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 account with them (merchant account) to accept different currencies. You may need merchant sub-accounts for each currency, or possibly different merchant accounts for different currencies or regions. You may choose to have multiple e-commerce accounts (payment 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.

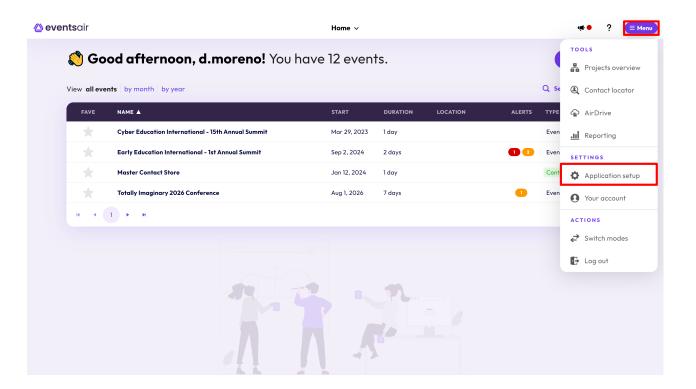
To include amounts in other currencies in Merge Doc emails, for any element involving a fee or cost

(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**.



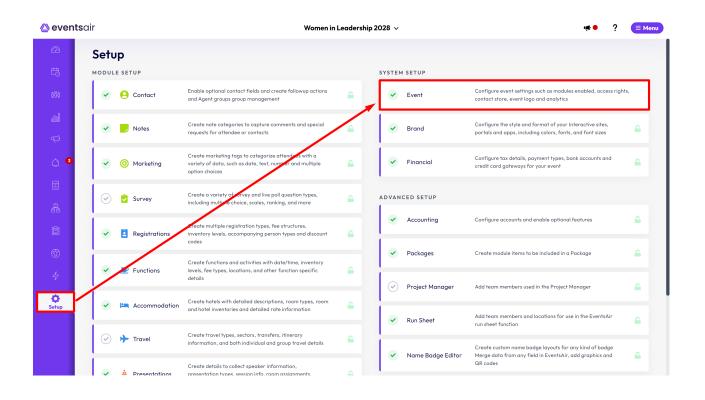
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Projects overview	Application setu	р				5	1
Contact locator	SYSTEM SETUP		LII	BRARIES			
AirDrive	Users	Setup and Configure EventsAir users and permissions	1	Dietary Requirements	Setup Dietary Requirements which can be used within Events		
.11 Reporting		·	ł		Setup Amenities and facilities that can be		
SETTINGS	Password Policy	Customize the Password Settings applied to EventsAir Users		Amenities	serup Amenifies and tacilities that can be associated with hotel suppliers		
Application setup	Event Groups	Set event groups and preferences for use when events are created		Hotels & Suppliers	Setup Hotels and Products & Services Suppliers which can be used within events		
Your account	External Connections	Configure e-commerce, text message and google analytic accounts to be used within events	Ì	Room Type	Create standard room types which can be linked to hotel suppliers		
ntering Switch modes	Offices	Create and Manage multiple offices or locations in EventsAir and setup default Data Consent policy information		Currency	Create a library of different currencies to use within each event if needed		
🕒 Log out	ADVANCED		Languag		Define master language translations that can be applied to various items like Interactive Sites,		
	App Store	The System App Store is a place where additional apps can be seamlessly plugged in to	L		Merge Docs etc		

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	Curre	ency Setup		:
Currency Library	Detail	5		
	CODE	NAME	SYMBOL	
	AUD	Australian Dollar	\$	\otimes
	GBP	British Pound	£	\otimes
	EUR	Euro	€	\otimes
	NZD	New Zealand Dollar	\$	\otimes
	USD	US Dollar	\$	$\overline{}$
				Add Currency

Step 2: Define exchange rates for an event

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



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

Event	Preference Setup					
Preferences	Details Modules	External Connections Access Rights Invoice Header				
Event Policy	Name*	Cyber Education International - 16th Annual Summit				
Data Consent	Туре*	Event	~			
Data Log Settings	Alias*	cyber-education-interna				
	Start Date*	09/10/2023				
Alerts	End Date*	11/10/2023				
	Event Location Time Zone*	(UTC+10:00) Brisbane	~			
	Event Currency*	Australian Dollar - AUD	~			
	Enable Multi-currency					
	Event Group	Please select	~			

Next, select **Exchange Rates** from the left-hand menu and set what you want to nominate as each currency's exchange rate.

These rates do NOT update automatically when the market exchange rate changes.

You can come back to update these at any time before or during your event and the changes will be reflected on your event items.

Event	Event C	Event Currencies and Rates					
Preferences	Details						
Event Policy		NAME		EXCHANGE RATE	LAST UPDATED		
	Event Currency	Australian Dollar - AUD	\$	1.000000			
Exchange Rates		Euro - EUR	e	0.650000	Nov 30, 2023 3:25 PM	\otimes	
Data Consent		New Zealand Dollar - NZD	s	1.200000	Nov 30, 2023 3:25 PM	\otimes	
		US Dollar - USD	\$	0.750000	Nov 30, 2023 3:25 PM	\otimes	
Data Log Settings					Add Exch	hange Rate	
Alerts							

Step 3: Add Multi-Currency for each Fee Type

For each item within your event, you can choose which currencies are accepted and, if you wish, 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 RegistrationType: Early Registration).
- 4. Review the list of available exchange rates and enable the ones you want to make available.
- 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	Enable Multi-currency					
EUR	60.00	Enabled					
NZD	110.00	Enabled					
USD	80.00	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.

lder	Details	Submit Acti
loer	Details	Submit Act

Details Style	Confirmation	SEO	Messages	Localization				_
Title	Cyber Ed	ucation F	Registration Sit	e				
Alias	regsite			Copy URL	Copy Q	R Code	回孫統	ģ
	https://educ nual-summi		entsair.com/ea	ly-education-i	nternationa	I1st-an		
Brand*	EA Purple	e Theme					~	
Currency*	Australia	n Dollar					×	ľ
Override Default Event E-Commerce Account	Australia	n Dollar						l
	Euro							l
5-Commerce Account*	New Zea	land Doll	ar					l
E-Commerce Reference*	US Dolla	r						l
No Inventory Available Lab	ы*		c	lear 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		
E-Commerce Account*	Please select	~
E-Commerce Reference*		