

## Creating a Package

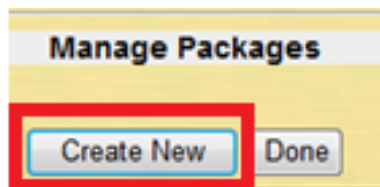
1. From Feature List, click **Manage Events**



2. Under Utilities, click **Manage Packages**



3. Click **Create New**



- On this next screen you can give the package a **Title** and **Description** and also specify which products you want to include in the package and whether you want to base the product quantity on the number of a certain **Attendee Type** or have a **Fixed Quantity** of products.

If you choose an attendee type, the ratio is 1:1 meaning for every 1 Attendee type X, you get 1 product. If you choose **Fixed Quantity**, then you can enter a desired fixed quantity under 'Count' header. A fixed Quantity would provide a set number of products independent of the number of attendees.

Sample Package Format:

Product	SKU	Attendee Type	Count	Operations
Bird Sneak Peak Tour	W93100	Any		Remove
Adult Tickets for Non-Members and Guests	W91001	Fixed Quantity	0	Remove
Child Tickets for Non-Members and Guests	W91002	Fixed Quantity	0	Remove
Senior Tickets for Non-Members and Guests	W91003	Fixed Quantity	0	Remove

Notice the first Attendee Type in the illustration says 'Any'. In addition to set Attendee Types such as Child, Adult, etc, you can encompass all attendee types by selecting 'Any'. In this case for every attendee (regardless of type), a ticket is issued. You can remove any unwanted products by clicking **Remove** on right side, under **Operations** header.

Once Package is up to desired specifications, click **Save & Exit**.

Your package can now be accessed on the **Manage Packages** list (Manage Events→Manage Packages)

Title	Description	Created Date	Operations
Bird Sneak Peak		3/8/2011	Edit Remove
Reptile Premiere Tour		3/8/2011	Edit Remove
Carnivore Sneak Peak		3/8/2011	Edit Remove
Children's Zoo Sneak Peak		3/8/2011	Edit Remove
Commissary Sneak Peak		3/8/2011	Edit Remove
Kipp Aquarium Sneak Peak		3/8/2011	Edit Remove
Hoofed Stock Premiere		3/8/2011	Edit Remove
Natural Encounters Premiere		3/8/2011	Edit Remove
Primate Premiere		3/8/2011	Edit Remove
Bird Premiere		3/8/2011	Edit Remove
Children's Zoo Premiere		3/8/2011	Edit Remove
Red Panda Premiere		3/8/2011	Edit Remove
Tropical Bird House Premiere		3/8/2011	Edit Remove
NE Aquatic Exhibits Premiere		3/8/2011	Edit Remove
Sea Lion Star Treatment		3/8/2011	Edit Remove

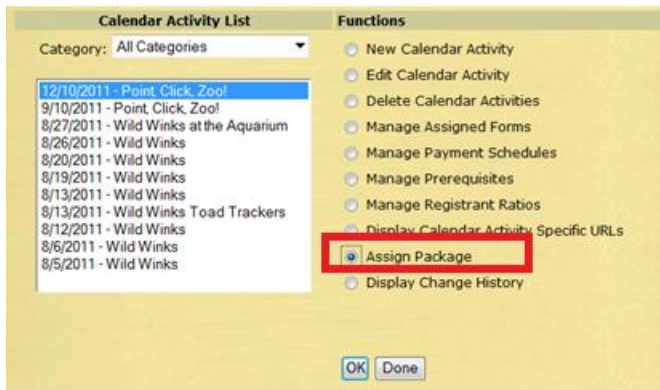
- To assign the Package to a **Calendar Activity, Dues Event, Class, or Fundraiser:**

Click Manage Events

Click the type of event you are assigning



Select the event, and then click **Assign Package** radio button, and **OK (Go to Step 5)**



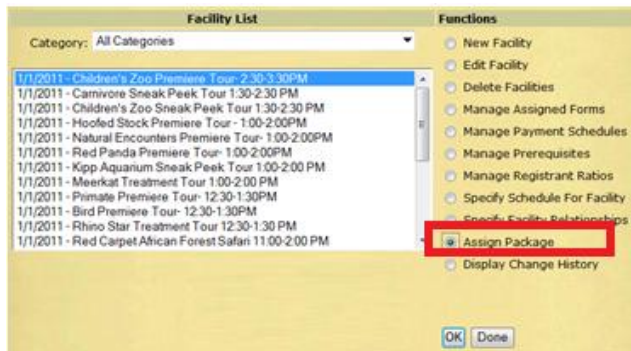
For a **Facilities Reservation:**

Click Manage Events

Click **Create and Edit Facilities**



Select the Facility, then click **Assign Package** radio button, and **OK (Go to Step 5)**



For a **Program**:  
Click Manage Events  
Click Manage Programs



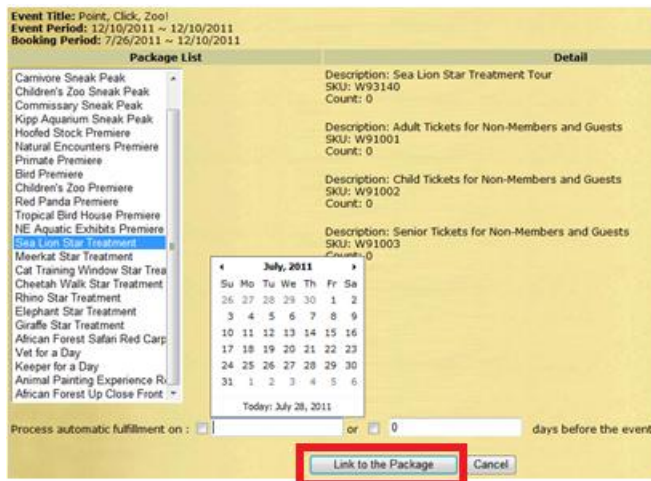
You can assign a package to all subsets of the Program by clicking **Manage All**  
Or to a single subset of the Program by clicking **Manage** in the line of that session

0-9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z			
Description																									Effective Date	End Date	Program Type	Status	Action
Call of the Wild Speaker Series																									10/4/2011	11/12/2011		Active	<a href="#">Manage All</a> <a href="#">Reports</a> <a href="#">E-mail Program Export</a>
<input type="checkbox"/> Manage Single Session Call of the Wild Speaker Series																									10/4/2011				<a href="#">Manage</a> <a href="#">Attendees</a> <a href="#">Reports</a>

Click **Assign Package** under **Action** header. The two examples below are **Manage All**, and **Manage** (a single session), respectively. (Go to Step 5)



- The list of Packages will be on the left side of the screen, select the package that you want to attach. The details of the selected package will appear on the right side. Enter the date that you wish to process the automatic fulfillment date on, and click **Link to the Package**.



Your Package is now linked to the event, and whomever enrolls for the event will get what is included with the package in their order.