Change The Price Date On An Item

1. Log in to Sales.

2. Add the item you want to sell to the order as per a regular transaction. Click **Proceed** when all items have been added.

Start Date Tue , Aug 25 2015	Open		¥ 🖌	All Tiers	Restricted Prices	2 === 💽						
Name			Day	Date			Duration	Venue		Org	Sale Status	^
We're All in This Room Togather			Fri	Feb 19, 2016	7:00 PM		2h 0m	Agile Central Pike Club		CPC	On Sale	
Who Do We Think We Are			Fri	Feb 19, 2016	11:00 PM		1h 15m	Agile Central Pike Club		CPC	On Sale	
We're All in This Room Togather			Sat	Feb 20, 2016	3:00 PM		2h 0m	Agile Central Pike Club		CPC	On Sale	
We're All in This Room Togather			Sun	Feb 21, 2016	8:00 PM		2h 0m	Agile Central Pike Club		CPC	On Sale	
We're All in This Room Togather			Mon	Feb 22, 2016	8:00 PM		2h 0m	Agile Central Pike Club		CPC	On Sale	
Who Do We Think We Are			Mon	Feb 22, 2016	8:00 PM		1h 15m	Agile Central Pike Club		CPC	On Sale	
We're All in This Room Togather			Mon	Feb 22, 2016	11:00 PM		2h 0m	Agile Central Pike Club		CPC	On Sale	
Who Do We Think We Are			Mon	Feb 22, 2016	11:00 PM		1h 15m	Agile Central Pike Club		CPC	On Sale	~
Previous Next Results Per	Page: 20)	-									
Tier - Sales Line Type	Price	Fee	Service F	Fee Subtotal	Available							
Admission - Admission					290							
🖶 💳 2 General Admission	\$17.00	\$0.00	\$0.00	\$17.00								
🖶 💳 0 VIP	\$27.00	\$0.00	\$0.00	\$27.00								
										_	1	
											1	
											1	
											1	
									Express Sale Ad	d Pro	ceed > Pay	>>>

3. In the **Item Summary**, click the price of the item you want to change.

tem Summary								
EventName	Event Time	Venue	Price	Fee	Service Fee	Delivery	Sold For	Transaction Fulfilled
Contraction We're All in This Room Togather	2/19/2016 7:00 PM	Agile Central Pike Club				Print Immediately - Click Here For Delivery Info		
🗆 🗆 🖸 2 Admission - Admission								
👓 📃 General Admission			\$17.00	\$0.00	\$0.00			108307
General Admission			s(1)	\$0.00	\$0.00			108307
Delivery Fee	Delivery Price Type		Delivery Fee					Transaction
Print Immediately	Click Here For Delivery Info		\$0.00					108307

4. In the **Change Price** pop-up window, click the calendar to change the **Effective Sale Date** to when the desired price was effective.

	A Ch	ange P	rice					×
Γ	Effecti	ive Sale	e Date					
	Fel	oruar	y 1	0, 20	20 1	2:58	B PM	Get Prices
	•		Feb	ruary 2	2020		•	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	(Salast New Briss)
	26	27	28	29	30	31	1	(Select New Price) V
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	OK Cancel
	1	2	3	4	5	6	7	
	_			Today:	2/10/	2020		

5. Click **Get Prices** to refresh the list.

A Change Price		×
Effective Sale Date February 13, 2020 12:58 PM	Get Prices	
Selectable Prices General Admission	(Select New Price)	~ %
		OK Cancel

6. Click the **Select New Price** drop-down menu and select the correct price.

A Change Price		×
Effective Sale Date		
February 13, 2020 12:58 PM	Get Prices	
Selectable Prices		
General Admission	(Select New Price) ~	%
	(Select New Price)	
	Regular : \$20.00	
	Member : \$10.00	Cancel
	Ticket Pack : \$0.00	

7. If you need to discount the price, select the **Percentage** icon to create the desired discount.

	Reduction	Amount?	×					
	10	o	•					
	4	5	6					
	1	2	3					
~ 📆	0	-	С					
	% Off : \$20.00							
	\$ Off : \$12.00							
	\$12.00							
	CANCEL							

- 8. Click **OK** after you've selected the correct price.
- 9. The item should now reflect the new price. Click **Proceed** to finish processing the order.