How do I create and apply a package (e.g. for Exhibitors)?
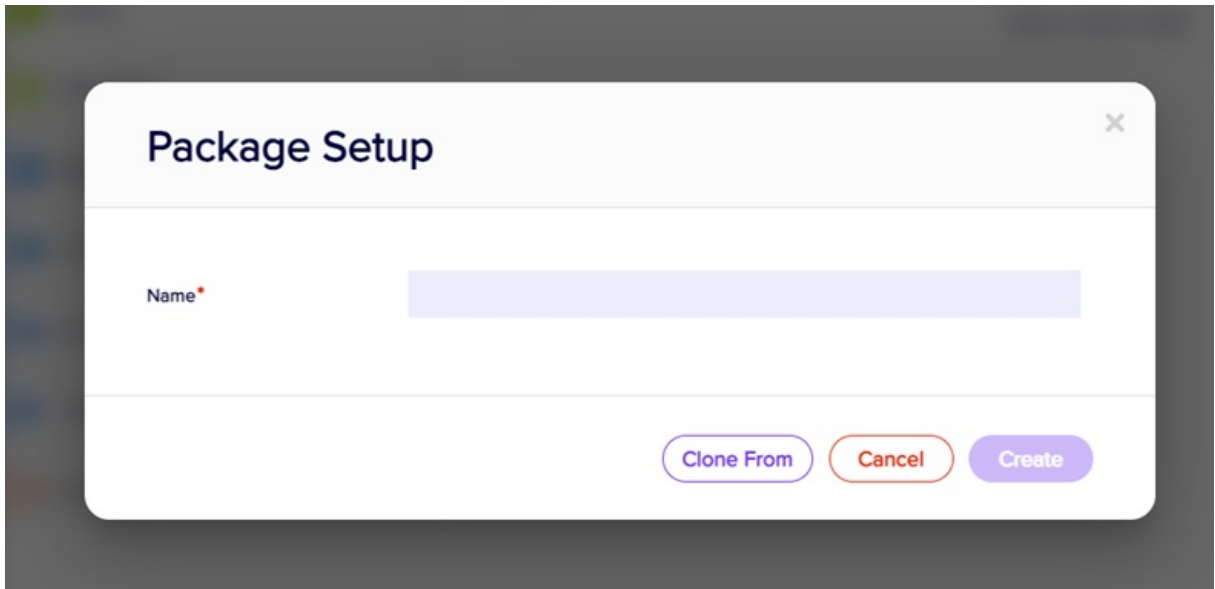
Packages let you add various module items automatically to a record once a certain registration or exhibition item has been chosen.
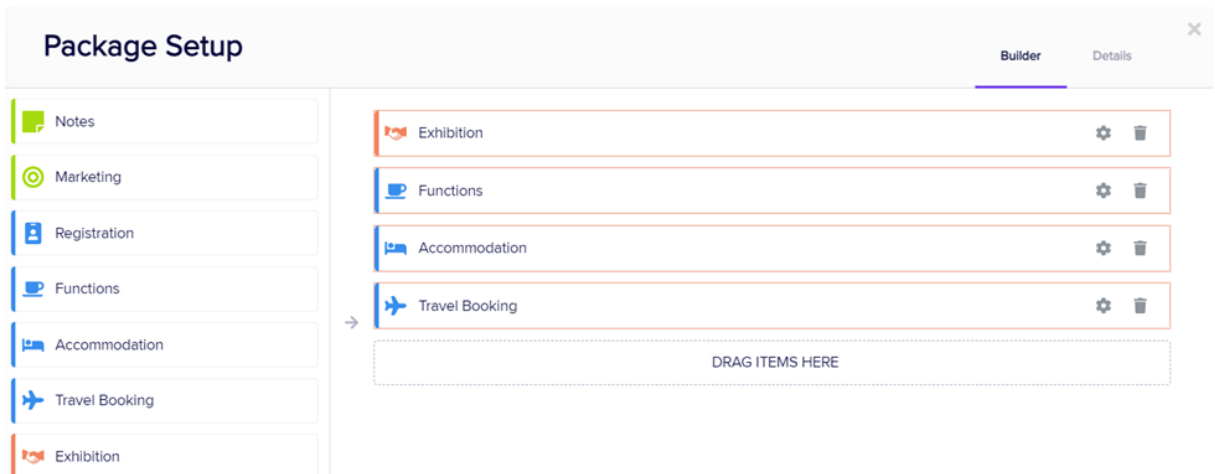
To create a package:

