

Fee Types and Additional Settings

Last Modified on 05/30/2022 7:03 pm EDT

Setting Fee Types

Once you create and save your new function, an "Add Fee Type" box will appear to the right of your function.

Tip: Every function must have at least one Fee Type. If you are not collecting fees for this function, simply set up a Fee Type that has a 0.00 cost.

To create one or more Fee Types for your function, follow these steps:

1. Click on the **Add Fee Type** box.
 2. Enter the name of the new fee category, such as Member Ticket or Spouse Ticket.
 3. If you are setting inventory limitations for this fee type, you have three choices:
 - **Unlimited** will allow for an unlimited amount of bookings under this fee category.
 - Setting to **Function Inventory** will make fee categories available until the overall **Function Inventory** is reached.
 - **Limited** will allow you to set a specific inventory for this fee category. For example, if you wish to sell ONLY 10 Spouse Tickets, you would select **Limited** and enter the number **10**.
 4. You can also set an alert to be sent automatically if your function inventory falls below the percentage limit you set.
 5. When finished, select the **Save** button.
 6. You can create additional fee types as required.
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