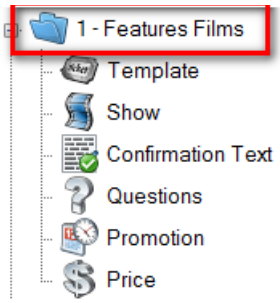
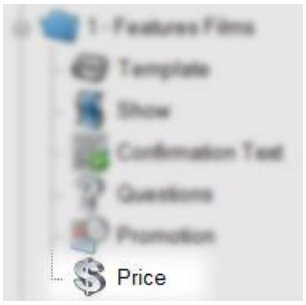
Creating a Price and Creating a New Effective Price Date

On occasion, organizations will need to create a new price to go into effect on a specific date. Generally these are for price increases or even short periods when a regular price is discounted. Here are the steps to change the existing price:

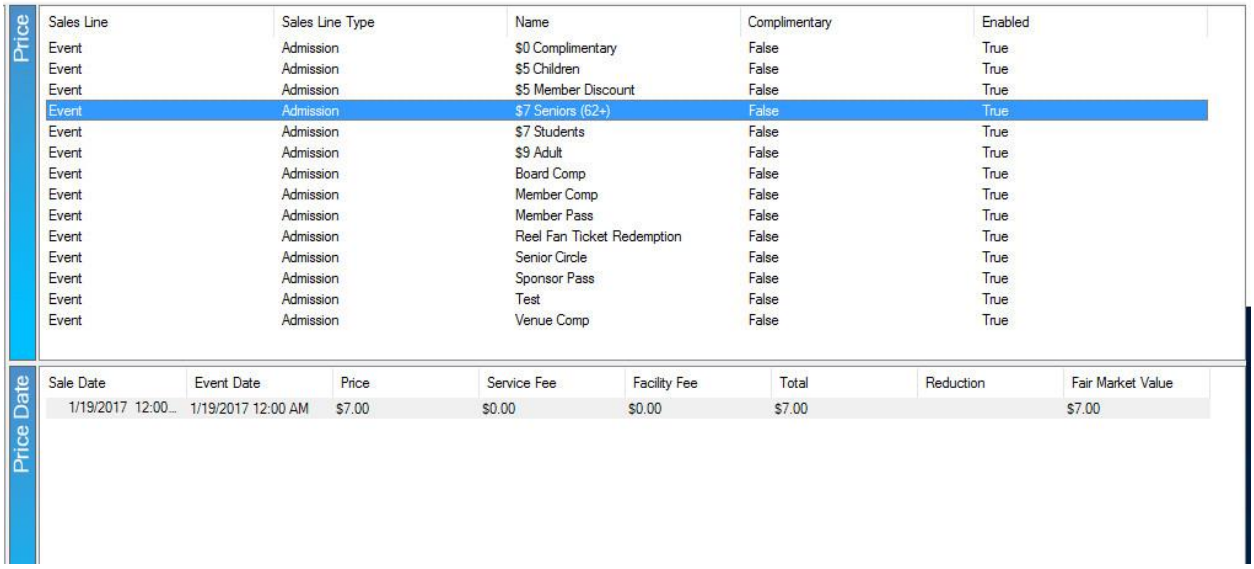
1. Open the **Blue Sales Folder** that has the price you wish to change.



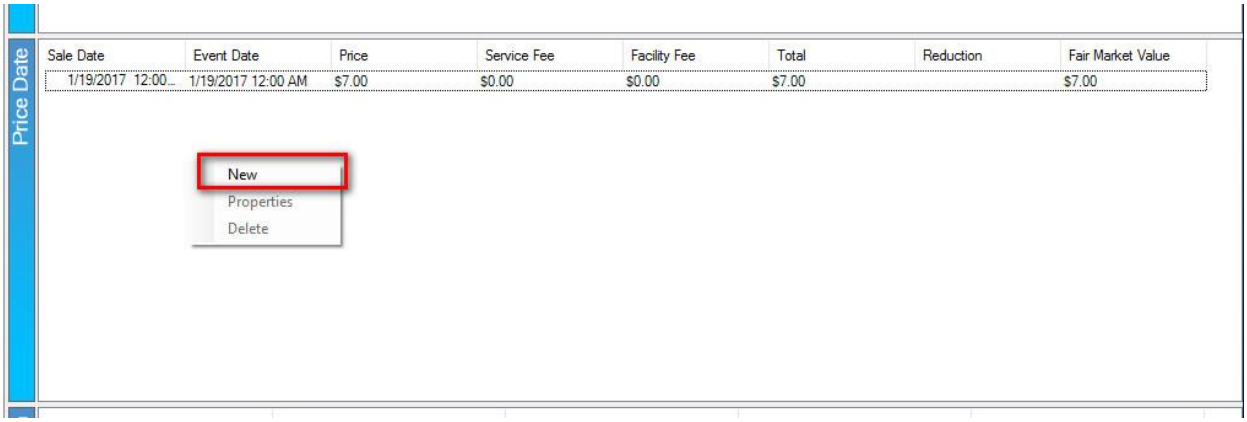
2. Click the **Price** icon.



