

Step 7: Setting up a Maximum Fee for the Event

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Events have the ability to have a maximum fee attached if required.

For example, for a event with a variety of activities, a total maximum fee may be \$50 to allow the member to enter as many events as they would like for a set fee. To allow this follow the steps below.

1. Select **Events** from the top menu, select your **Event** > **Event Options** from the left hand side menu > **Basic Information** and the **Other** tab
2. Enter in a Maximum Event Fee in the **Maximum Event Fee** section at the bottom of the page.
3. Click **Save** once you have completed this.

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