

Special Pricing Instruction Manual



Within this document you will find detailed instructions regarding the special pricing options available for setup on www.RunSignUp.com. This manual covers topics for race directors, and is intended to make your experience with RunSignUp as easy and hassle-free as possible.

If more information is needed on the topics addressed in this manual, or if you have any further questions/suggestions, please feel free to contact us at info@runsignup.com





This index serves as a navigational tool for the “Special Pricing: Instruction Manual”. Once you have found the topic you are interested in learning more about, click on that topic and you will be brought to the desired section.

Race Directors

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How To:

create registration periods

REGISTRATION PERIODS

Registration periods can be used to create standard pricing windows for early registrants, general registrants, late registrants, and other such all encompassing categories that vary depending on the date.

In order to set up or modify the “Registration Periods” for your race, please refer to the “Registration” section in the “Race Wizard Manual”.



How To:

add age based pricing

AGE BASED PRICING

As a race director, you can create “Age Based Pricing” so that specified age groups can register at a special fee. To enable and edit “Age Based Pricing”, go to the “Race Info” tab of your race dashboard, and open up the sub-heading for “Age Based Pricing”.

Creating Age Ranges

In the “Age Based Pricing” section, you can choose to edit age based pricing across all events (updating only the information that is similar and leaving unique information untouched), or, you can apply age based pricing to events individually.

Modify Settings Across Multiple Events

Edit Multiple Events

To change the settings across multiple events simultaneously, you can click on “Modify Settings

Across Multiple Events”, and the “Edit Multiple Events” window will pop-up for you. Within this window, you can use the check boxes to select only the events that you want to apply identical settings to, or you can hit the “Select All” button to check off all events.

By default, all of the fields are disabled, and they will appear as slightly faded. When you click on a field, you will notice that it no longer remains faded. Therefore, that field is enabled, and any change made to that field will apply to

all events selected above. If you decide that you do not want to change a field anymore, then simply hit the "ESC" key while on that field, and it will become faded out once more.

Note: Faded fields will not be altered across all events. Any information existing in those fields, unique or identical, will remain unchanged.

In this pop-up window, the fields can be edited in the same manner as they would be for individual events. When you are finished editing the necessary fields, click on the button for "Copy to Events".

Select an Event

Mile Walk

5K

10K

Half Marathon

Edit Individual Events

Individual events can be edited underneath their specific event bar. Events can be found manually by scrolling through the page, or you can use the "Select an Event" guide in the lower right-hand corner. By clicking on an event in the "Select an Event" guide, you will be brought directly to that event's editable details.

Pricing Window

The first step in creating age based pricing for an event or events is clicking on the "Add Another Date Range" button and setting up a pricing window. Several different age ranges can be listed under a single pricing window, and multiple pricing windows can be set up if necessary.

Add Another Date Range

Pricing Starts *

mm / dd / yyyy

12 : 00 AM

Eastern Time (ET)

Pricing Ends *

mm / dd / yyyy

11 : 59 PM

Eastern Time (ET)

To set up a pricing window, simply enter in the date and time when the age based pricing will be made available for registrants, and then, enter in the date and time when the age based pricing will no longer be available for registrants.

Age Range *

through

Setting up Age Ranges

After creating a new "Date Range" for pricing, you will need to create at least one "Age Range" within that window. An "Age Range" must be set from a minimum age through to a maximum age, and you will need to specify a price for that particular "Age Range".

Options

No Give-Away

No Membership Based Price Adjustments

For each "Age Range", you can also decide whether runners registering within that discounted age group will be eligible for the "Giveaway" and/or "Membership Based Price Adjustments".

If you leave one or both of these boxes unchecked, then registrants using this "Age Based Pricing" will have the corresponding options available during registration. If you check off one or both of these boxes, then registrants using this "Age Based Pricing" will have the corresponding options disabled during registration.

Note: Coupons and gift certificates can still be used with age based pricing.

