

“Late Registration Fees”

For use when registration fees for an event change on a certain date

- In the *Events, General* screen of your Staff Edition, locate the field labeled “Reg Late Date” (usually the last user-defined field at the bottom of the screen) and enter the date you want the new fees to go into effect. You will enter the date as mm/dd/yy.
- Next, proceed to the *Register* screen. In your *Attendee Type/Fee Schedule* area, every type of attendee that will have a corresponding fee change on the specific date above will require a duplicate entry followed by a space and the word “late” in lower case. For example, an attendee type of “Physician” would also need to have “Physician late”, each with their appropriate fees. This would need to be done for each attendee type that would have fee changes on the date specified above.

What the user will see when registering online will be one fee *prior* to the assigned date, and the other fee *on or after* the assigned date. The user will never see both fees, nor will they see the attendee type containing the word “late”.