

**Objective:** Creating a Fee Schedule for an Event

**Scenario:** You have an upcoming Event and you would like to create a Fee Schedule that shows the Attendee Type and the Fee that is associated with this Attendee.

**Step 1:** Click the Events Tab. Click the Find Event Dropdown to locate the Event that you would like to create a Fee Schedule for. Click the Green Fee Schedule icon. (Fig. A)

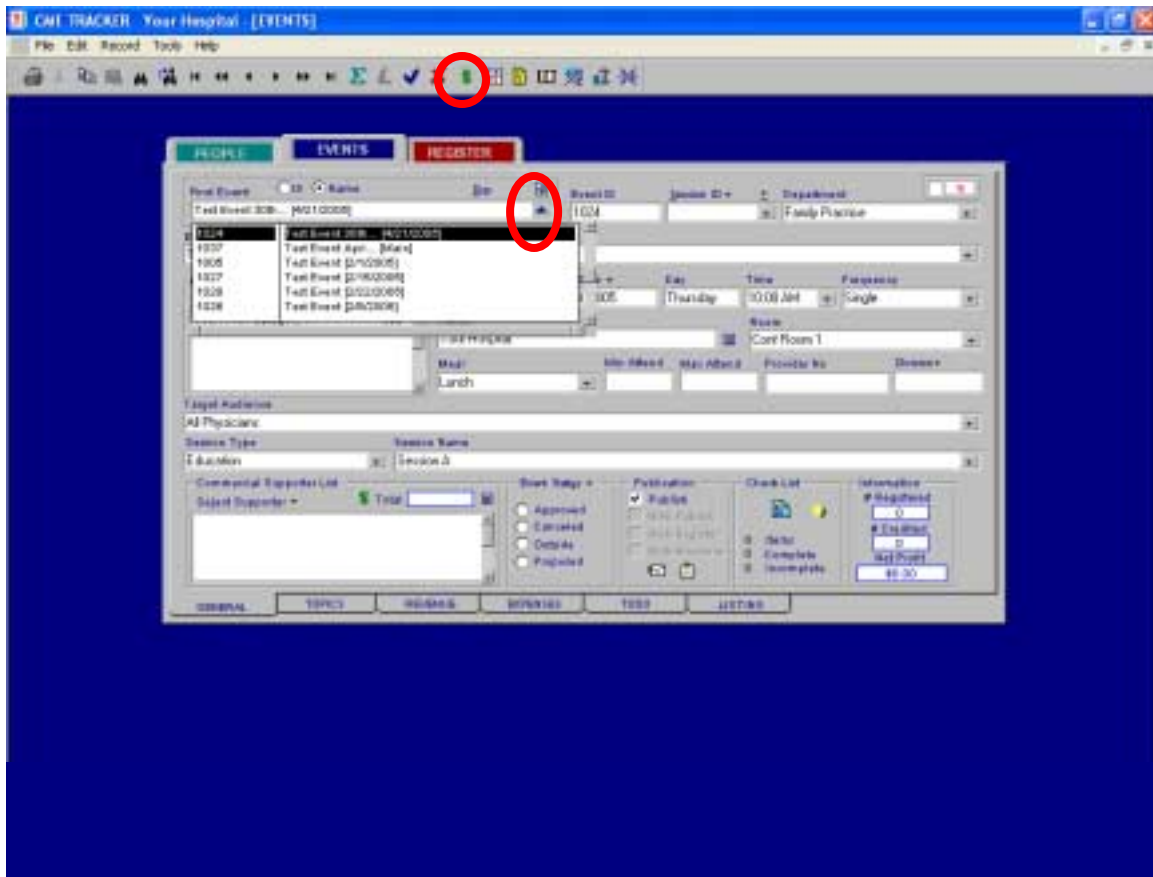
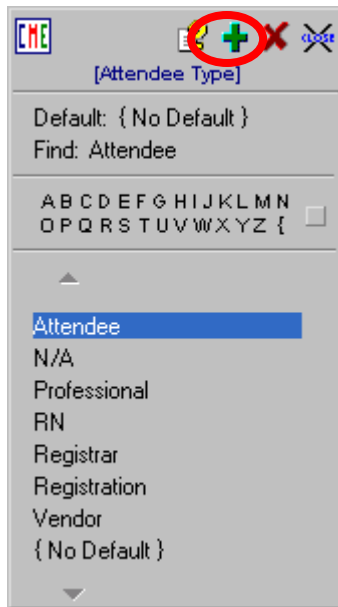


Fig. A

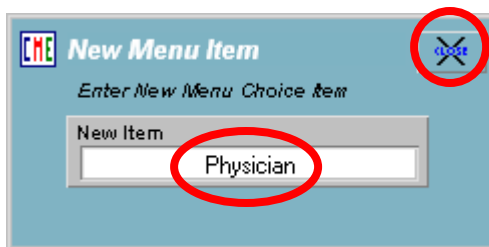


**Step 3:** The Attendee Type popup appears. Click the Green Plus icon to Add New Attendee Type to the list. ([Fig. C](#))



