

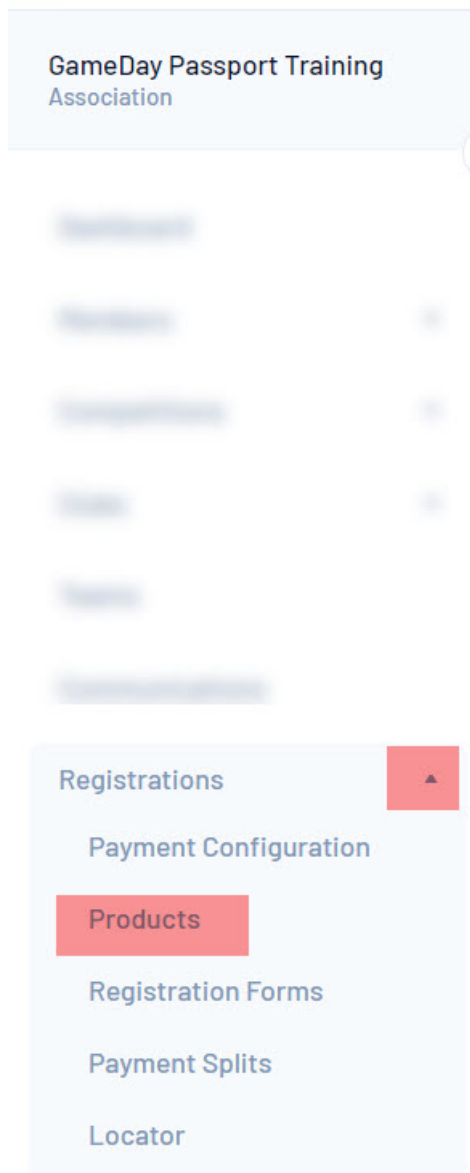


How do I create an Event product?

Last Modified on 05/12/2023 5:01 pm AEDT

To create an Event Product, please follow these simple steps.

1. From your dashboard, click the drop down arrow against **REGISTRATIONS** and click on **PRODUCTS**.



2. From the product page, click '**Add New Product**'.

Products

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click [Add a New Product](#) link.

Product Name: Showing records for Group:

Name	Price	Active ?	Created By	Split Name	Copy Product
Group: (9 products)					
Demo Product	25.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy
National Product Multi-Pricing	0.00	<input checked="" type="checkbox"/>	National Body		Not created at this level

3. Input details for product. Make sure the **PRODUCT TYPE** is set to **EVENT**.

Details Pricing Dependencies Actions Filter Availability Renewal Items

Details

Name:

Product Reporting Season: (Used in Reporting as a filter for Products purchased)

Archive Product:

Grouping Category:

Product Type:

Allow Multiple time purchasing: Allows this product to be purchased several times (eg in Feb & July)

Allow Multiple Quantity Purchasing: Allows this product to be purchased in multiples (eg 2 x socks)

Notes:

[Update](#)

4. Fill out all other compulsory tabs > click **UPDATE**.