

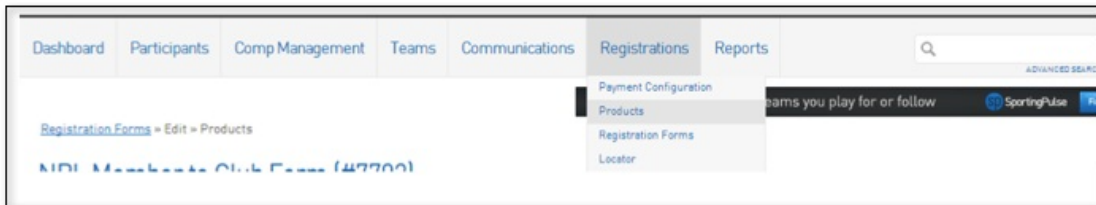
How do I create a National Course Product?

Last Modified on 06/12/2023 10:57 am AEDT

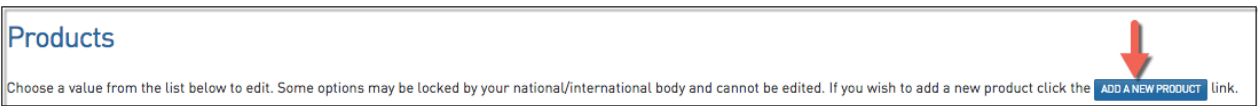
Create a National Product

From the National Level Admin of QMS:

1. Hover over *Registrations* and click '**Products**'.



2. Click '**Add a New Product**'.



3. On the *Details* tab provide a product name and product type.

IMPORTANT NOTE: - If you are setting up registration products [such as registration fees] for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please email support on support@sportingpulse.com

Details Pricing Dependencies Actions Filter Availability Renewal Items

Details

Name:

Product Reporting Season: **--No Season--** (Used in Reporting as a filter for Products purchased)

Archive Product:

Grouping Category:

Product Type: **--- Select 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:

Product Image:

Note: this does not relate to registering multiple people. Allow Multiple Adult/Children is configured in the Registration Form setup.

(Add any information here that purchasers should see before they complete their transaction)

4. Click on Pricing Tab and provide a Tax Description, and the ranged pricing amount.

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Details	Pricing	Dependencies	Actions	Filter	Availability	Renewal	Items
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Pricing

Tax Description:

Minimum System Login to change price:

Minimum System Login to Sell Product:

Price:

- Single price (price is the same across all registrations, including family registrations).
- Multiple prices (changes in the case of multiple, family, registrations.)

Single Pricing:

Payment Split: (Where the money is sent to upon successful online transaction)

5. Click **'Update'** to confirm the creation of the product.