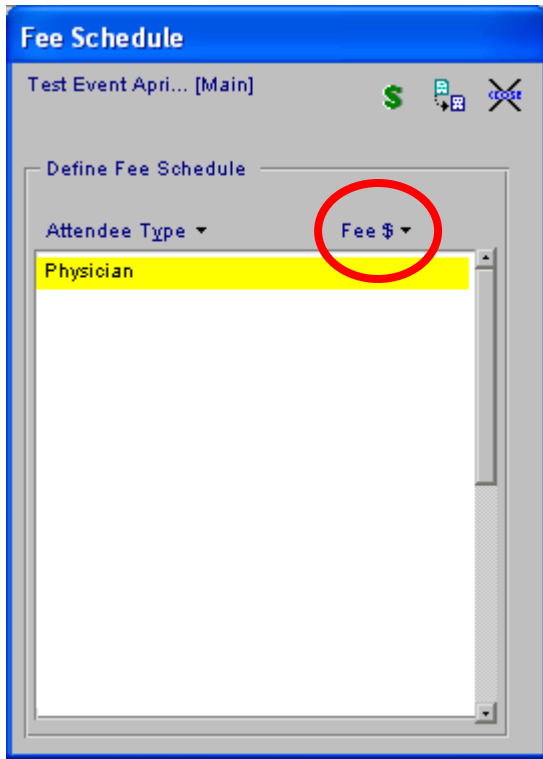
[Fig. C](#)

**Step 4:** The New Menu Item popup appears. Enter the New Item and click CLOSE. ([Fig. D](#))



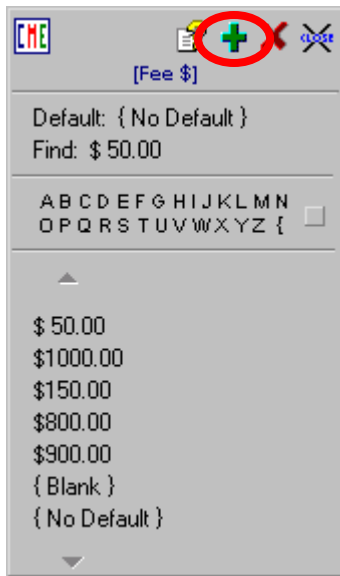
[Fig. D](#)

**Step 5:** The New Menu Item now appears under Attendee Type. Click Fee \$.  
([Fig. E](#))



[Fig. E](#)

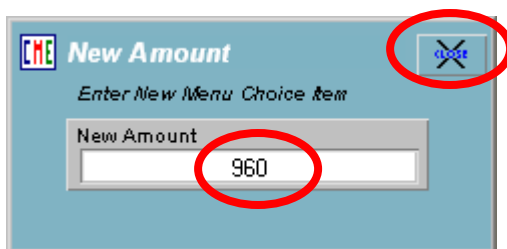
**Step 6:** The Fee popup appears. Select the Fee from the list. If the Fee is not on the list, click on the Green Plus icon to add a new fee to the list. ([Fig. F](#))



[Fig. F](#)

**Step 7:** The New Amount popup appears. Enter the Amount you want to add to the list. Click Close. ([Fig. G](#))

**Note:** You only need to enter the numbers for the amount. CME Tracker automatically puts in the dollar sign and cents for you.



[Fig. G](#)

**Result:** You now have a Fee Schedule for an Attendee Type with a Fee assigned. For additional Attendee Types and Fees, repeat Steps 2 thru 7. (Fig. H)

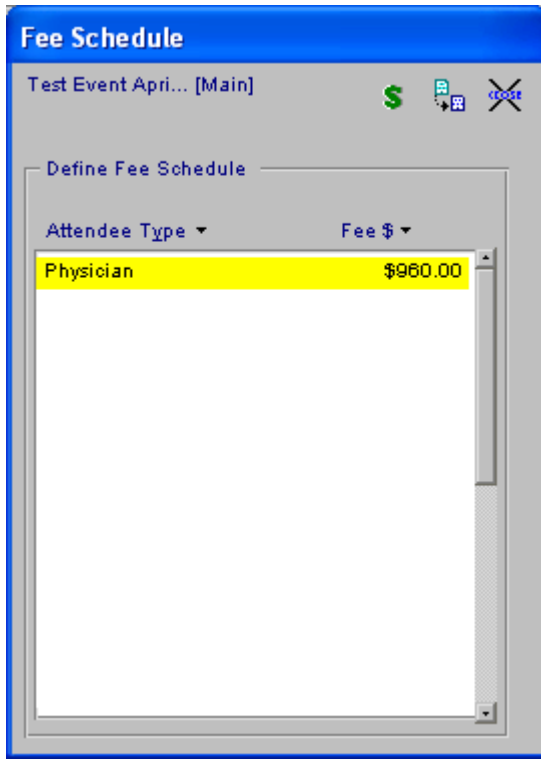


Fig. H