

ClubRunner

Help Articles > MyEventRunner > MyEventRunner > How do I add time ranges?

How do I add time ranges?

Omar S. - 2021-04-08 - MyEventRunner

To add time ranges follow these steps:

Note: The event chair can add a registration even if the form date has passed. This permits you to add late registrants and special guests after the signup window for other members has expired.

1. Click on **Time Ranges** 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 Milestone** link on the top right corner.

Event Time Range Designer


Enable Form on this Date Apr 1, 2021 EST - New York

Add new milestone

Description	Price
Minimum Due	100.00%

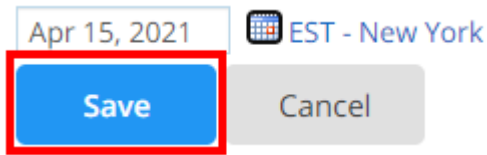
Disable Form on this Date Apr 30, 2021 EST - New York

3. Specify a date by clicking on the **calendar icon**.

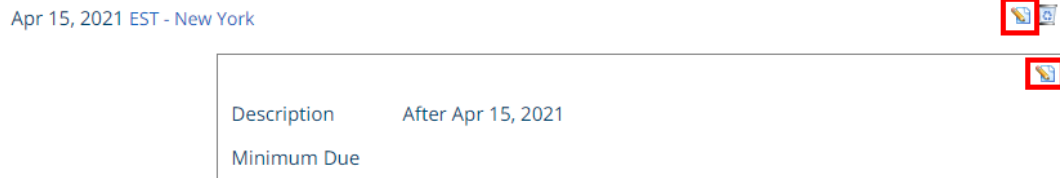
 EST - New York

Save **Cancel**

4. Click **Save**.



5. You can now edit the milestone details by clicking on the **Pencil** icon on the right of the milestone.



Note: Once you have created a time range, you must specify the pricing for this time range under each Package and Add-on.