Adding/Deleting Age Ranges

If you would like to set up multiple “Age Ranges” for the same “Date Range”, simply click on the “Add Another Age Range” button, and fill out the new age range details in the same manner.

Add Another Age Range

If you need to delete any unnecessary “Age Ranges”, then you can do so by clicking on the “X” in the upper right hand corner of that “Age Range” box.

Adding/Deleting Date Ranges

To create an entirely new “Date Range” for age based pricing, click on “Add Another Date Range”, and repeat the process explained above.

Add Another Date Range

To get rid of any unwanted “Date Ranges”, click on the “X” located in the upper right hand corner of that “Date Range” box.

Save Age Based Pricing

Saving

When you are finished creating/editing your date/age ranges, be sure to click “Save Age Based Pricing”, and now, if you go to the race page, you will find that “Age Based Pricing” has been added/updated for the specified events.

**How To:****add group based pricing**

As a race director, you can create “Group Based Pricing” so that groups (*ex: families or friends*) can save money when registering together. To enable and edit “Group Based Pricing”, go to the “Race Info” tab of your race dashboard, and open up the sub-heading for “Group Based Pricing”.

GROUP BASED PRICING

As a race director, you can create “Group Based Pricing” so that groups (*ex: families or friends*) can save money when registering together.

Add Another Date Range

Creating Date Ranges

In the “Group Based Pricing” section, groups can be set up according to a “Date Range”. To begin, click on the button for “Add Another Date Range”.

Pricing Starts * <input type="text" value="mm/dd/yyyy"/> <input type="text" value="12"/> : <input type="text" value="00"/> <input type="text" value="AM"/> <small>Eastern Time (ET)</small>	Pricing Ends * <input type="text" value="mm/dd/yyyy"/> <input type="text" value="11"/> : <input type="text" value="59"/> <input type="text" value="PM"/> <small>Eastern Time (ET)</small>
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Pricing Window

Within each “Date Range”, you will first need to set up a pricing window for when this particular set of group based pricing discounts will apply. Enter in the date and time when this particular set of group based pricing options will be made available for registrants, and then, enter in the date and time

when this particular set of group based pricing options will no longer be available for registrants.

Group Setup

Group pricing can be designated for any type of group you would like by using the “Description” field located under the “Set up the Groups” section (ex: “Family Rate”, “Best Friends Discount”, “Coworkers”, etcetera).

Next, specify the minimum number of participants necessary for this “Group Based Pricing” to be redeemed. If you would like to set a cap on the maximum number of participants allowed to receive this “Group Based Pricing”, then enter that number in as well.

Note: If you leave the maximum number of participants field blank, then there will be no limit to the amount of registrants that can receive this “Group Based Pricing” at one time.

Price

Using the drop down menu, choose which fee type the group based pricing will be employing. The three choices are “Fixed Fee”, “Overall Discount”, and “Discount per Registrant”.

If you choose to make it a “Fixed Fee”, then the entire group will be registered at a single set price.

If you choose to make it an “Overall Discount”, then you can specify a certain amount of money that will deducted from the overall price of the entire group’s registration.

If you choose to make the fee type “Discount per Registrant”, then a set amount of money will be deducted from the registration fee of each individual in the group.

Once you have decided which “fee type” you will be using, enter in the fee amount.

Options

For each “Group”, you can also decide whether runners registering at that discounted rate will be eligible for the “Giveaway” and/or “Membership Based Price Adjustments”. If you leave one or both of these boxes unchecked, then

registrants using this “Group Based Pricing” will have the corresponding options available during registration. If you check off one or both of these boxes, then registrants using this “Group Based Pricing” will have the corresponding options disabled during registration.

Note: Coupons and gift certificates can still be used with age based pricing.

Valid Events

To complete group setup, decide which event or events this group based pricing will be valid for by either using the check boxes provided or clicking on the “All Events” button.

