

# Advanced Setup – Packages

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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.

## Example:

For example, if you wanted to create a package for all VIP attendees that includes a complimentary hotel room plus two free concert tickets, this is how you'd set it up:

- Create a package called VIP Registration (in Setup Panel, Advanced – Packages)
- Within the Package setup, add the Accommodation Module, and include the complimentary hotel room; then add the Functions module and add the concert tickets.
- Go into Setup – Registrations, create a VIP Registration Type, check the box to include a Package and select your newly-created VIP Package.

Then any attendee with a VIP Registration Type (whether they book it themselves online, or you allocate it via the attendee panel) will automatically have the extra items added (a complimentary hotel room and two free concert tickets).

## Adding Packages via a Submit Action on an interactive (registration) site

- Adding a Package to a Registration Type (or Stand Type or Sponsorship Category) means everybody with that Registration, Exhibition or Sponsorship type will get that assigned package.
- However, another method is to add a package to only selected attendees, via a "Data Creation" Submit Action on an interactive (registration) site. *Search this help site for more information about Submit Actions.*
- The Submit Action method of adding a package lets you add Registration, Function, and other items to an attendee record "behind the scenes", and you can filter to select who'll get the package. For example, you may decide to have three different packages for the same registration type, based on geographic region. You can set this up with a question on your registration site that has three different possible answers, and then add three different Submit Actions, adding a filter to each Submit Action so that the correct regional package will be created when the registration site/form is submitted.
- You could also use a simple Submit Action package to add a registration type to all attendees who fill out a registration site. For example, if you just want them to add minimal details and not have to select a registration type, but you still want to give them a registration type so they can check in to an event, or log in to an OnAir

Portal.

## Things to remember:

- The payment status for any package items can only be a non-paying status (e.g. Inclusive, Complimentary, Own Expense, Waitlist No Payment etc). This is because whole idea of packaging items is that they're included, so you can't add attach a cost to any package items. The payment statuses you see in the package setup area will depend on what payment statuses you've set up for that module, but you won't see statuses such as 'purchase'. Unless you're giving away the items, you would usually factor in the extra cost and add it to the overall cost of the package.
- Package items shown in the Attendee Record are italicized.
- If you assign a package via a Submit Action only (so it's not attached to a Registration Type, Exhibition Stand or Sponsorship Category; it's only added as a Submit Action), the package details will NOT change automatically in the attendee's record if you later manually change the Registration Type, Exhibition Stand or Sponsorship Category. This type of package will only update if the change is made via the Interactive Site and you've set this up for edited registrations/bookings.

## How to create a package

- In the Setup Panel, look under **Advanced Settings** and open up **Packages**.
  - Click on the Plus symbol next to Package to create a new package.
  - Enter a **name for your new package** and then select Create.
- If you need to edit the name later, look under "Details" in Package Setup for that package.

### Package Setup ✕

Name\*

[Clone From](#) [Cancel](#) [Create](#)

Using the drag-and-drop builder, drag over the module(s) to include in your package. For example, to add a hotel stay, drag over the Accommodation element.

- Click on the Setup Cog for the item you've just added (e.g. Accommodation).
- Add information (e.g. hotel name, room type, check-in and check-out dates).
- Select a payment status (which will be non-paying status, as explained earlier)
- Select close.

- Click on the setup cog for the next element (e.g. Functions).
- Select and fill in the details as you did for the previous element.

## 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

- Select Save.
- 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).
- 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.