

# Using Multi-Currency in EventsAir

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The multi-currency feature in EventsAir lets you assign values in other currencies for registrations, function tickets, etc. These different currency amounts can then be added to different interactive (registration) sites – one for each currency – by cloning your original site and making a few changes.

## Before you set up multi-currency

First, ensure your bank or financial institution allows your Merchant Account to accept different currencies. You may need sub-accounts for each currency, or possibly different merchant accounts for different currencies or regions. You may choose to have multiple E-Commerce Accounts (Gateways) for each currency you're working with. Alternatively, you may have a payment gateway that accepts multiple currencies. Ensure you have all of this set up beforehand.

Once you've enabled multi-currency in your event (see instructions below), you can configure your payment gateway(s) and registration sites to suit your attendees' needs.

For more information on setting up gateways in EventsAir read our [External Connections – Gateways](#).

### Consider how you'll communicate multi-currency options to your attendees:

After you've completed the steps below, you can also review your Merge Docs to ensure the correct registration site links are included.

To include amounts in other currencies in Merge Doc emails, for any element involving a fee or cost (Registrations, Functions etc.), look under the Fields Tab for that element, and select the **Foreign Currency Amounts** checkbox.

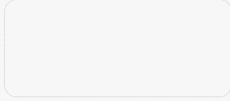
## Step 1: Add currencies (to all events)

Create a list of supported currencies for EventsAir (for all events). From the event selection page, choose **Application Setup**, then **Currency**.

### Select an event

Latest News Application Setup Reporting New Event

#### CURRENT



#### RECENT

- Sep 2 - Sep 4 2024  
Early Education International - 1st Annual Summit
- Aug 1 - Aug 8 2026  
Totally Imaginary 2026 Conference
- Oct 9 - Oct 11 2023  
Cyber Education International - 16th Annual Summit

#### EVENTS

By Name

Search

NAME	START DATE	END DATE	LOCATION	TYPE
Cyber Education International - 15th Annual Summit	Mar 29, 2023	Mar 30, 2023		Event
Cyber Education International - 16th Annual Summit	Oct 9, 2023	Oct 11, 2023		Event
Early Education International - 1st Annual Summit	Sep 2, 2024	Sep 4, 2024		Event
Totally Imaginary 2026 Conference	Aug 1, 2026	Aug 8, 2026		Event

## Application Setup

### SYSTEM SETUP

- Users: Setup and Configure EventsAir users and permissions
- Password Policy: Customize the Password Settings applied to EventsAir Users
- Event Groups: Set event groups and preferences for use when events are created
- External Connections: Configure e-commerce, text message and google analytic accounts to be used within events
- Offices: Create and Manage multiple offices or locations in EventsAir and setup default Data Consent policy information

### ADVANCED

- App Store: The System App Store is a place where additional apps can be seamlessly plugged in to EventsAir
- Custom Fields: Create custom field tabs and fields for inclusion in the libraries and event setup
- Preferences: Override default labels for Online User Reset Password

### LIBRARIES

- Dietary Requirements: Setup Dietary Requirements which can be used within Events
- Amenities: Setup Amenities and facilities that can be associated with hotel suppliers
- Hotels & Suppliers: Setup Hotels and Products & Services Suppliers which can be used within events
- Room Type: Create standard room types which can be linked to hotel suppliers
- Currency: Create a library of different currencies to use within each event if needed
- Language: Define master language translations that can be applied to various items like Interactive Sites, Merge Docs etc
- Countries: A pre-defined library of countries (used in the contacts module) which you are able to edit as needed.
- Port: A pre-defined library of ports and airports (used by the Travel module), which you are able to edit as needed
- Carrier: A pre-defined library of carriers (used by the Travel module), which you are able to edit as needed

Select **Currency Library** and **Add Currency** (image shows many currencies already added). You can do this for as many different currencies as you like.

