” button.



4. Enter the Title and the Standard Price. If you plan to have Early or Late Registration Periods, then enter those fields as well.
 - a. You will want to have a Price Group for each shell type (1x, 2x, 2-, etc) that you will have events for.

The screenshot shows the RegattaCentral website interface. At the top, there is a navigation bar with links for Home, Regattas, Results, Clubs, Programs, Learn-To-Row, Camps & Clinics, and Volunteer. A search bar and user profile (Claire) are also visible. The main content area displays the event details for 'ABC USD Sprints' on Mar 14, 2020, in Barrie, OH (USA). A sidebar on the left provides navigation options like Overview, News, Contacts, Sponsors, History, Venue, Volunteer, Event List, Clubs, Entries, Heat Sheet/Draw, Results, REGISTRATION, and TRAVEL & LODGING. The event details form includes fields for Name, Date, Duration, Event Type, and Primary Contact. An 'Edit Price Models' modal is open in the foreground, showing a table for pricing models with columns for Title, Standard, Early, Late, Alternate Standard, Alternate Early, and Alternate Late. The 'Standard' price is set to 40. A warning message is displayed at the top of the modal: 'If taxes are required, please contact your RegattaCentral Account Manager or email support@regattacentral.com BEFORE opening registration. Allow 3 business days for provisioning of taxes.' The modal also has 'Save' and 'Cancel' buttons.

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

Notes:

- These Pricing Models will display on the Overview page in alphabetical/chronological order
- If you want to use the “Alternate” fees, you’ll need to make sure you configure what teams should get it from the “Teams with Special Entry Fees” feature on the Staff Quick Links page
- Any changes in fees will not be retroactive – it will only apply to future entries/registrations