All Events

Valid for Events *

Mile Walk 5K 10K Half Marathon

By selecting multiple events, you will allow users to take advantage of this group based pricing option even if everyone in the group is not signing up for the same event.

Note: If a registrant is signing up for an event that is not covered by the selected “Group Based Pricing”, then they will need to register separately in order for the eligible registrants to receive the discount.

Adding/Deleting Groups

Several different group types can be listed under a single pricing window. If you would like to set up multiple “Groups” for the same “Date Range”, simply click on the “Add Another Group” button, and continue to fill out the new group details in the same manner.

Add Another Group

If you need to delete any unnecessary “Groups”, then you can do so by clicking on the “X” in the upper right hand corner of that “Group” box.

Add Another Date Range

Adding/Deleting Date Ranges

Multiple pricing windows can be set up if necessary. To create an entirely new “Date Range” for group based pricing, click on “Add Another Date Range”, and repeat the process explained above.

To get rid of any unwanted “Date Ranges”, click on the “X” located in the upper right hand corner of that “Date Range” box.

Save Group Based Pricing

Saving

When you are finished creating/editing your date ranges and groups, be sure to click “Save Group Based Pricing”, and now, if you go to the race page, you will find that “Group Pricing” has been added/updated for the specified events.



How To:

set up memberships

of this feature are for USATF and USAT memberships.

MEMBERSHIPS

Under the “Race Info” tab of the race dashboard, you will find the subheading for “Memberships”; the most prominent uses

The “Memberships” option can be used to create your own types of membership discounts as well. However, there are other features on RunSignUp that may be more suitable for your needs instead of creating a custom membership setting. Before setting up “Memberships” for anything other than the USATF or the USAT, please check out “Club

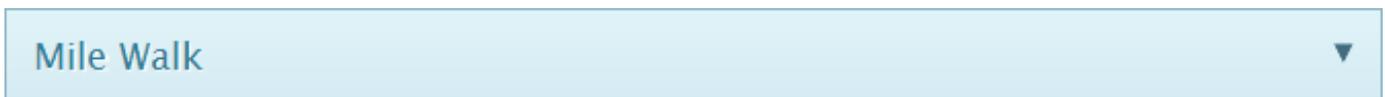
Membership Discounts”, “Corporate Teams”, “Coupons”, and/or “Registration Add-ons”, as these may be geared more towards your desired outcome.

Setting Up Memberships

Membership settings can be enabled for “All Events”, individual events, or both. If you click on the “All Events” heading to set up a membership, then any user who registers for your race will be asked about this membership option regardless of which event or events they selected. Also, if they are registering for multiple events, then they will also only be asked once for this membership information, and any price adjustments will be applied once per event.



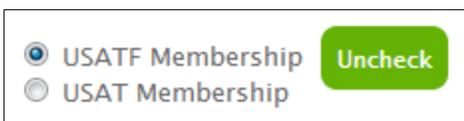
You can also set up event specific memberships separately by clicking on the individual event headers located below “All Events”.



Add Membership Setting

Adding a Membership Setting

Regardless of whether you have selected the “All Events” heading, or an individual event’s heading, adding a membership setting follows the same procedure. To begin, click on the button marked “Add Membership Setting”.

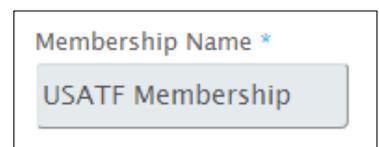


At this point, you can decide whether you would like to create a “USATF Membership”, a “USAT Membership”, or perhaps a separate custom membership. Keep in mind though, before setting up “Memberships” for anything other than the USATF or the USAT, please check out “Club

Membership Discounts”, “Corporate Teams”, “Coupons”, and/or “Registration Add-ons”, as these may be geared more towards your desired outcome.

