

1. On the Regatta's home page, click on the "Register" tab, and then the "Edit" toggle on the right side

The screenshot shows the RegattaCentral interface for the event "BC Jamie's Head of the Next Generation Payment Test" on April 1, 2020. The "Register" tab is highlighted with a purple box. In the top right corner, there are buttons for "ENTRIES 7", "CLUBS 3", and "Register". Below the navigation bar, there are filters for "Events", "All Genders", and "All Boats". On the far right, an "Edit" button is highlighted with a purple box. The main content area displays a list of events for Wednesday, April 1, 2020.

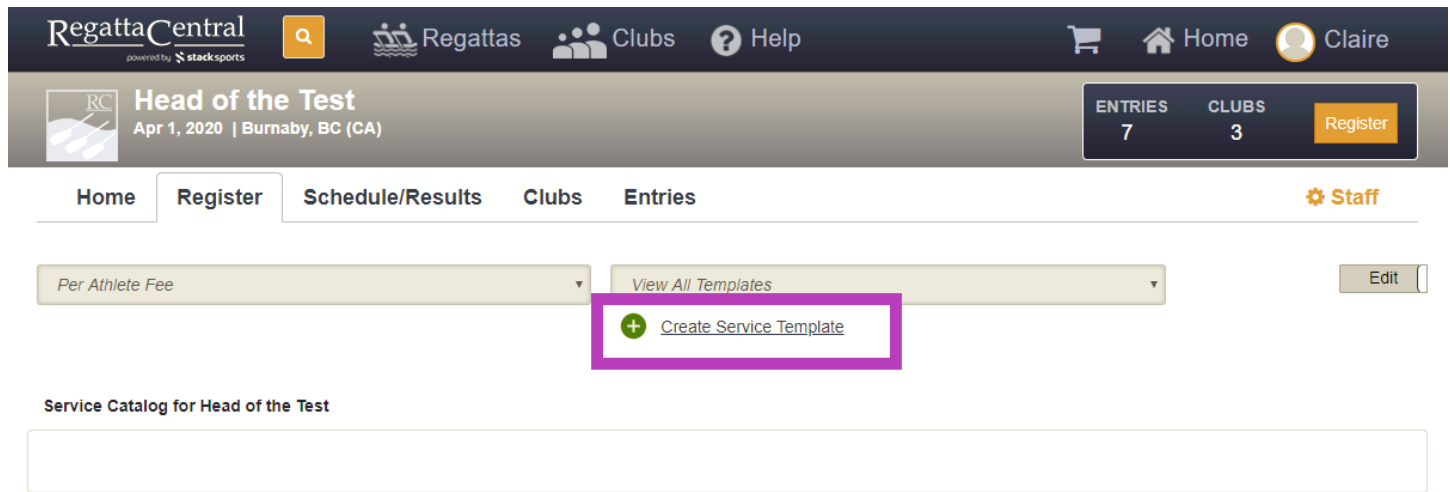
Event ID	Event Name	Category	Age Group	Status
1	Mixed 4x+	MIXED	4x+	CLOSED
2	dadsdfasdfa	WOMENS	1x	CLOSED
3	3:00 AM Womens 8+ Creating a New Event Test	WOMENS	8+	CLOSED
4	9:00 AM Womens 1x	WOMENS	1x	CLOSED
5	9:00 AM Womens 1x	WOMENS	1x	CLOSED
6	9:00 AM Womens Masters 2x	WOMENS	2x	CLOSED

2. Click on the "Events" drop-down on the far left, and then in the list that appears, click on "Per Athlete Fees."

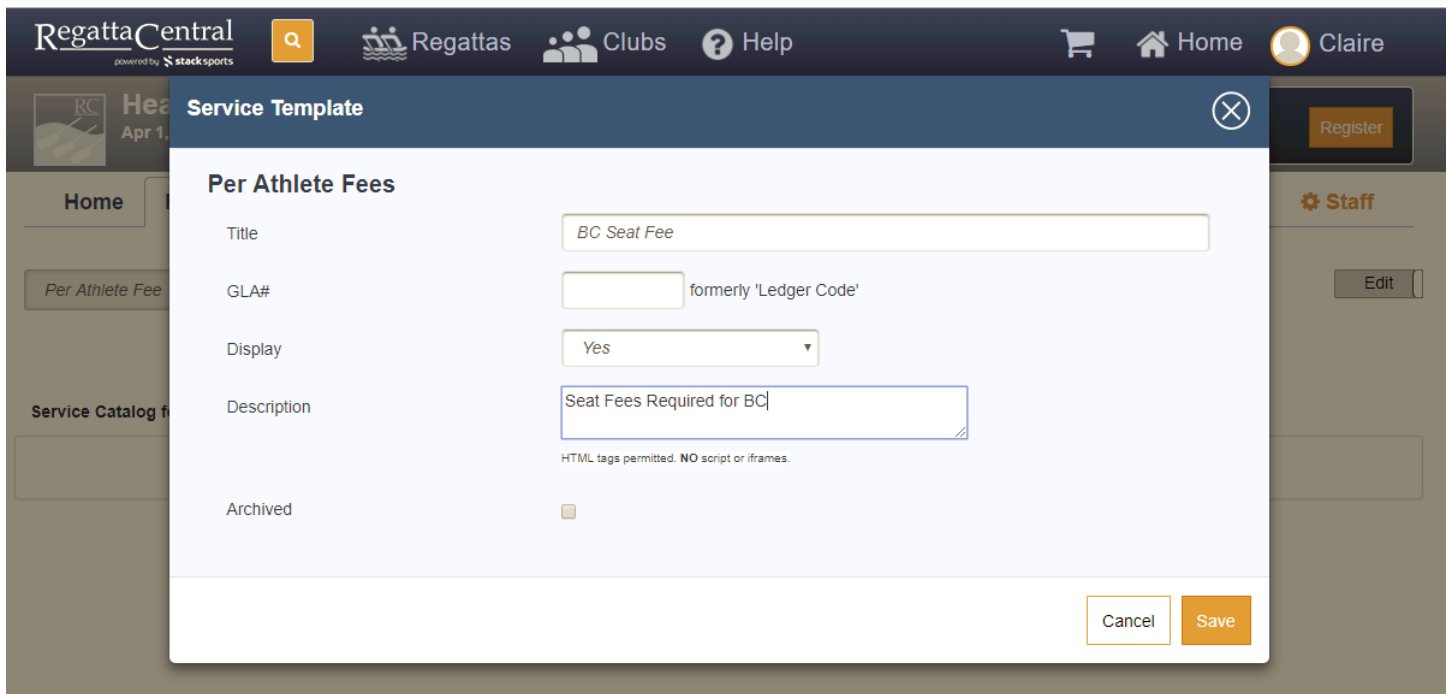
The screenshot shows the same RegattaCentral interface, but with the "Events" drop-down menu open on the left side, highlighted with a purple box. The menu items include "Events", "Affiliate Fees", "Banquet", "Camping", "Equipment Usage", "Food", "Merchandise", "Meetings", "Per Athlete Fee", "Rentals", "Vendors", and "Volunteer". The "Per Athlete Fee" option is highlighted with a purple box. The "Edit" button from the previous screenshot is now a "Preview" button. The event list below is partially visible.

