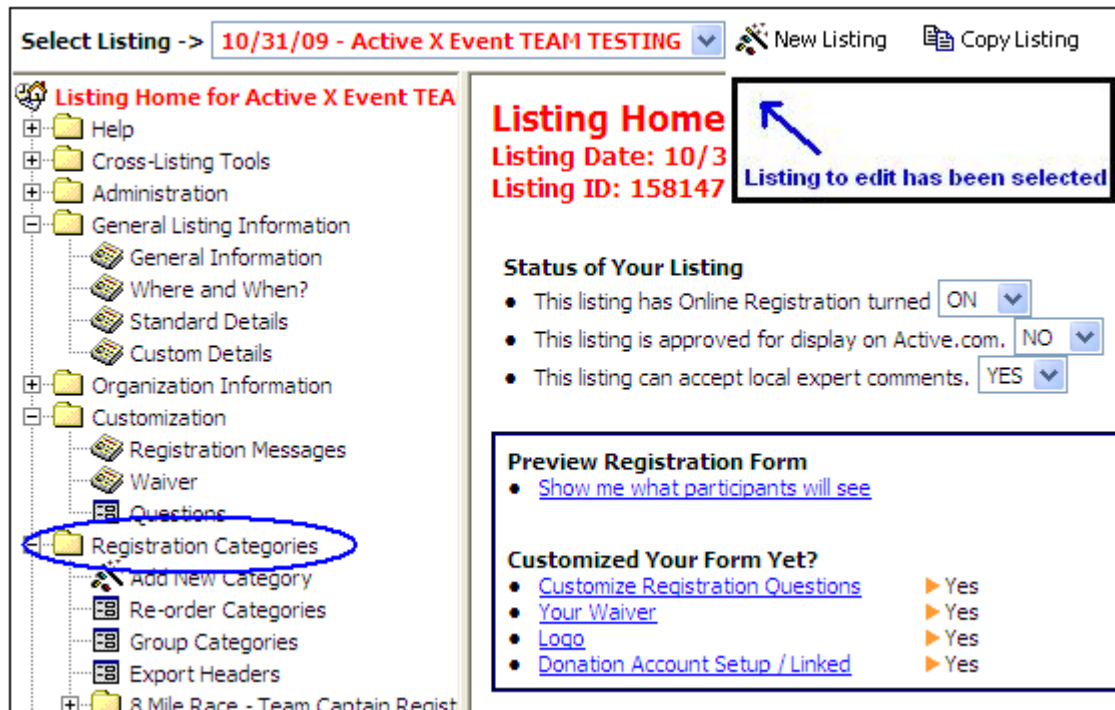


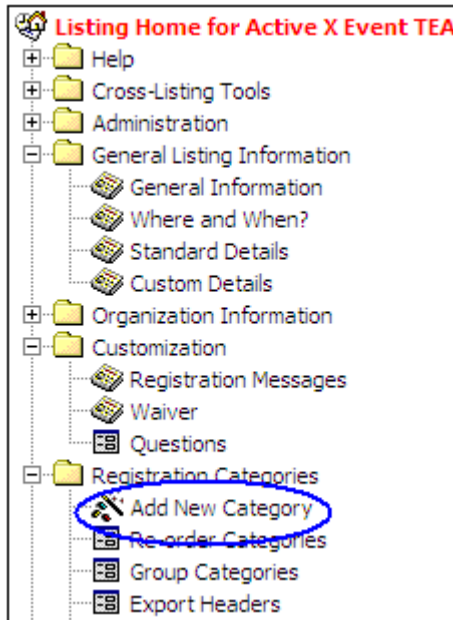
How to Make Edits in the Registration Categories Folder

This document will show the process of how to add or delete a registration category.

1. Go to the Registration Categories folder on the left side of the screen.



2. To add a new category, **Click ADD NEW CATEGORY** link.



3. A pop up box will appear which will prompt you to enter the:
 - A. Category name
 - B. Category distance (if applicable)
 - C. Category price
 - D. Date & time the price is good through
 - E. An additional price can be added if there is a price change
 - F. More categories can be added; **Click ADD NEW CATEGORY**

Add New Category

Create Registration Category
 Categories are generally different price divisions. For Example, a single running event might offer a 5K, 10K and a Children's Run, while a softball league can determine their categories based on age group and or gender (i.e. Girls 12 and Under, Boys 16 and Under.) To add multiple categories, fill out required information and click "New Category" button at the bottom of the screen. If you do not need separate categories, we suggest you create a single category named "Registration."

Assign Prices to your categories
 If this category has a single price, enter the amount. If this category has a multiple prices, enter the amount of the first fee and click "Add New Price."
 Example of price: early fee is \$40.00 until 11/01/2005 08:00 AM, late fee is \$50 until 12/15/2005 08:00 PM.

Category 1

A. Category Name:**

B. Category Distance:** v

Max Registrations: *Unlimited if left blank*

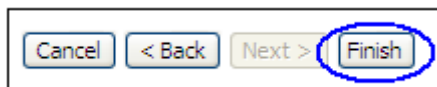
C. Category Price 1:** until Oct 29 2009 07 00 AM **D.**

E. Add New Price

F. Add New Category

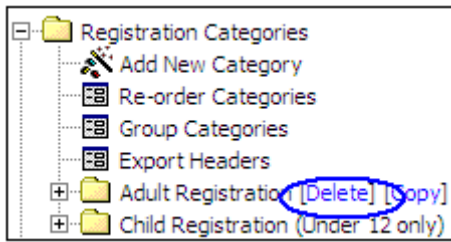
Cancel
< Back
Next >
Finish

4. **Click FINISH** when the additional category has been added.



5. The new category that was just created will appear along all other categories on the left under the Registration Categories folder.

- To delete a category, **Click DELETE**, next to the name of the category.



- Click OK.**

