

Manage Activity Products

Here you add the registration fees, early and late, faculty, and fellows/Resident registration. Also additional items like printed syllabus, labs, receptions, extra courses, etc.

For main registrations, select "Attendee Registration Purchase" for product type

You'll need the course "CashNet item Code" from Donna or Ronda.
Note: Cashnet code cannot have spaces or any extra characters.

Activity: Nephrology Update for the Primary Care Provider (3/25/2017)

* Product Type: Attendee Registration Purchase

Session: -- SELECT --

* CashNet Item Code:

* Name: Nephrology Update for the PCP - 2017 - Physician Rate

Description:

When naming your product, include: Course title(can be abbreviated), year, Registration type(i.e. physician, AHP, non-physician, etc.), and EARLY Rate & end date if there is one.

Early Rate Product__ which ends on 03 - 10 - 2017__

* Available On: 01-26-2017 @ 12:00am

* Discontinued On: 03-11-2017 @ 1:00am

Regular Rate Product__

* Available On: 03-11-2017 @ 1:00am

* Discontinued On: 03-25-2017 @ 12:00pm

Duplicate your Early Rate Product after completing the remaining steps and saving.

Your duplicate will be your regular registration rate, so you can remove "Early Rate" from the title and change the dates. As shown in the example, make sure your "discontinued and available on" dates match, being the following morning at 1:00am

Your last discontinued on should be a few days after the activity. This leaves room to register people from the admin side

*** Unit Price:** 165 ☐ Discount Percent **Registration Fee**

*** Unit Limit:** 200 **Max # of registrations or items allowed.**

Unit Label:

Unit Used: 0

Quantity Max: 1 **The amount of registrations one user can select. This should always be set to "1" for main registrations.**

Discount Code Limit: 0 **This may be set above "1" when there's cardinals tickets or other events where more than one is offered.**

Discount Code:

Discount Code Used: 0

Sort Order: 5

Claim Credit: Yes **Select "Yes" for all "attendee registration purchase" products and "additional reg. items" that are extra courses, labs or any item that the attendee will need credit for.**

Admin Use Only: No **Select "No" on "additional reg. items" that are dinners, receptions, tickets, syllabus or any item that doesn't need credit.**

*** Status:** Active **Select to "No" – attendees can register themselves and makes the product available to the public.**

Select "Yes" – for admin use only (private). Only admins can register an attendee under this product (i.e. Faculty, Thursday ONLY, fellows/residents, special fees, etc.)

Select the registration type that's associated with their Registration Price or additional item only.

Registration Type:

☒ Physician ☐ Allied Health Professional

Save

Additional Registration Items

For additional courses, labs, printed syllabus, dinners, tickets – select “Additional Registration Items”

Activity: 25th Annual Refresher Course and Update in General Surgery (3/2/2017 - 3/4/2017)

* Product Type: Additional Registration Items

Session: -- SELECT --

* CashNet Item Code: CE2-12417HC

* Name: Robotic Hernia Repair Didactic and Live Surgery Telecas

The CashNet Item Code will be slightly different for additional courses, labs, and the syllabus. Get this code from Donna or Ronda

1. Name your product accordingly
2. Enter your dates
3. Follow the remaining instructions above to finish