

## How to update the prices for your products

Once the registration fees have been passed by the committee for the upcoming season the Association's registrar will create the products and update prices so they may be included on the registration forms for the new season.

Products are created so they are only available to the appropriate age group when they are registering.

Each club will need to update the price of any product they want to use on their registration form if it varies to the associations pricing for the product. This can be completed using the following steps:

1. After logging into the Fox Sports Pulse navigate to your club **Dashboard**. Click on the **Registrations** menu.
2. Select **Products**.

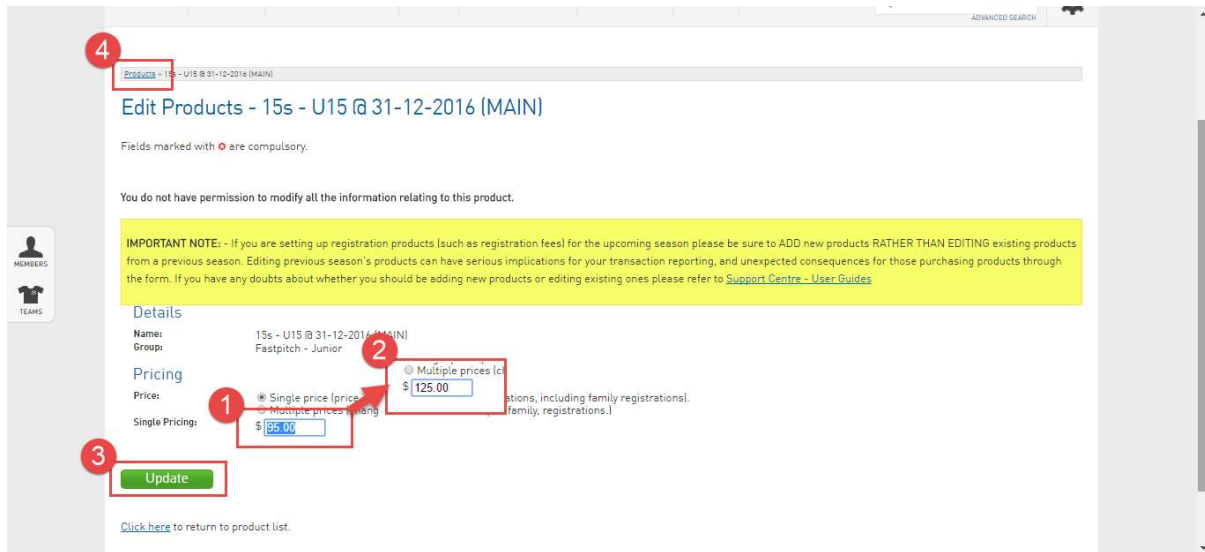
The screenshot shows the SportingPulse Manager interface for Bletchington Softball Australia. The 'Registrations' menu is highlighted with a red box and a '1' in a red circle. The 'Products' sub-menu is also highlighted with a red box and a '2' in a red circle.

1. The products page is displayed. Ensure that you select to show **Active** products only.
2. Click on the **Edit** button next to the product you want to change.

The screenshot shows the SportingPulse Manager interface displaying the 'Products' page. The 'Showing Active' dropdown menu is highlighted with a red box and a '1' in a red circle. The 'Edit' button next to the 'Es - U15 @ 31-12-2016 (MAIN)' product is highlighted with a red box and a '2' in a red circle.

Name	Price	Active ?	Created By	Split Name	Copy Product
Group: Fastpitch - Junior (9 products)					
15a - Female 15 @ 31-12-2016...	95.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Not created at this level
Es - U15 @ 31-12-2016 (MAIN)	95.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Not created at this level
Opens - Senior (ADDITIONAL)...	20.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Not created at this level
Opens - Senior (EXEMPTION)...	20.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Not created at this level
Opens - U18 @ 31-12-2016 (M...	95.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Not created at this level
Social Mixed - Senior (ADDITL...	20.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Not created at this level
Social Mixed - Senior (EXEMP...	20.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Not created at this level
Social Mixed - U18 @ 31-12-20...	95.00	<input checked="" type="checkbox"/>	Association	100 per cent to Club	Not created at this level

1. Select the price to be updated.
2. Enter the new price.
3. Click on the **Update** button.
4. Click on the **Products** link to return to the products page.



Updated other product prices as outlined in the steps above.