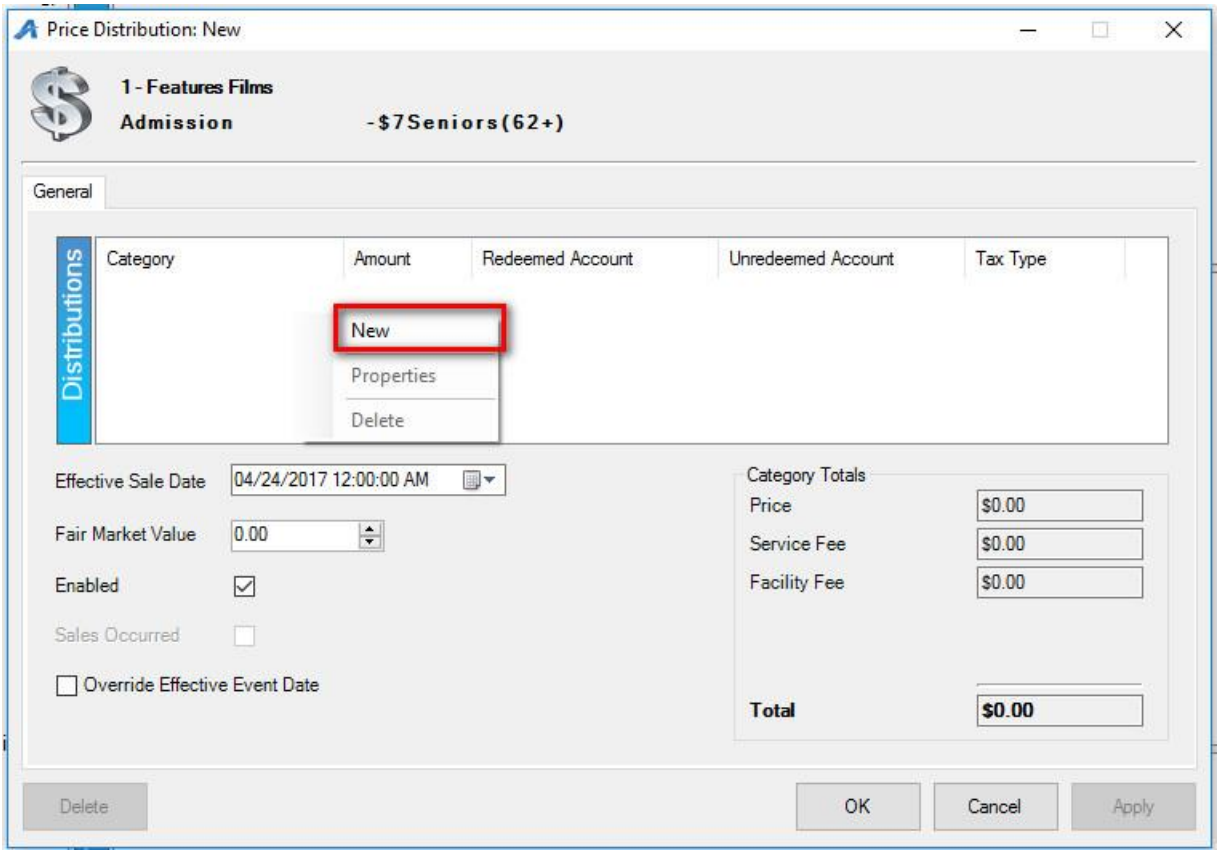
3. Highlight the price that you wish to change.