Event ID	Event Name	Category	Age Group	Status
3	03:00 AM Womens 8+ Creating a New Event Test	WOMENS	8+	CLOSED

- This will make a new screen appear, which is the service editor. Click on the “Create Service Template” link. You will need to create templates first, and then you will create the instance of the Seat Fee service



- The “Template Editor” will appear. Input the title and any description you would like.



- Here is an explanation of each field:
 - Title: Title of the template
 - GLA#: used for account purposes
 - Display: publicly facing or now
 - Description: information about the item
 - Archived: hidden from administrative view if not longer used
- Once you have entered the information, click the “Save” button.

7. Click on the "Create Service" link to create an instance of the template.

The screenshot shows the RegattaCentral interface for the 'Head of the Test' event. At the top, there is a navigation bar with the RegattaCentral logo, a search icon, and links for Regattas, Clubs, and Help. On the right, there are icons for Home and a user profile for Claire. Below the navigation bar, the event title 'Head of the Test' is displayed along with the date 'Apr 1, 2020' and location 'Burnaby, BC (CA)'. A summary box shows 'ENTRIES 7' and 'CLUBS 3', with a 'Register' button. A secondary navigation bar includes 'Home', 'Register', 'Schedule/Results', 'Clubs', 'Entries', and 'Staff'. Below this, there are dropdown menus for 'Per Athlete Fee' and 'BC Seat Fee', and an 'Edit' button. A '+ Create Service Template' link is visible. The main content area is titled 'Service Catalog for Head of the Test' and lists a service 'BC Seat Fee'. It includes fields for 'GLA#' and 'Default Registration Process' (set to 'Standard'). There are links for 'Edit Template', 'Duplicate Template', and 'Remove Template'. A purple box highlights a '+ Create Service' button in the bottom right corner of the service entry.

8. In the Service Editor, add the required information as show in the screenshot below:

The screenshot shows the 'Service Editor' modal form. The 'Name' field contains 'Saturday BC Seat Fee'. The 'Service Dates (Days & Times)' section has a message 'You must select start and end dates for the service' and a 'Select Service Dates' button. The 'Registration Period' is set to 'Standard'. The 'Publish Period' is set from '2018-05-04' to '2018-05-31'. The 'Cost' is set to 'Seat Fee'. The 'GLA#' field is empty, with a note 'formerly 'Ledger Code''. The 'Display' field is set to 'Yes'. The 'Description' field contains 'Seat Fees required for BC'. At the bottom, there are 'Cancel' and 'Save' buttons. The background shows the same 'Service Catalog' page as in the previous screenshot.

9. Here is an explanation of each field:

- f. Name: Title of the item
- g. Service Dates: when the item/seat fees are occurring
- h. Registration Period: the period for which people can register
- i. Publish Period: the period for which the item is visible
- j. Cost: the cost of the item
- k. GLA#: used for account purposes
- l. Display: publicly facing or now
- m. Description: information about the item

10. Click on the "Select Service Dates" to select the relevant date. You will want to click on the day twice, since the seat fee will start and end on the same date.

The screenshot shows the 'RegattaCentral' interface with a 'Select Days and Times' modal window open. The modal title is 'Select Days and Times' and it shows a calendar for May and June 2018. The date 06/01/2018 is selected. Below the calendar, there are fields for 'Selected Dates', 'Start Time', and 'End Time'. The 'Selected Dates' field shows 'Friday 06/01/2018', the 'Start Time' field shows '8:00 am', and the 'End Time' field shows '5:00 pm'. There are 'Cancel' and 'Save' buttons at the bottom right of the modal.

11. Once you have entered all your information, click the "Save" button.

12. This will create the instance of the service. If you need to create one for another day (like Sunday Seat Fee), then you will either want to click the "Duplicate" link or the "Create Service" link on the right side of the page.

13. Once you are done, then click the "Edit" toggle, and you will be able to see the same view that coaches/rowers/registrants will see.