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

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

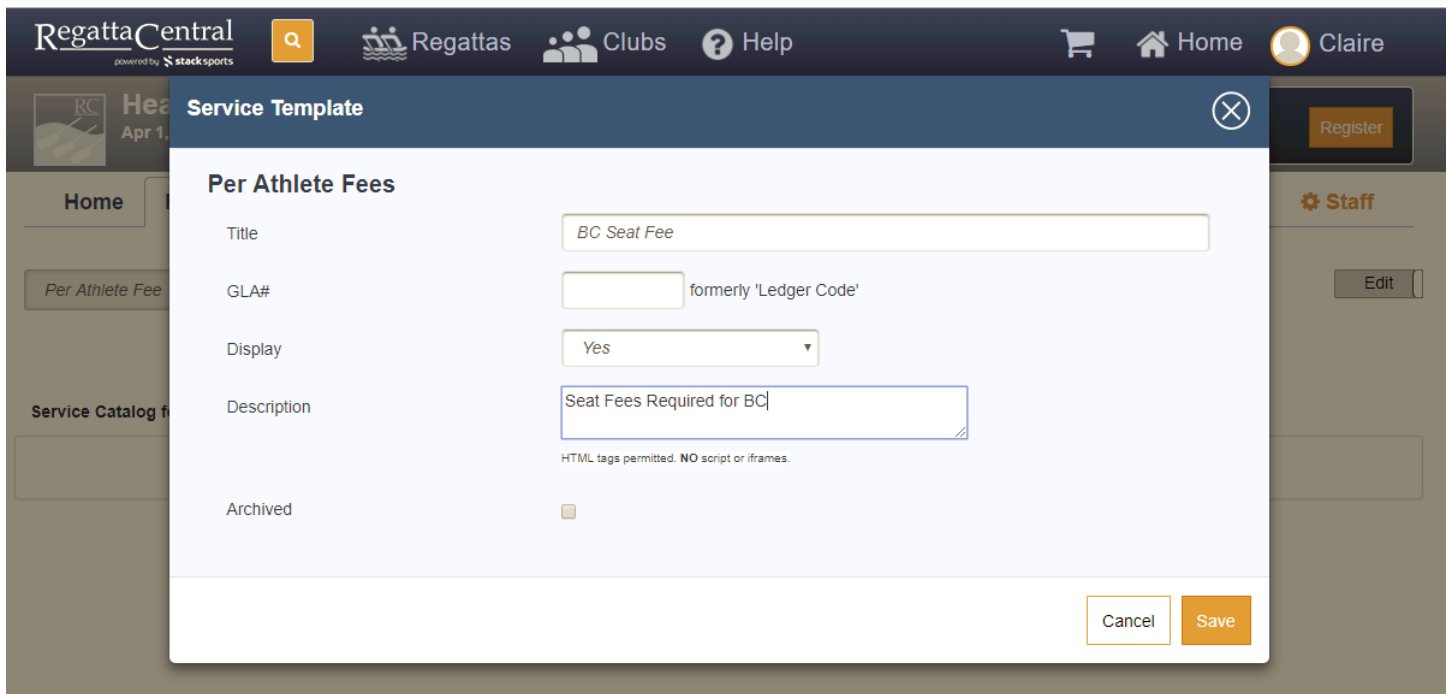3. This will make a new screen appear, which is the service editor. Click on the "Create Service Template" link. You will need to create templates first, and then you will create the instance of the Seat Fee service
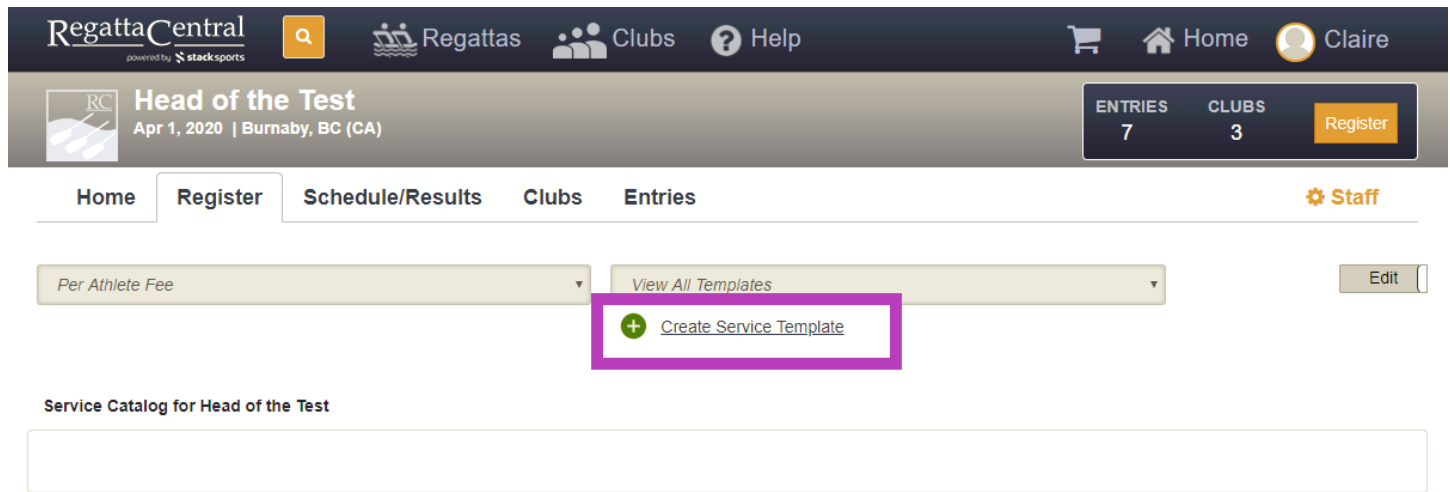
4. The "Template Editor" will appear. Input the title and any description you would like.

5. Here is an explanation of each field:
    a. Title: Title of the template
    b. GLA#: used for account purposes
    c. Display: publicly facing or now
    d. Description: information about the item
    e. Archived: hidden from administrative view if not longer used
6. Once you have entered the information, click the "Save" button.

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

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

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.

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.