Adding an Entry Type

Quick Steps: Events > Event Console > Entry Types > Add

Entry Types are how the SportsTG system categorises your Event's Entrants and determines how much they pay for their Entry into your Event. Adding multiple entry types allows organisations to have multiple price points for entrants.

1. Within the Management Console, select **Events** from the top menu, then **Event Console** next to the required event.

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

3. Click **Add** at the top of the page.

4. You will now need to set up the information for your Entry Type. The most important areas to complete are:

- **General Tab:** Title, Detail, Order
- **Pricing Tab:** Standard Label, Start Date, End Date, Price, Early Bird or Late Entry Pricing
- **Eligibility Tab:** If there is any specific eligibility criteria available
- **Invoice or Attachment Tab:** Select *Standard*, *Custom* or *Both* to ensure that your Standard and/or Custom Receipt and Attachment will be sent to the Entrant on Registration.
- **Other:** PIN Codes, Bib System and Teams Enabling

5. Once you have updated all the information for your Entry Type, click **Save**.

6. Click **Listing** at the top of the page, then click **Status** next to the new entry type to set it to Online.

Additional Information: If your Entry Types aren't displaying on the front-end form, always check that the Entry Type is set to Online and that it is within the Start and End Dates of the Entry Type.

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