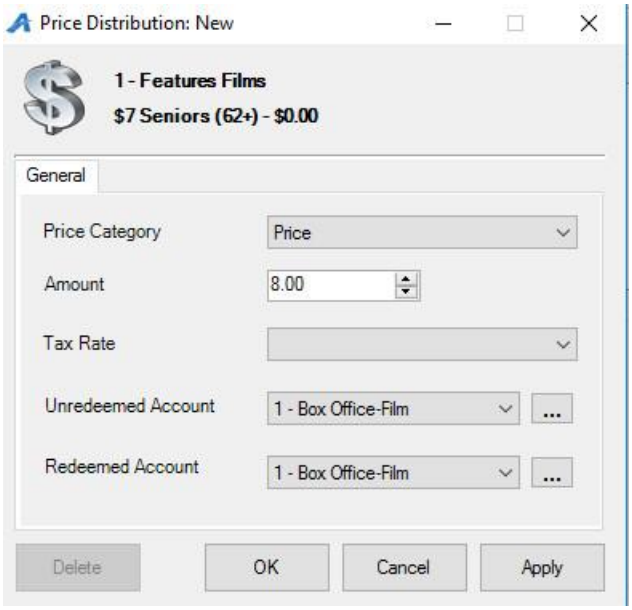
4. In the **Price Date** field, right-click and select **New**. You will see the **Price Distribution: New** window appear.



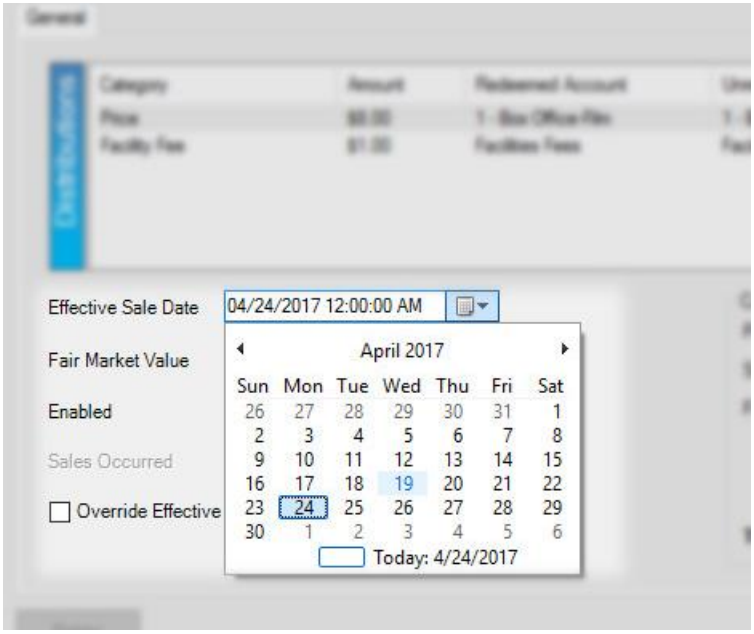
5. Right click in the **Distribution** field and select **New**.



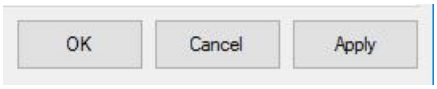
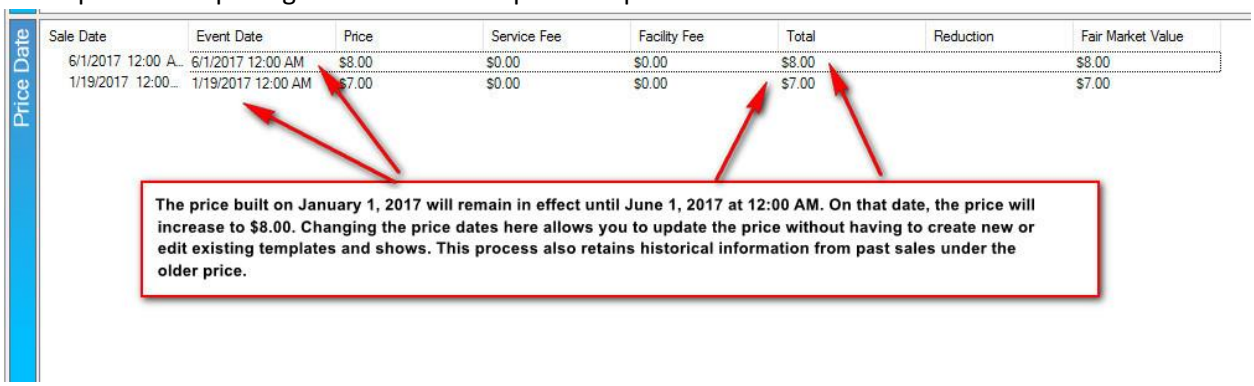
6. Select the Price Category from the drop-down and add your price. Select the Revenue accounts from the **Unredeemed Account** and **Redeemed Account** drop-downs.



7. Repeat Step 6 if you need to add additional fees or prices.
8. Once all your **Price Distributions** have been added, click the **Effective Sale Date** to choose the date on which you want this price to take effect.



9. Select Apply to save your changes.



10. The price will now change automatically on the date that you have chosen without you having to make edits to templates and/or events that have already been created. It will also allow you to keep historical pricing information on reports for past events.