

# Teams With Special Entry Fees



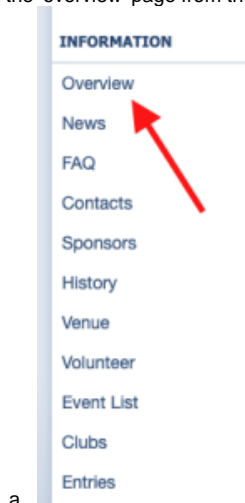
Note: This page is for regatta organizers who have staff access to their regatta.

## Overview

Alternate fee options are available so that Regatta Administrators can allow specialized rates for certain groups; below is a step-by-step guide on this process for your convenience.

## Directions for Establishing Special Entry Fees

1. Go to [RegattaCentral](#)
2. On the left hand side of your dashboard find your regatta name and click '**staff**' next to it.
3. Click the 'overview' page from the left side of the screen under information.



a.

4. Click on the lower '**Edit**' tab of the two that appear.



a.

5. Scroll to the '**Price Models**' table and click on the '**Edit**' on the name of the shell type that you want to edit the fees for.

**Pricing Models**

If taxes are required, you can provision them on each Event on the Event List page. You will need to configure taxes BEFORE registration opens. If you have any questions, contact your Account Manager or email [support@regattacentral.com](mailto:support@regattacentral.com).

1X		
2-/2X		
4+/4x		
8		

**Payment Options**

Give users a "Pay Later" option

- a.
- Change the **'Alternate Fee'** box to reflect the amount that you want special clubs to pay.

**Update Existing Price Model**

If taxes are required, you can provision them on each Event on the Event List page. You will need to configure taxes BEFORE registration opens. If you have any questions, contact your Account Manager or email [support@regattacentral.com](mailto:support@regattacentral.com).

Title*	2x/2-	Price	
Standard*			60
Early			
Late			
Alternate Standard			30
Alternate Early			
Alternate Late			

- a.
- Click **'Save'**
  - On the bottom left of the page click **'update'**
  - Click on **'Quick Links'** under Staff in the left-hand menu.

**STAFF**

**Quick Links**

- a.
- Click on the link for **'Teams with Special Entry Fees'**
    - Guaranteed Entries (To enable, configure at least one)
    - Entries & Waitlist
      - [Entries & Waitlist Manager](#)
      - [Teams with Special Entry Fees](#)
      - [Allow Users to bypass Payment Requirement](#)
    - Accounting
      - [Invoice Summary \(Payment Ledger\)](#)

- a.
- Start typing in the name of a team you want to receive the alternate price. A drop-down menu will appear with names for you to choose from. Click the correct one.

Anytown Demo Regatta: Alternate Entry Fee

Enter name of your team/club and select from the list

Anyt  Enter at least 3

<b>Anytown Rowing Club</b>	Anytown, ZZ
<b>AnyTown Rowing club -1</b>	Columbus, OH

a.

12. Click '**Submit**'
13. The team should now appear in the right box entitled '**Teams receiving Discount**'. You can add as many clubs as you want to receive the Alternate Fees that you indicate in the Event List editor for each event.

## Support

For assistance, please contact your RegattaCentral Account Manager. If you need help finding their information, please contact [support@regattacentral.com](mailto:support@regattacentral.com) with "Please forward to Account Manager" in subject line or call 614-360-2922.

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