MICHIGAN STATE UNIVERSITY

ANR EVENT SERVICES
MICHIGAN STATE UNIVERSITY EXTENSION

EMS – Adding a Pricing Rule

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

1. In the event dashboard, click "Configure Registration Processes" in the Configure Event box.

Event Dashboard: Training

Event ID: 1000
Public URL: https://eventstrain.anr.msu.edu/training192/

Event Summary
- Start Date: 06/22/2019
- End Date: 06/22/2019
- Event is active

Registration Summary
- Registrants: 1
- Cancelled Registrations: 0
- Registrants w/ Balance Due: 0
- Gross Revenue: $20.00
- Unprocessed Revenue: $20.00
- Total Balance Due: $0.00

Configure Event
- Configure Event
- Configure Registration Processes
- Event Organizers
- Configure Quotas
- Duplicate Event
- Event Structure
- Cancel Event
- Close Event

Manage Event
- Registrant Roster
- Invoices/Receipts
- Attendance
- Notes
- Download Registrants
- Export File Uploads
- Quotas Report
- Special Needs Report
- Custom Reports
- MiPRS Report
- Communications Report

2. Click "Pricing Rule" under the "Actions" column.

Registration Process Configuration: Training

Add Registration Process

Actions	Process Name	Early Reg.
Edit Registration Forms Pricing Rules Duplicate Cancel	Participant	06/18/2019

3. Using the drop-down box at the top, select the input you would like to add a price to.
   a. Most often, you will use the "I would like to register for this event" input then click "Add Pricing Rule".

Registration Process Pricing Rules: Training

Registration Process: Participant

| First name(firstName) ▼ | Add Pricing Rule |
First name(firstName)
Last Name(lastName)
Address(address1)
Addt'l Address(address2)
City(city)
Zipcode(zipcode)
Phone Number(phone)
I would like to register for this event(registerForCheckbox)

gistration Processes

b.

Other inputs might be used if you are selling a t-shirt or book.

4. Complete the next page and click "Create Pricing Rule" when finished.

Pricing Rule Settings

*Invoice Description:

I would like to register for this event

This field is used as the description for the fee in the Invo

Individual Pricing

*Early Registration Amount:

20

This fee will be assessed during early registration.

*Normal Registration Amount:

20

This fee will be assessed during normal registration.

*Onsite Registration Amount:

20

This fee will be assessed after normal registration is cl

*Taxable Amount:

5

Taxable amount is the value of tangible goods subject to

Gift Amount:

0.00

Gift amount is portion of fees that is a gift to MSU.

Create Pricing Rule   Cancel

Make sure this shows what the registrant is paying as it will appear on the invoice. It should be formatted like: "You have now registered for _____ "

These three can be all the same or can be all different depending on pricing structure. Do not select onsite registration as 0.00.

Refer to your budget for this amount.

5. Your pricing rule has been created- you will see it on your registration form as shown:

Basic Registration Information

* ☐ I would like to register for this event ($20.00)

Edit Section   Delete Section   Move section Up