

# Using Multi-Currency in EventsAir

Last Modified on 12/09/2024 10:17 pm EST

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**.

Good afternoon, d.moreno! You have 12 events.

View all events by month by year

| FAVE | NAME   | START        | DURATION | LOCATION | ALERTS | TYPE    |
|------|--|--------------|----------|----------|--------|---------|
| ★    | Cyber Education International - 15th Annual Summit | Mar 29, 2023 | 1 day    |          |        | Event   |
| ★    | Early Education International - 1st Annual Summit  | Sep 2, 2024  | 2 days   |          | 1 2    | Event   |
| ★    | Master Contact Store                               | Jan 12, 2024 | 1 day    |          |        | Contact |
| ★    | Totally Imaginary 2026 Conference                  | Aug 1, 2026  | 7 days   |          | 1      | Event   |

- TOOLS
  - Projects overview
  - Contact locator
  - AirDrive
  - Reporting
- SETTINGS
  - Application setup
  - Your account
- ACTIONS
  - Switch modes
  - Log out

Global menu

- TOOLS
  - Projects overview
  - Contact locator
  - AirDrive
  - Reporting
- SETTINGS
  - Application setup
  - Your account
- ACTIONS
  - Switch modes
  - Log out

Application setup

| SYSTEM SETUP   | LIBRARIES  |
|--|--|
| <b>Users</b><br>Setup and Configure EventsAir users and permissions  | <b>Dietary Requirements</b><br>Setup Dietary Requirements which can be used within Events  |
| <b>Password Policy</b><br>Customize the Password Settings applied to EventsAir Users   | <b>Amenities</b><br>Setup Amenities and facilities that can be associated with hotel suppliers                                     |
| <b>Event Groups</b><br>Set event groups and preferences for use when events are created  | <b>Hotels &amp; Suppliers</b><br>Setup Hotels and Products & Services Suppliers which can be used within events                    |
| <b>External Connections</b><br>Configure e-commerce, text message and google analytic accounts to be used within events          | <b>Room Type</b><br>Create standard room types which can be linked to hotel suppliers  |
| <b>Offices</b><br>Create and Manage multiple offices or locations in EventsAir and setup default Data Consent policy information | <b>Currency</b><br>Create a library of different currencies to use within each event if needed                                     |
| <b>App Store</b><br>The System App Store is a place where additional apps can be seamlessly plugged in to                        | <b>Language</b><br>Define master language translations that can be applied to various items like Interactive Sites, Merge Docs etc |

The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.

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 |

1 - 4 of 4 items

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 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

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

**Setup**

MODULE SETUP

- Contact: Enable optional contact fields and create followup actions and Agent groups group management
- Notes: Create note categories to capture comments and special requests for attendee or contacts
- Marketing: Create marketing tags to categorize attendees with a variety of data, such as date, text, number and multiple option choices
- Survey: Create a variety of survey and live poll question types, including multiple choice, scales, ranking, and more
- Registrations: Create multiple registration types, fee structures, inventory levels, accompanying person types and discount codes
- Functions: Create functions and activities with date/time, inventory levels, fee types, locations, and other function specific details
- Accommodation: Create hotels with detailed descriptions, room types, room and hotel inventories and detailed rate information
- Travel: Create travel types, sectors, transfers, itinerary information, and both individual and group travel details
- Presentations: Create details to collect speaker information, presentation types, session info, room assignments.

SYSTEM SETUP

- Event**: Configure event settings such as modules enabled, access rights, contact store, event logo and analytics
- Brand: Configure the style and format of your Interactive sites, portals and apps, including colors, fonts, and font sizes
- Financial: Configure tax details, payment types, bank accounts and credit card gateways for your event

ADVANCED SETUP

- Accounting: Configure accounts and enable optional features
- Packages: Create module items to be included in a Package
- Project Manager: Add team members used in the Project Manager
- Run Sheet: Add team members and locations for use in the EventsAir run sheet function
- Name Badge Editor: Create custom name badge layouts for any kind of badge Merge data from any field in EventsAir, add graphics and QR codes

The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.

**SYSTEM SETUP**

- Event: Configure event settings such as modules enabled, access rights, contact store, event logo and analytics
- Brand: Configure the style and format of your Interactive sites, portals and apps, including colors, fonts, and font sizes
- Financial: Configure tax details, payment types, bank accounts and credit card gateways for your event

**ADVANCED SETUP**

- Accounting: Configure accounts and enable optional features
- Packages: Create module items to be included in a Package
- Project Manager: Add team members used in the Project Manager
- Run Sheet: Add team members and locations for use in the EventsAir run sheet function
- Name Badge Editor: Create custom name badge layouts for any kind of badge Merge data from any field in EventsAir, add graphics and QR codes
- Custom Fields: Create custom field tabs and fields for inclusion in any module in EventsAir Fields can be required or optional

Navigation bar: Home, Communications, Alerts (20), Accounting, Project, Run Sheet, Online, Express Actions, Setup

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

**Event**

- Preferences
- Event Policy
- Data Consent
- Data Log Settings
- Alerts

## Preference Setup

Details | Modules | External Connections | Access Rights | Invoice Header

Name\* Cyber Education International - 16th Annual Summit

Type\* Event

Alias\* cyber-education-interna ✓

Start Date\* 09/10/2023

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**

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

## Event Currencies and Rates

Details

|                | NAME                     | EXCHANGE RATE | LAST UPDATED         |
|----------------|--------------------------|---------------|----------------------|
| Event Currency | Australian Dollar - AUD  | \$ 1.000000   |                      |
|                | Euro - EUR               | € 0.650000    | Nov 30, 2023 3:25 PM |
|                | New Zealand Dollar - NZD | \$ 1.200000   | Nov 30, 2023 3:25 PM |
|                | US Dollar - USD          | \$ 0.750000   | Nov 30, 2023 3:25 PM |

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, 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.
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**

|                           |        |   |
|---------------------------|--------|---|
| <b>Event Currency AUD</b> | 100.00 | <input checked="" type="checkbox"/> Enable Multi-currency |
| <b>EUR</b>                | 60.00  | <input type="checkbox"/> Enabled                          |
| <b>NZD</b>                | 110.00 | <input type="checkbox"/> Enabled                          |
| <b>USD</b>                | 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](#) 

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](#) [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\*