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 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
   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
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.