Advanced Setup – Packages

> **<** Want to jump to a particular section? Use the contents tab to the right of this article

Packages allow you to add specific 'extras' such as hotel rooms, function tickets, travel tickets to a registration type, sponsorship, or stand booking. You set up a package that combines all these items, then assigned it to a specific:

- Registration type
- Exhibitor stand type

  or

- Sponsorship category.

For example, if you wanted to create a VIP package that included a complimentary hotel room for three nights plus two tickets to a concert in the park for all VIP attendees, you would:

- Create a package called VIP Registration.
- In the Package Setup area, add 3 nights at a hotel from the Accommodation Module and two tickets to the Concert in the Park from the Functions Module.
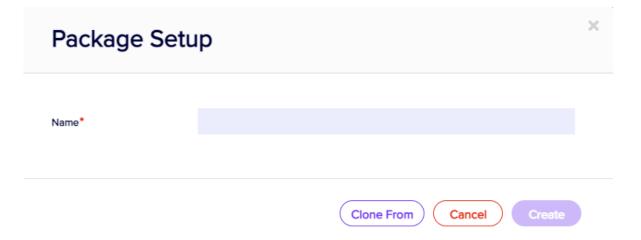- Assign the VIP Registration package to the VIP Registration Type.

Then any attendee with a VIP Registration Type (whether they booked it themselves online, or you allocated it via the attendee panel) will automatically have included on their record the complimentary hotel room for three nights and the two tickets to the concert.
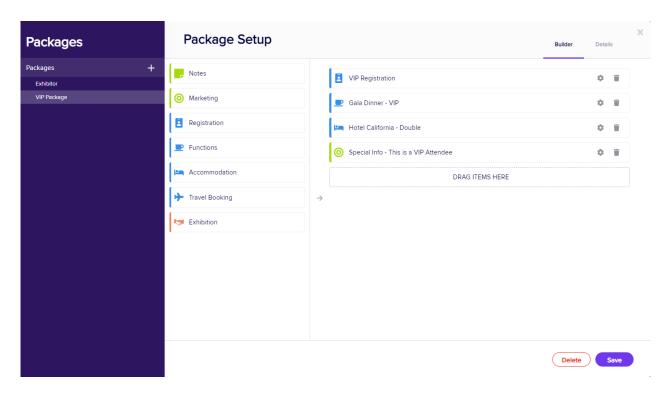
Things to remember:

- The whole idea of packaging items is that they're included, so you can't add costs for each item (you would factor this in to the overall cost of the package if you want to).
- Package items shown in the Attendee Record are italicized.

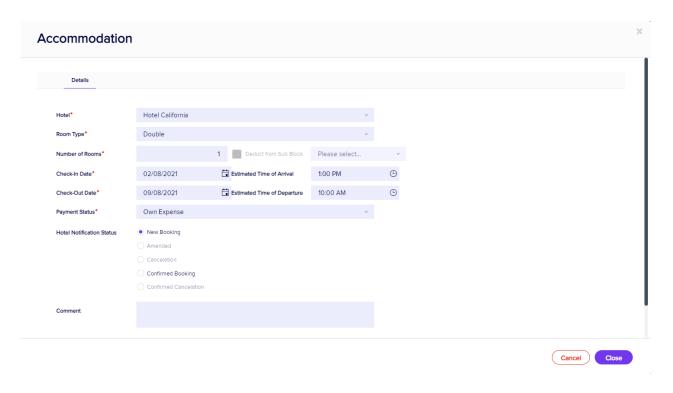## How to create a package

1. In the **Setup Panel**, look under **Advanced Settings** and open up **Packages**.
2. Click on the Plus symbol next to Package to create a new package.
3. Enter a **name for your new package** and then select Create.

Package Setup

Name*

Clone From   Cancel   Create

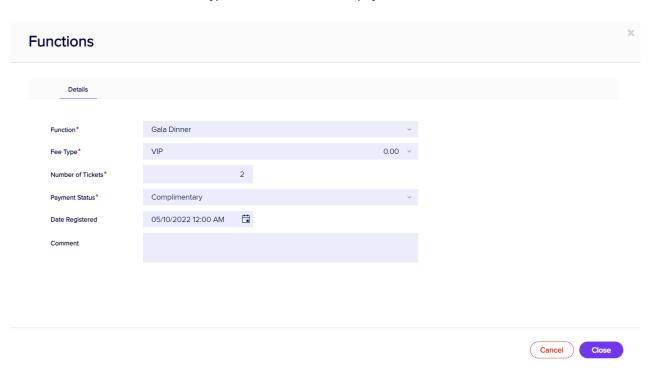4. Using the drag-and-drop builder, drag over the items you wish to include in your package. For example, to add a hotel stay and concert tickets to a VIP Package, drag over the Accommodation element and the Functions element.

5. Click on the Setup Cog for Accommodation.

6. Select your hotel name, room type, check-in and check-out dates.

7. Select the correct payment status.

8. Select close.

Accommodation

Details	

Hotel*	Hotel California
Room Type*	Double
Number of Rooms*	1 ☐ Deduct from Sub Block Please select...
Check-In Date*	02/08/2021 📅 Estimated Time of Arrival 1:00 PM 🕐
Check-Out Date*	09/08/2021 📅 Estimated Time of Departure 10:00 AM 🕐
Payment Status*	Own Expense
Hotel Notification Status	● New Booking
	○ Amended
	○ Cancelation
	○ Confirmed Booking
	○ Confirmed Cancelation
Comment	

Cancel Close

9. Click on the setup cog in the Functions element.

10. Select the correct function, fee type, number of tickets, and payment status.

Functions

Details	

Function*	Gala Dinner
Fee Type*	VIP 0.00
Number of Tickets*	2
Payment Status*	Complimentary
Date Registered	05/10/2022 12:00 AM 📅
Comment	

Cancel Close

11. Select Save.

12. Now you need to **assign the package** to a registration type (you could also assign it to an Exhibition Stand or Sponsorship Category using much the same process). In **Setup Panel**, choose **Registrations** (for our example).

13. Create a new Registration Type (or find the existing registration type you want to add the package to). Select the box for "Include Package" and choose the name of the package you created from the drop-down menu, then save.

The package is now part of that registration type.