USATF Membership

By selecting the “USATF Membership” option, the fields will be populated with the information for a standard USATF membership discount. Any of these settings can be adjusted if necessary, and when you are ready to create this membership setting, click on the button for “Save Changes”.



Membership Name *

USAT Membership

USAT Membership

By selecting the “USAT Membership” option, the fields will be populated with the information for a standard USAT membership discount.

Additional fields will also be made available under the “Advanced Options” section when you select “USAT Membership”. The first of these fields is the “USAT Event ID”. By entering in your “USAT Event ID” here, this will link your race directly with the USAT event, and all of the users who enter in their membership number will be allowed to register for your race using that membership.

USAT Event ID

Search for Your Event ID

“USAT Event IDs” can be looked up by using the “Search for Your Event ID” link, and searching by name, location, etcetera.

The other two additional fields are check boxes. The first check box can be marked off if you would like RunSignUp to “Validate Membership/One Day Membership with USAT”.

This will compare the information that the user inputted into the RunSignUp fields with the information stored by USAT, and if the names and numbers match up, then the user will be able to continue on with registration. If you leave this check box blank, then entering in a valid membership number would not be mandatory.

Validate Membership/One Day Membership with USAT

IMPORTANT: In order for the “Validate Membership/One Day Membership with USAT” option to be activated, you will need to mark off the check box for “Require participant to purchase One Day Membership with USAT if not a member”.

You can mark off “Require participant to purchase One Day Membership with USAT if not a member” in order to stipulate that all participants of your race had a valid membership with USAT before completing registration.

Require participant to purchase One Day Membership with USAT if not a member.
If this option is set, you should NOT set a “Price Adjustment” for the membership cost. USAT will collect this money directly.

IMPORTANT: Do not set a “Price Adjustment” for non-members if you have “Validate Membership/One Day Membership with USAT” checked off. This would result in the runners being double-charged for the membership if they select the “No” option.

Save Changes

Any of the settings within this membership can be adjusted if necessary, and when you are finished, click on the button for “Save Changes”.

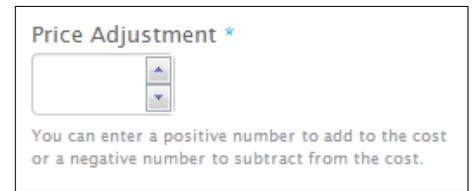
Creating Custom Memberships

You can create a custom membership setting for your registrants to choose from, however, before setting up “Memberships” for anything other than the USATF or the USAT, please check out “Club Membership Discounts”, “Corporate Teams”, “Coupons”, and/or “Registration Add-ons”, as these may be geared more towards your desired outcome.

To begin creating a custom membership, make sure that both the “USATF Membership” and the “USAT Membership” fields are left blank, and enter in the “Membership Name”.

Membership Name *

Decide upon a “Price Adjustment”, and keep in mind that you can enter in a positive number to add to the cost or a negative number to subtract from the cost. As the default, the “Price Adjustment” is applied to users who select “Yes” to indicate that they are a member, however, you can switch this by checking the box for “Apply Price Adjustments if User is NOT a Member”.



Price Adjustment *

You can enter a positive number to add to the cost or a negative number to subtract from the cost.



Additional Field Text

An additional field can be enabled to have users input information such as a membership ID number. If you would like to activate this field, then use the “Additional Field Text” box to write in what you want users to input into the field. If you want to make this field mandatory to fill out, then check off the box next to “Require Additional Text Field Response”.

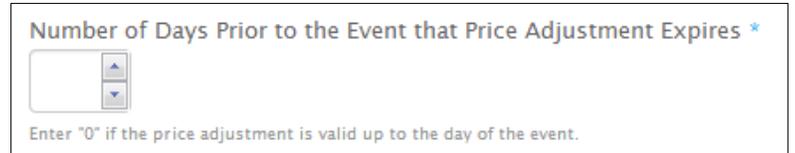


Optional User Notice

This text will be shown to the user when they sign up. You might want to use it to explain price adjustments.

