

ClubRunner

Help Articles > MyEventRunner > MyEventRunner > How do I add packages?

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

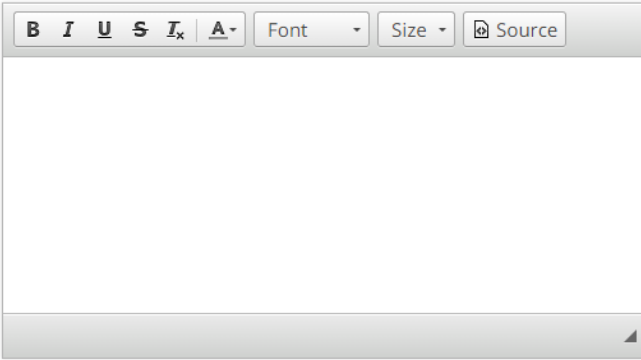
Note - Only 1 Package can be selected per Registration.

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_x* **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"/>