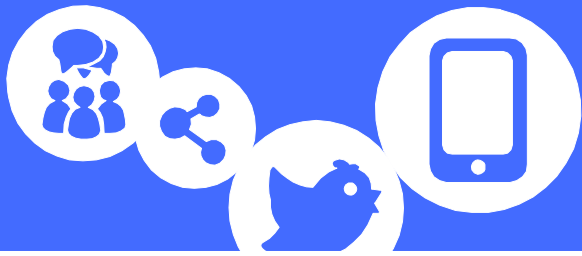




How to:

Set-up Price Lists

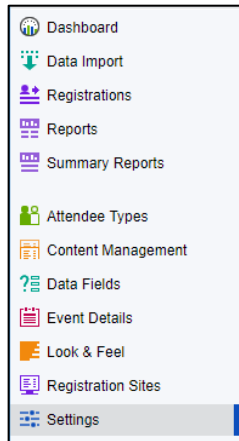
EventReference User Guide #22



You can use price lists to manage price changes to your products (for example early bird to standard) without having to manually amend the price on the cutoff date.

You will need to have the Payment Processing add-on enabled on your event to use this feature.




Click on Settings in the menu on the left.




Select  Price-Lists


Price-List Name	Start Date	End Date
No price-lists found		

Click 

 Save  Save & New  Cancel

Name

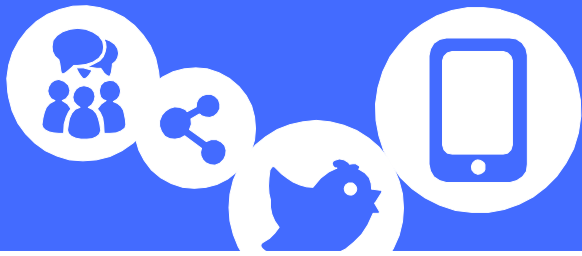
Start Date : 

End Date : 

Set the name for your price list (e.g. Early Bird) and select the dates you want this to be active for.

Click 

Double click on the price list you just set up to go back in and set the times.



Save Save & New Cancel

Name

Start Date :

End Date :

Do the same for any other prices you need (e.g. Standard, Late, etc)

+ Add Price-List - Delete Price-List

Price-List Name	Start Date	End Date
Early Bird	02/05/2018 00:00	24/05/2018 23:59
Standard	25/05/2018 00:00	31/05/2018 23:59

N.B. You should ensure that your dates and times are accurate and flow from one to the other sequentially as if there are gaps, this may mean there are times where the price is displayed incorrectly.

Add your products. *For assistance in setting up products, see the guide on 'How to Add and Link Products'.*

When adding your product, leave the price and tax rate blank. Instead, click on the Price-Lists tab.

Save Save & New Cancel

Product Name

Product Short Name

Pricing Price-Lists

Price-List	Gross Price	Tax Rate	Tax Amount
Early Bird	€ <input type="text"/>	Please select	€ <input type="text"/> <input type="button" value="Calculate"/>
Standard	€ <input type="text"/>	Please select	€ <input type="text"/> <input type="button" value="Calculate"/>

You can then enter the price for each price list entry, select your Tax Rate and click Calculate.

Do this for each product you want to set a price list for. You don't have to use this feature on every product – if you don't want to set a price list, leave this tab blank and add the price as normal. Setting a price on the main tab will override a price list.

Link your products up as normal and the prices will change at the dates and times set.

EventReference



Event Registration



Paid Registration



Event Management



WebBadging



Event Reporting



WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"

"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

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