



How do I add early bird registration?

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Open the Registration form and select the **Products** tab.

Creating an Early Bird Registration fee is exactly the same as creating a new registration fee.
The only difference is in the Availability Dates.

Click **Add New Registration Fee**.

Enter the fee details.

Select **Available From**. This is the date which you want the early bird fee to begin.

Select **Available To**. This is the last date to register using the early bird fee.

Add New Product

General Information

Product Name *

Early Bird Registration

Description

Product Category

Registration Fee

Payment Option *

Available Online & Offline ▾

Available From

Available To

29/05/2018

30/06/2018

GST Applicable?

Finish entering the rest of the details as you would for any product you create.

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