### Currency

- Currency Library

### Currency Setup

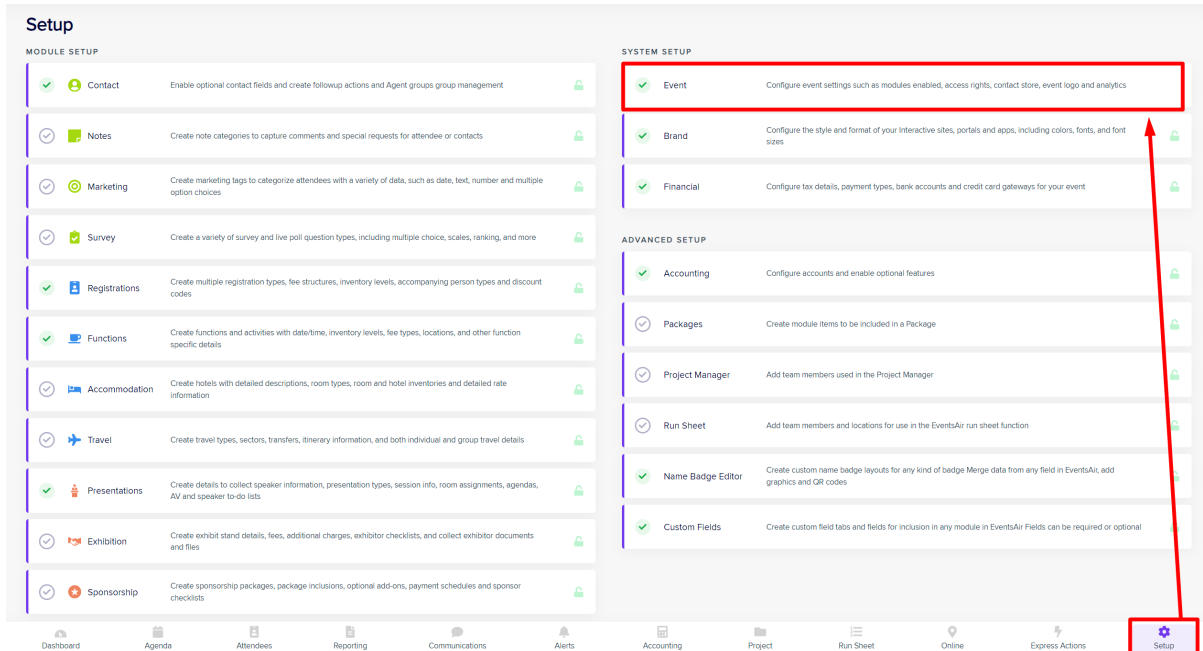
Details

CODE	NAME	SYMBOL	
AUD	Australian Dollar	\$	✕
GBP	British Pound	£	✕
EUR	Euro	€	✕
NZD	New Zealand Dollar	\$	✕
USD	US Dollar	\$	✕