1. Navigate to the **Setup Pane**l, and under Advanced Setup, choose Packages.
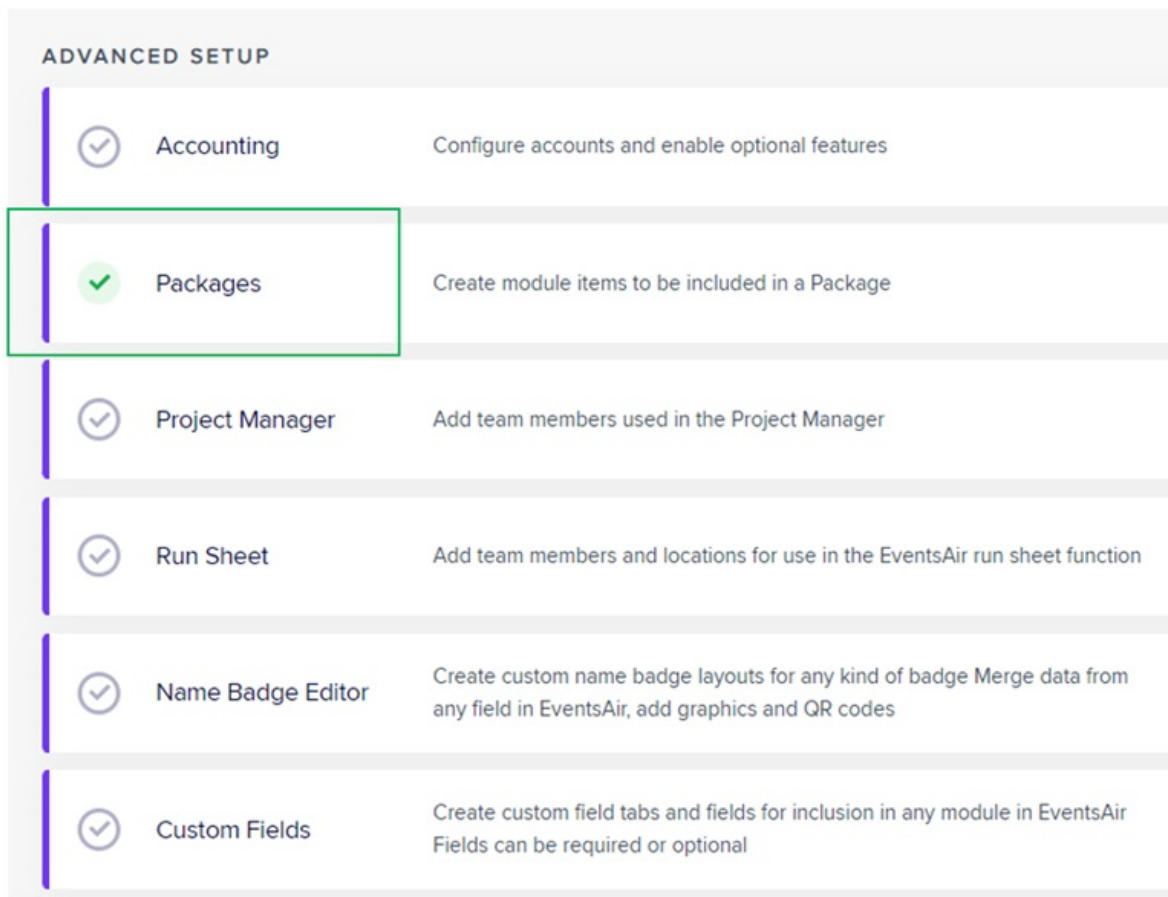
2. Select the **(+)** symbol to name the package you're creating:

1. Drag and drop the modules that will be included in your package (as many as you want).

1. Click the **Cog icon** to edit item(s) included in the package from each module. **Be sure to choose a payment status.**

2. After selecting all the items in each of the selected modules, save the **Package.**

Assigning Your Packages

1. In the Setup panel, select the **Registrations** or **Exhibitions** module

For Registrations: Click the registration type this package will be applied to, check the 'Include Package' box and choose a package from the drop-down.

Registration Type Setup

Details Advanced

Name*	Addition Exhibitor Registrations
Registration Group*	Registrations
Amount	100.00
Inventory	● Unlimited
	○ Set to Registration Group Inventory
	○ Limited to
	0
Optional Alert	☐ Send an Alert when remaining inventory falls below limit
Limit	10%
Alert Level*	Information
Check-In Alert	☐ Send an Alert when a contact record with this Registration Type checks into the Event
Alert Level*	Information
Alert Message	
Accompanying Person	☐
Include Package	☑
Automatically Add	Test Package

For Exhibitions: Click the stand type this package will be applied to, check the 'Include Package' box and choose a package from the drop-down.

Stand Type Setup

Details   OnAIR   Advanced

Stand Type*	Full Stand
Default Width	0 ft
Default Depth	0 ft
Default Area	0 ft²
Default Height	0 ft
Default Space Only Amount	500.00 Default Standard Amount 1,000.00
Available Color	▢ ▼
Reserved Color	▢ ▼
Confirmed Color	▢ ▼
Include Package	☑
	Automatically Add Test Package ⌄