

How to accept a different currency for a Cloud Event

Michael C. - 2023-06-29 - Cloud Events

Changing an event's currency

Note

An event's selected currency can only be changed if there are no existing registrations.

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)
2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.
3. Click the **Manage** button for the event you would like to edit the settings for.
4. Near the top right, click on the **Setup** button.
5. Next, click on the **Settings** button in the blue menu.



6. Under the Currency section, click on the **Edit** button.



7. The Update Currency window will appear. Select the **Event currency** you would like to use for your event.



- **Account currency** - The default currency for your account.
 - **Event currency** - The currency you would like to accept payments with for your event.
8. Once the currency has been selected, you may create, or choose an existing **Spot Rate**. The spot rate stores details about the currencies and their coefficient, which can be saved and used for future events.



- **Source currency** - The account's currency. This amount will be shown on pages like the Order list page, Invoice list page, and other areas.
 - **Destination currency** - The currency taken. This would be the type of currency charged to the registrant's credit card.
 - **Coefficient** - The exchange rate used to display the converted amount of the Source Currency.
 - **Date** - The date the Spot Rate was created.
9. After the spot rate has been selected, or a new rate has been configured, click on the **Save** button.

Related Content

- [How to update a Cloud Event's settings](#)