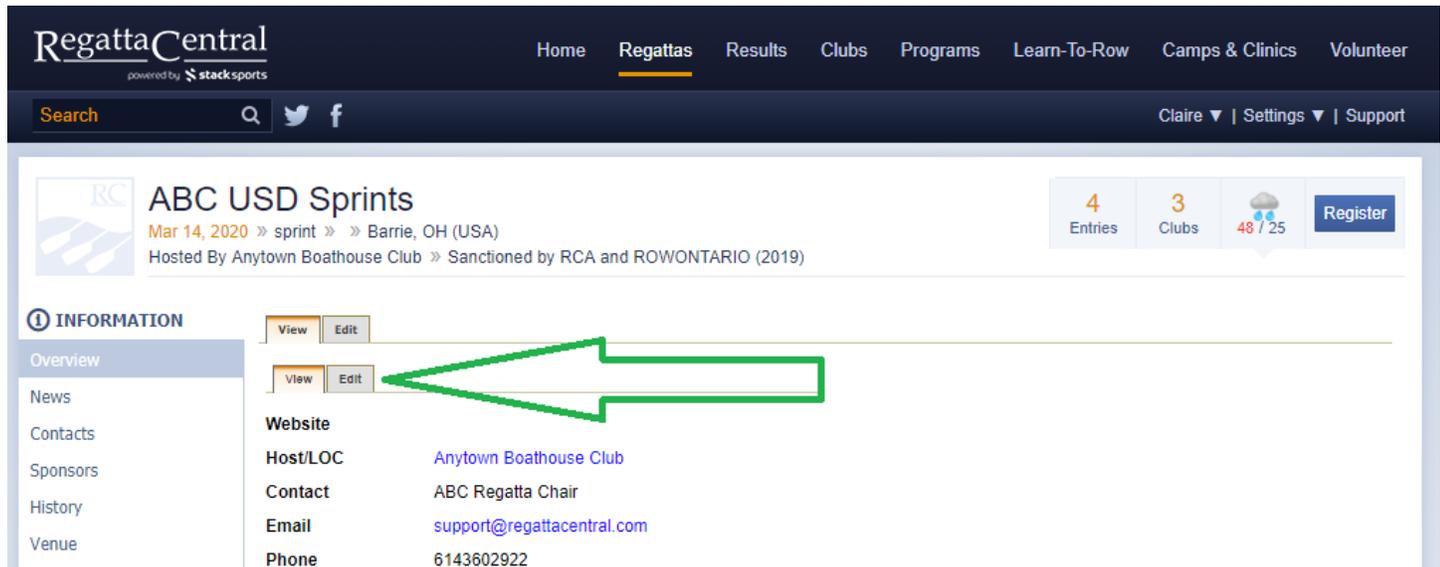
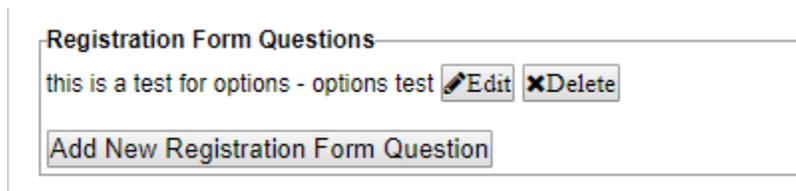


HOW TO PROVISION PER ATHLETE FEES

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.



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 n|0|50)
 - i. **Answer Values (Separate with "|"):** the value related to each option, should be matching (ie n|0|50)
 - j. **Answer Length/Default Value:** Leave as is
 - k. **Has Fee?:** Select Yes
 - l. **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



ABC USD Sprints

Mar 14, 2020 » sprint » » Barrie, OH (USA)

Hosted By Anytown Boathouse Club » Sanctioned by RCA and ROWONTARIO (2019)

4
Entries

3
Clubs

Register

INFORMATION

Overview

News

Contacts

Sponsors

History

Venue

Volunteer

Event List

Clubs

Entries

Heat Sheet/Draw

Results

REGISTRATION

Dates & Deadlines

Rules & Eligibility

Registration Form

My Entries

My Invoice

Waiver

TRAVEL & LODGING

Directions & Parking

Lodging

Food & Dining

Local Attractions

MERCHANDISE

General

Name

ABC USD Sprints

Date

3/14/2020

Duration

1 day

Event Type

sprint

Primary Contact

Name

ABC Regatta Chair

Email

support@regattacentral.com

Phone

6143602922

Create New Registration Form Question

Section Header*

Sub Section

Question*

Required?

No Yes

Field Width

10

Field Height

1

Field Style

Text Field Drop Down

Answer Options (Separate with "|")

Answer Values (Separate with "|")

Default Value

Has Fee?

No Yes

Cost

Taxes

Save

Cancel

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 (support@regattacentral.com).
- You can pull a report about people's responses from the "Staff Quick Links" page – Registration Form Responses report.