The “Optional User Notice” box allows you to enter in text that will be seen by the user when they sign up. This can be used to supply any additional information needed regarding the price adjustments that members or non-members will encounter.

The final requirement for creating a custom membership is setting the field labeled “Number of Days Prior to the Event that Price Adjustment Expires”. If you would like the price adjustment to be available up to the day of the event enter in a “0”, up to the day before the event enter in a “1”, up to two days before the event enter in a “2”, and so on.

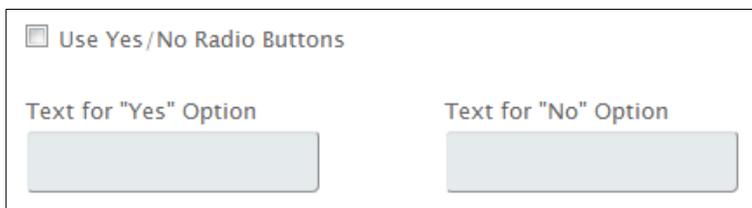


Number of Days Prior to the Event that Price Adjustment Expires *

Enter "0" if the price adjustment is valid up to the day of the event.

Advanced Options

By clicking on the plus sign next to “Advanced Options”, a few more fields will be made available to you regarding “Yes” and “No” radio buttons. You can choose to “Use Yes/No Radio Buttons” by checking off the box, and the “Text



Use Yes/No Radio Buttons

Text for "Yes" Option

Text for "No" Option

for “Yes” Option” as well as the “Text for “No” Option” can be customized to say whatever you would like (ex: “Member” and “Non-Member”).

If you choose not to use yes/no radio buttons, then users will simply be given a check box to indicate their membership status.

Delete

Deleting a Membership Setting

You can remove a membership setting by clicking on the “Delete” button in the corresponding membership settings box.

Saving

When you have finished modifying the necessary settings, click the button for “Save Changes”, and you will receive confirmation that “Your changes have been saved”.

Save Changes



How To:

set up club membership discounts

Club membership discounts allow you to offer special pricing options to registrants who are also members of a club on RunSignUp. Club membership discounts can be customized to be made available to members of any club you have created on RunSignUp, as well as any or all other clubs that exist on RunSignUp. You can set up these discounts by going to the “Race Info” tab of the race dashboard, and opening up the subheading for “Club Membership Discounts”.

CLUB MEMBERSHIP DISCOUNTS

Club membership discounts allow you to offer special pricing options to registrants who are also members of a club on

Add a Discount

Adding a Discount

Once under the “Club Membership Discount” subheading, you can begin by clicking the button marked “Add a Discount”. At this point, multiple fields will be made available for you to customize the settings of your club membership discount.

Discount Information

Using the calendar and clock provided, enter in the “Effective From” date and time, which will dictate when this discount can start being redeemed. Then, using the following calendar and clock, set the “Effective Until” date and time, in order to specify when this discount will no longer be redeemable.

Effective From * mm/dd/yyyy 12 : 00 AM Eastern Time (ET)	Effective Until * mm/dd/yyyy 11 : 59 PM Eastern Time (ET)
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Next, decide upon the “Discount Amount”. Club membership discounts can be set up to offer a fixed discount, a discount percentage, or both. If you would like to offer a fixed discount, such as \$5.00 or \$10.00 off, then use the dollar amount field to set your desired fixed discount amount. If you would like to set up a discount percentage, such

Discount Amount *

0 % + \$

Enter in a discount percentage, fixed discount, or both.

as 25% or 50% off, then use the percentage field to indicate the specific discount percentage you would like that club membership to offer. If you would like to offer both a fixed discount and a discount percentage, for instance \$10.00 off and a 50% discount, then enter in each field accordingly.

