Step 8: Adding Entry Categories and Types

Quick Steps: Go to Events > Select Event > Entry Types > Actions > Add

1. Within the OST Console, select **Events** from the top menu, then click on the name of the event, or **Actions > View** next to the name of the event.

2. Select **Entry Types** from the expanded left menu

Step 1 – Create Entry Type Categories

Setting up Entry Categories is recommended if your event form has distinct separate entry types that need to sit within separate headings. To set up entry categories follow these instructions.

3.. Under **Entry Types** in the expanded left menu, select **Categories**.

4. Click **Actions** and then **Add** in the right hand side of the top menu.

5. Give your entry category a Title, remembering that this will act as the heading for the relevant entry types. Type the number in which the category will sit in display order by filling in the 'order by' box.

6. Click **Save**.

Step 2 – Create Entry Types

You now need to set up the details for your Entry Type.

7. Within the expanded left menu, select **Types** underneath the **Entry Types** tab.

8. Click **Actions** and then **Add** in the right hand side of the top menu.

Use the information below to assist in what you should complete for each area.

General Tab

Entry Type Category: Select the Entry Type Category. This will link the entry type to sit underneath the relevant category. See *Step 1 – Create Entry Type Categories* above for more details.

Title: Give the Entry Type a Title

Entrants Limit: If you wish for your Entry Type to have its own Entrants Limit, set this

here. If you don't require an Entrants Limit, leave this at 0

Auto Disable: Set this to Yes if you would like this entry type to go to a wait list automatically when the entrant limit is reached

Process Option: Only applicable if you are implementing a wait list for your Event entry form.

Order: The order you wish for your entry types to display on the Events form

Detail Tab

Enter in any additional information about the Entry Type within this box. Select **Save** to ensure the updates are applied to the form.

Pricing Tab

Label: The Title for the Entry Type that will appear on the front-end form

Price: The Price for the Entry Type

Start Date & Time: The Date and Time at which the Entry Type will become available online for selection

End Date &Time: The Date and Time at which the Entry Type will no longer be available for selection

 Early Bird Enabled: Set Enabled to Yes to turn on Early Bird pricing. If yes is selected, enter in a label for this entry type, the early bird price, and the start date in which you will offer early bird prices. The Early Bird pricing will automatically switch off at the time that the Standard pricing begins.

Late Entry Enabled: Set Enabled to Yes to allow for late entries into your event (any entries submitted after the cut off date). If yes is selected, type in a label (if applicable) for this entry type, an updated priced, and the date in which late entry will cut off.

Processing Fee Title: The Title for the Processing Fee should you wish to pass this fee on to the entrant.

Processing Fee: The Price of the processing fee

Start Date and Start Time: The Date and Time at which the Entry Type will become available online for selection

Waiver Tab

If you have a separate Waiver for your Entry Type, set this up by inserting a Title, a confirmation statement and the Waiver content.

Invoice Tab

If you have a separate Invoice for your Entry Type, set this up here. You will also need to select the Option for your Invoice. None will send no Invoice, Standard (Basic Information) will send the one set up in Basic Information, Custom (Entry Type) will send the one set up in the Entry Type and Both will send both the invoices from Basic Information and Entry Type. Please note that the text box to customise the invoice will only appear if 'Custom (Entry Type)' or 'Both' is selected.

Attachment Tab

If you have a separate Attachment for your Entry Type, set this up here. You will also need to select the Option for your Attachment. None will send no Attachment, Standard (Basic Information) will send the one set up in Basic Information, Custom (Entry Type) will send the one set up in the Entry Type and Both will send both the attachments from Basic Information and Entry Type. Please note that the text box to customise the invoice will only appear if 'Custom (Entry Type)' or 'Both' is selected.

Eligibility Tab

If you would like this entry type only available to a particular type of entrant, you can set up the eligibility criteria here.

Gender Validation

Option: Select Male, Female or Both depending on whether you want to limit entry into this Entry Type based on Gender

Age Validation

Enabled: Set to Yes if you wish to use Age Validation, this will then open more options

Display Eligibility Criteria on Form: Set this to Yes if you wish to display the age eligibility criteria for this entry type underneath the name of the Entry Type on the front-end form

Membership

Login Required: If set to Yes, entrants are required to enter their Members username and password to register for the particular Entry Type

Member Types: Tick individual Member Types to limit access to this entry type to specific member types

9. When you've completed all required details for the Entry Type, click **Save**

10. Click **Listing** to go back to the Listing and then **Status** to set the Entry Type online.

11. This will change the image under Status to a green tick

With one Entry Type setup, you can now continue adding the rest of your Entry Types, then move onto the next step.

Important Notes: If you have a number of Entry Types that are similar, use the Copy function to create a copy of an existing Entry Type, then you may only have to update the Title, Order and Prices of each Entry Type

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