

# ClubRunner

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## How do I add packages?

Omar S. - 2021-04-08 - MyEventRunner

**To add a package, please follow these steps:**

1. Click on **Packages** under the **Form Designer** section.

### Form Designer

Header

Attendee Groups

Time Ranges

Promo Codes

**Packages**

Add-ons

Questionnaire

Standard Questionnaire

Payment

2. Click on the **Add New Package** button in the top right corner.

### Event Package Designer

Note - Only 1 Package can be selected per Registration.

**Add New Package**

Registration Packages

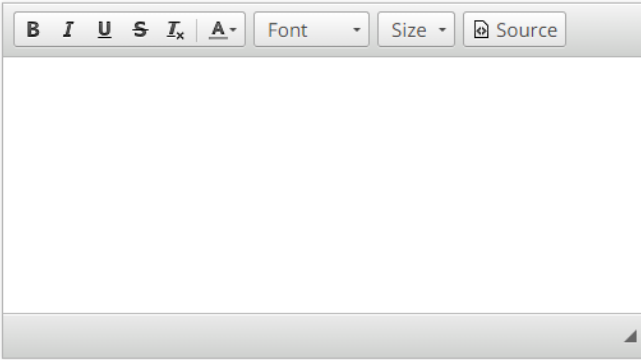
Quantity Left

Number of People Covered

Actions

3. Enter in a **package name** and **description** along with **pricing** information.

Package Name  
en-ca:

Description  
en-ca: 

Set PST/State Tax   %  
Set GST/Fed Tax   %  
Max Registration Allowed  Leave blank for no limit  
Package Code   
Number of People Covered

	Before Apr 8, 2021	From Apr 9, 2021 to Apr 14, 2021	After Apr 15, 2021
All Attendees	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

4. Click the **Save** button when complete.

Package Name

en-ca:

Description

en-ca: **B** *I* U ~~S~~ *I<sub>x</sub>* **A** Font Size Source

Set PST/State Tax   %

Set GST/Fed Tax   %

Max Registration Allowed  Leave blank for no limit

Package Code

Number of People Covered

	Before Apr 8, 2021	From Apr 9, 2021 to Apr 14, 2021	After Apr 15, 2021
All Attendees	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>