Note: In cases where both a fixed discount and a discount percentage are enabled, the fixed discount will be applied first, and the discount percentage will be calculated after. For instance, if a \$10.00 fixed discount coupled with a 50% discount percentage were applied to a \$100.00 transaction, then the coupon code would make the transaction \$45.00, because 50% of \$90.00 is \$45.00.

Applicable Clubs

In the “Applicable Clubs” section, you are given the ability to select which club’s or clubs’ members can accept this discount. The first option you have is to check off the box under “Allow Any Club”, which will let “All members from any club on

Allow Any Club

All members from any club on RunSignUp.com

RunSignUp.com” redeem the discount.

Alternatively, you could also go under the “Select One of Your Clubs” heading and check off any or all of the clubs on your account that you would like to open up the discount to.

Select One of Your Clubs
 The Club About Nothing

Other Clubs

Search for Clubs

In addition to, or instead of, offering your own club members the “Club Membership Discount”, you are also given the option to select “Other Clubs”.

To allow other clubs’ members to receive the discounted pricing, click on the button labeled “Search for Clubs”. A pop-up box will give you the option to search by “Club Name” or “Club Location”, and when you have entered in the appropriate parameters, you can hit “Search Clubs”. A list of clubs matching the search terms will be made available to you, at which point you can check off the clubs you would like to give discount pricing to, and hit “Select Clubs”.

Search for Clubs X

Club Name

Club Location miles of

Zip Code

Search Clubs

Save Discounts

Saving

You can use the “Add a Discount” button to create as many “Club Membership Discounts” as you would like, and when you are finished, click on the button for “Save Discounts”.

Advanced Settings

In the advanced settings section, you can check off “Require a club membership for each participant” if you would like for participants of your race to only be club members.

Advanced Settings

Require a club membership for each participant.

If a registrant does not have a membership in any of the clubs above, you can prompt them to join a club.

Select Club to Suggest

If a registrant does not have a membership in any of the clubs that are being offered discounts, then you can prompt them to join a club by hitting “Select Club to Suggest”. A pop-up box will give you the option to search by “Club

Name” or “Club Location”, and when you have entered in the appropriate parameters, you can hit “Search Clubs”. A list of clubs matching the search terms will be made available to you, at which point you can click on the radio button next to the club you would like to suggest, and hit “Select Club”.

Save Discounts

When you are finished, make sure you select “Save Discounts”.



How To:

add a coupon code

COUPON CODES

Coupon codes allow you to offer discounted pricing on transactions pertaining to registration, add-ons and store purchases, or all of these at once. They can be set up to cover certain amounts (ex: \$10.00) and/or percentages (ex: 25%) of a transaction, and restrictions can be placed upon their usage options.

In order to set up coupon codes, please refer to the “How to Add a Coupon Code” section of the “Coupon Codes Manual”.



The “Coupon Codes Manual” will contain the following sections for race directors and runners:

Race Directors

- How to Add a Coupon Code
- How to Search Coupon Codes
- How to Manage Coupon Codes
- How to View Coupon Code Usage Details
- How to View Coupon Code Reports

Runners

- How to Redeem Coupon Codes



How To:

set up corporate teams (race dir.)

CORPORATE TEAMS

Corporate teams are typically geared towards large events, and enable companies, sponsors and/or other associations to pay for all or a percentage of their employees or members. This setup makes corporate teams a great way for associations to organize and encourage their employees and family members to participate in various race events, and is why they often coincide with health and wellness campaigns.

If you are a race director interested in setting up corporate teams for your race, please refer to the “How to Set Up Corporate Teams” section in the “Corporate Teams Manual”.

The “Corporate Teams Manual” will contain the following sections for race directors, captains, and runners:



Race Directors

- How to Set Up Corporate Teams
- How to Create Corporate Team Types
- How to Create a Corporate Team
- How to Manage a Corporate Team
- How to View Invoices and Payments

Captains

- How to Create a Corporate Team
- How to Manage a Corporate Team
- How to View Invoices and Payments

Runners

- How to Join a Corporate Team