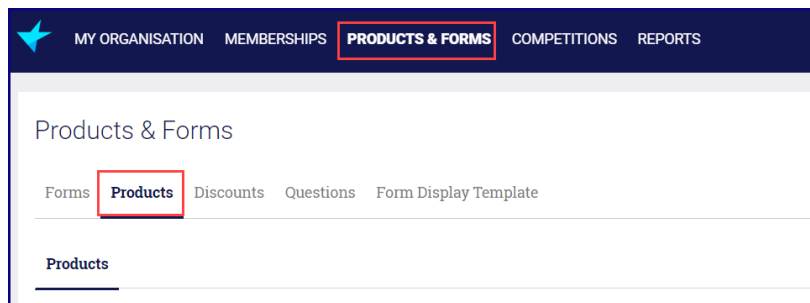


How do I modify a product?

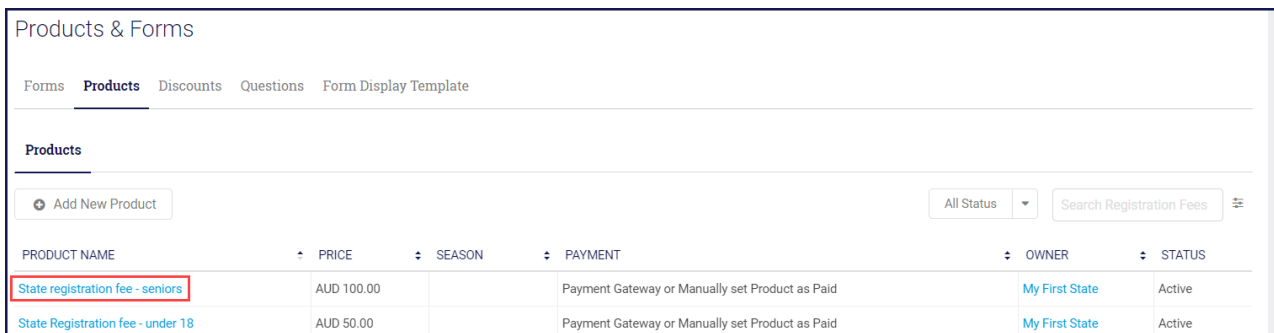
Last Modified on 07/10/2019 3:23 pm AEDT

NOTE: you can modify a registration fee only if you created it.

Select Products & Forms from the top menu, then select the Products tab.



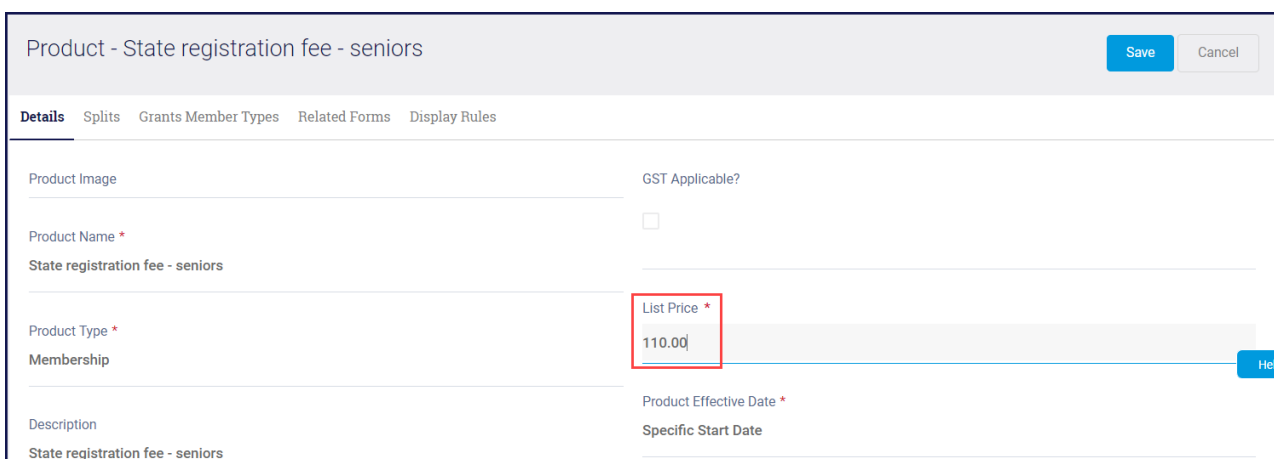
Click on the fee name you want to modify.



The screenshot shows the 'Products & Forms' page with the 'Products' tab selected. Below the navigation tabs, there is an 'Add New Product' button and a search bar for 'Search Registration Fees'. A table lists the products:

PRODUCT NAME	PRICE	SEASON	PAYMENT	OWNER	STATUS
State registration fee - seniors	AUD 100.00		Payment Gateway or Manually set Product as Paid	My First State	Active
State Registration fee - under 18	AUD 50.00		Payment Gateway or Manually set Product as Paid	My First State	Active

Click on the line you want to modify.



The screenshot shows the 'Product - State registration fee - seniors' edit form. The 'List Price' field is highlighted with a red box and contains the value '110.00'. Other fields include 'Product Name', 'Product Type', 'Membership', 'Description', 'Product Effective Date', and 'Specific Start Date'. There are 'Save' and 'Cancel' buttons at the top right.

Make changes and click Save.

Product - State registration fee - seniors

Save Cancel

Details Splits Grants Member Types Related Forms Display Rules

Product Image	GST Applicable?
Product Name *	<input type="checkbox"/>
State registration fee - seniors	
Product Type *	List Price *
Membership	110.00
Description	Product Effective Date *
State registration fee - seniors	Specific Start Date

Related Articles