# Creating a Package

1. From Feature List, click Manage Events



## 2. Under Utilities, click Manage Packages

Create & Edit Events	Registration Forms	Manage Registrations	Programs
Calendar Activities	* Create Form	Calendar Activities	* Create & Edit Programs
Classes	* Manage Forms	* Classes	* Manage Programs
Dues	* Assign Form(s) to Event	* Dues	* Manage Program Facilitie
Fund Raisers	* Hove Form(s) to Other Org	* Fund Raisers	* Program Usage Report
		* Registration Search	
Utilities	Facilities		
Move Registration	* Create & Edit Facilities		
Incomplete Registrations	* Manage Facilities		
Event Export Status	* Facility Reports		
Manage Categories			
Assign Events To Categories			
Assign Categories to the Calendar			
Event Configuration			
Cart Configuration			
Group Registration Attributes			
Manage Discounts			
Manage Stice County			
Manage Packages			
Facility Search Instructions			
Facility Calendar Instructions			
	Done		

3. Click Create New



4. On this next screen you can give the package a **Title** and **Description** and also specify which products you want to include in the package and whether you want to base the product quantity on the number of a certain **Attendee Type** or have a **Fixed Quantity** of products.

If you choose an attendee type, the ratio is 1:1 meaning for every 1 Attendee type X, you get 1 product. If you choose **Fixed Quantity**, then you can enter a desired fixed quantity under 'Count' header. A fixed Quantity would provide a set number of products independent of the number of attendees.

		Edit Pa	ackage		
Title:	Bird Sneak Peak				
Description:					
	Product	SKU	Attendee Type	Count	Operations
	Bird Sneak Peak Tour	▼ W93100	Any 🔻		Remove
Products:	Adult Tickets for Non-Members and Guests	▼ W91001	Fixed Quantity 🔻	0	Remove
Products.	Child Tickets for Non-Members and Guests	▼ W91002	Fixed Quantity 🔻	0	Remove
	Senior Tickets for Non-Members and Guests	• W91003	Fixed Quantity 💌	0	Remove
E-galaxy Options:	Pass Group Visit Information Pass	s Event Date			
			_		
	Add	New Detail Iter	n Save & Ex	a	

Sample Package Format:

Notice the first Attendee Type in the illustration says '**Any**'. In addition to set Attendee Types such as Child, Adult, etc, you can encompass all attendee types by selecting 'Any'. In this case for every attendee (regardless of type), a ticket is issued. You can remove any unwanted products by clicking **Remove** on right side, under **Operations** header.

Once Package is up to desired specifications, click Save & Exit.

Your package can now be accessed on the **Manage Packages** list (Manage Events→Manage Packages)

Title	Description	<b>Created Date</b>	Ope	erations
Bird Sneak Peak		3/8/2011	Edit	Remove
Reptile Premiere Tour		3/8/2011	Edit	Remove
Carnivore Sneak Peak		3/8/2011	Edit	Remove
Children's Zoo Sneak Peak		3/8/2011	Edit	Remove
Commissary Sneak Peak		3/8/2011	Edit	Remove
Kipp Aquarium Sneak Peak		3/8/2011	Edit	Remove
Hoofed Stock Premiere		3/8/2011	Edit	Remove
Natural Encounters Premiere		3/8/2011	Edit	Remove
Primate Premiere		3/8/2011	Edit	Remove
Bird Premiere		3/8/2011	Edit	Remove
Children's Zoo Premiere		3/8/2011	Edit	Remove
Red Panda Premiere		3/8/2011	Edit	Remove
Tropical Bird House Premiere		3/8/2011	Edit	Remove
NE Aquatic Exhibits Premiere		3/8/2011	Edit	Remove
Sea Lion Star Treatment		3/8/2011	Edit	Remove
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# 5. To assign the Package to a Calendar Activity, Dues Event, Class, or Fundraiser:

**Click Manage Events** 

Click the type of event you are assigning



#### Select the event, and then click Assign Package radio button, and OK (Go to Step 5)



For a Facilities Reservation:

**Click Manage Events** 

Click Create and Edit Facilities

Create & Edit Facilities
Manage Facilities
Facility Reports

Select the Facility, then click Assign Package radio button, and OK (Go to Step 5)



## For a **Program**:

Click Manage Events Click Manage Programs

	Programs
•	Create & Edit Programs
	Manage Programs
	Manage Program Facilities
	Program Usage Report

You can assign a package to all subsets of the Program by clicking **Manage All** Or to a single subset of the Program by clicking **Manage** in the line of that session



Click **Assign Package** under **Action** header. The two examples below are **Manage All**, and **Manage** (a single session), respectively. (Go to Step 5)

Description	Star	t Er		
Call of the Wild Speak Series	cer 10/4/2	011 11/12	2011 Edit Delete Manage Registration Downent Schedule Regist Export Reports View Waitlis Assign Package	rant Ratio Export Emai
E List All Session	Events		and the second	
Add new Calendar Activity	e			
			Manage Program	
When mana	ging a single	session only	Manage Program a subset of the Program Management features are available.	
When mana	iging a single	session only		
			a subset of the Program Hanagement features are available.	
Call of the Wild Speaker !			a subset of the Program Hanagement features are available.	
Call of the Wild Speaker !	Series (Caler		a subset of the Program Hanagement features are available.	
Call of the Wild Speaker ! Description	Series (Caler	idar Activity End	r a subset of the Program Management features are available.	
Call of the Wild Speaker ! Description Call of the Wild Speaker	Series (Caler Start 0/4/2011 11/	idar Activity End	a subset of the Program Hanagement features are available. Action Delete Manage Registrant Ratio Export Email	

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6. The list of Packages will be on the left side of the screen, select the package that you want to attach.
 The details of the selected package will appear on the right side. Enter the date that you wish to process the automatic fulfillment date on, and click Link to the Package.



Your Package is now linked to the event, and whomever enrolls for the event will get what is included with the package in their order.