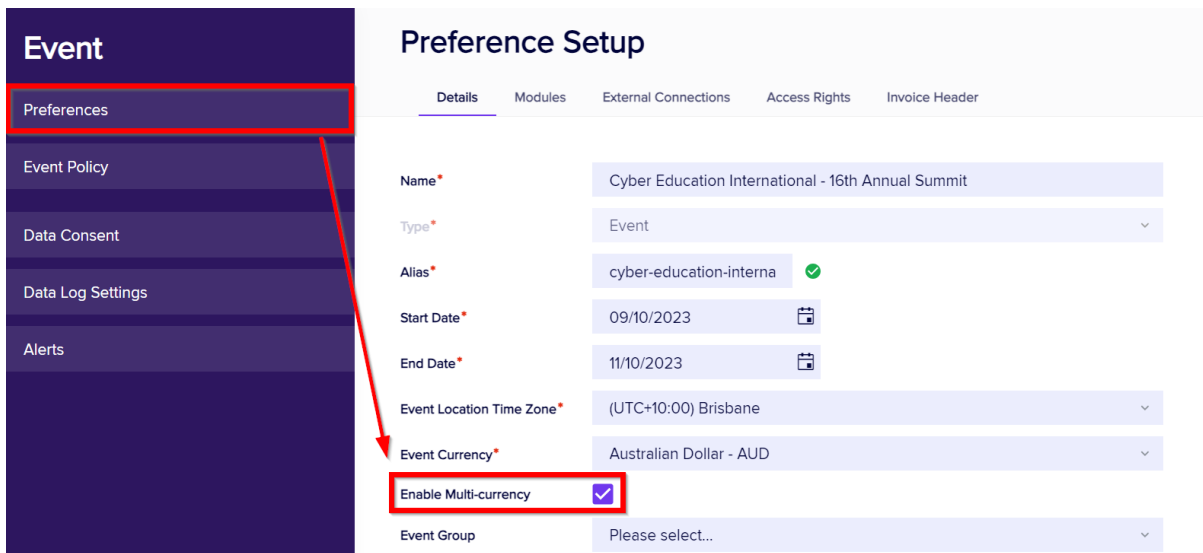
**Add Currency**

## Step 2: Define exchange rates for an event

1. Inside your event, go to the **Setup Panel** and select **Event** (top right).



2. Under **Event**, select **Preferences**, tick the **Enable Multi-currency** box, and **Save**.



3. Next, select **Exchange Rates** from the left-hand menu and nominate each currency's rate.

You can come back to update these at any time before or during your event and the changes will

automatically be reflected on your event items.

**Event**

- Preferences
- Event Policy
- Exchange Rates**
- Data Consent
- Data Log Settings
- Alerts

### Event Currencies and Rates

Details

Event Currency	NAME	EXCHANGE RATE	LAST UPDATED	
	Australian Dollar - AUD	\$ 1.000000		
	Euro - EUR	€ 0.650000	Nov 30, 2023 3:25 PM	<input type="checkbox"/>
	New Zealand Dollar - NZD	\$ 1.200000	Nov 30, 2023 3:25 PM	<input type="checkbox"/>
	US Dollar - USD	\$ 0.750000	Nov 30, 2023 3:25 PM	<input type="checkbox"/>

[Add Exchange Rate](#)

## Step 3: Add Multi-Currency for each Fee Type

For each item within your event, you can choose which currencies are accepted and override the calculated exchange rate (to allow for exchange rate movement). To do this:

1. Navigate to the **Setup Panel**.
2. Select the module with the fee type you want to edit (e.g., **Functions, Registrations**, etc.)
3. Select the appropriate item (such as **Registration Type: Early Registration**).
4. Review the list of available exchange rates and enable the ones you want to make available.
5. You can also override the calculated fee (to build a little extra margin to account for changes in the actual rate).

For example, in the example below, you could change US\$80 to US\$95, simply by entering that amount instead in the USD box.

# Registration Type Setup

Details

Payment Schedule

Advanced

Name*	Non-Member	
Registration Group*	Registrations	
Amount		
Event Currency AUD	100.00	<input checked="" type="checkbox"/> Enable Multi-currency
EUR	60.00	<input type="checkbox"/> Enabled
NZD	110.00	<input type="checkbox"/> Enabled
USD	80.00	<input type="checkbox"/> Enabled

## Step 4: Build your interactive (registration) sites

To offer online registration showing different currencies, you need to build an interactive (registration) site for **each** currency.

This is pretty easy to do since you can clone sites and modify the currency in just a few keystrokes.

1. Create, clone or open the **Interactive Site** you want to work with.
2. Select the **Details** Tab.
3. Select the **desired currency** for this Interactive Site.

Cyber Education Registration Site

Builder Details Submit Actions

Details Style Confirmation SEO Messages Localization

Title\* Cyber Education Registration Site

Alias\* regsite [Copy URL](#) [Copy QR Code](#) 

<https://education.eventsair.com/early-education-international--1st-an-nuai-summit/regsite>

Brand\* EA Purple Theme

Currency\* **Australian Dollar**

Override Default Event E-Commerce Account

E-Commerce Account\* Euro

E-Commerce Reference\* New Zealand Dollar

No Inventory Available Label\* US Dollar [Clear Selection](#)

Button Text Back\* [Back](#)

Save\* [Save](#)

4. If you want to use a different **E-Commerce Account** (Gateway), select the check to override the default.
5. Select the new **E-Commerce Account** (Gateway) you want to use.
6. Enter an **E-Commerce Reference**, which describes this in a few words (this is very useful when auditing your credit card transactions and helps identify which event the charge is associated with).

Brand*	EA Purple Theme	▼
Currency*	Australian Dollar	▼
Override Default Event E-Commerce Account	<input checked="" type="checkbox"/>	
E-Commerce Account*	Please select...	▼
E-Commerce Reference*		

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