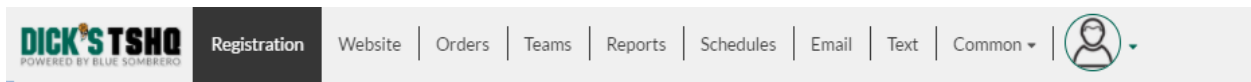




How to Setup Special Discounts and Fees on Blue Sombrero

I. Login as an admin to your Region Portal. You will see the following tool bar on the top of the screen. Then Click on **Registration**.



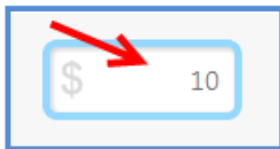
II. You will see the following screen. Click on “**Edit**” next to the Program you need to edit, then click on **Step 3**.

You can give the following discounts and add Custom Fees or Discounts.

1. Volume Discount
2. Family Discount
3. Non- Resident Fee or Resident Discount
4. Optional: Click on Add A Custom Fee or Discount if you want to add one

A screenshot of a web application interface for setting up special discounts and fees. At the top, there are six numbered steps: 1 Step, 2 Step, 3 Step (highlighted in blue), 4 Step, 5 Step, and 6 Step. The title for step 3 is 'Special Discounts & Fees' with a sub-question 'Do you want to apply any special discounts or fees to this program?'. A 'What's This?' help icon is in the top right. The main content area has a table with columns for 'Special Discount or Fee Name', 'Amount', and 'Manage'. The 'Volume Discount' row has an amount of '\$ 0'. Below it, a 'Family Discount' section includes rows for '2nd', '3rd', '4th', and '5th & >' divisions, each with an amount of '\$ 0'. There is also a 'Max # of participant discounts (per family) (leave blank for no max)' field. At the bottom of the table is a 'Non-Resident Fee or Resident Discount' row with an amount of '\$ 0' and an 'Edit' button. Below the table are four buttons: 'Add A Custom Fee Or Discount', 'Save Settings', 'Previous Step', and 'Skip' (highlighted in blue). A 'Next' button is also present.

1. If you want to apply a **Volume Discount**, enter the amount for the Volume Discount in the **Amount** box. *If a participant signs up for more than 1 Division in this Program, a Volume Discount can automatically be subtracted from the price (configured in Step 6) of the 2nd, 3rd, and so on Divisions. This is common for Camp Program Types.

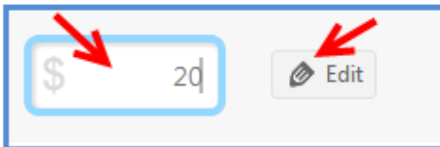




2. If you want to apply a **Family Discount**, enter the amount for the Family Discount in the **Amount** box. *If more than 1 participant in a family signs up for this Program, a Family Discount can automatically be subtracted from the price (configured in Step 6 of the Registration Wizard) of the Division for the 2nd, 3rd, and so on participants. **The 1st participant will never receive the Family Discount.** Click on **Edit** next to the **Family Discount Amount** to set a Max # of Participants per family that the Family Discount will apply to.



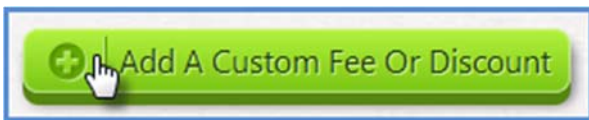
3. If you want to apply a **Non-Resident Fee OR Resident Discount**, enter the amount in the **Amount** box. *If a user lives within a particular city or zip code, you can add a Non-Resident Fee OR Subtract a Resident Discount from their Division Price. Click on **Edit** to select if this is a Non-Resident Fee or Resident Discount. Cities and Zip Codes are configured in Site Settings.



4. Make sure to always **Save** after editing.

Steps to Configure Custom Discounts & Fees:

1. To add a custom discount or fee, click on **Add A Custom Fee Or Discount**.



2. In order to apply a custom discount or fee, you'll need to ask the participant(s) a question.



Please type the question or statement *



Did you play with us last season?

466 Characters Remaining

3. Give the question a **Discount Name** or **Fee Name**. This will show up as the line item name for the discount or fee on the checkout screen.

Discount Name or Fee Name *



Returning Player Discount

275 Characters Remaining

4. Enter in the **Amount** for the discount or fee.

Amount



\$

10

5. Select whether the **Amount Type** is for a discount or fee.

Amount Type



Discount

Fee

6. Apply the discount amount or fee amount on a **YES ANSWER** or a **NO ANSWER** to the question you asked.

Apply Amount on an Answer of



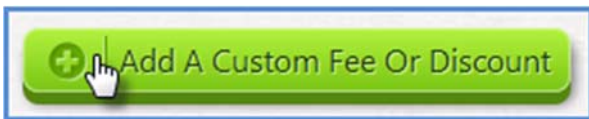
Yes



7. Make sure to always **Save** after editing.

Steps to Configure a Mandatory Fee:

1. To add a mandatory fee, click on **Add A Custom Fee Or Discount**.



2. In order to apply the mandatory fee, you'll need to ask the participant(s) a question or write a statement about this fee.

Please type the question or statement * ?

NOTE: Our state charges a mandatory \$50 fee to participate in

3. Give the question or statement a **Fee Name**. This will show up as the line item name for the mandatory fee on the Checkout Screen.

Discount Name or Fee Name * ?

State Participation Fee

4. Enter in the **Amount** for the fee.

Amount ?

\$ 10

5. Make sure you select **Mandatory Fee** for the **Amount Type**.



Amount Type ?

Discount

Fee

Mandatory Fee

6. Make sure to always **Save** your changes after editing.



If you do need further assistance, Regional Commissioners will receive priority support by emailing aysosupport@bluesombrero.com or by calling 866-258-3303. Parents with questions may email support@bluesombrero.com.