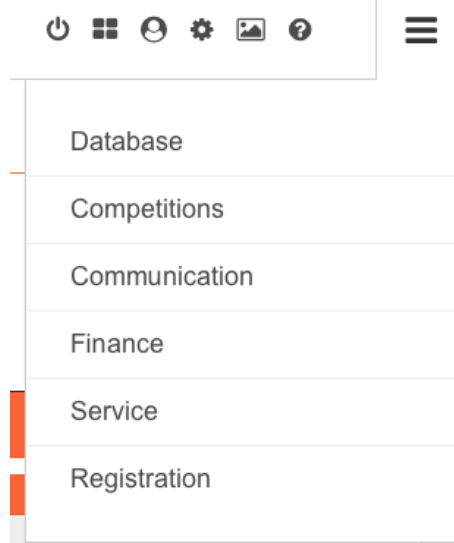**How to Create a new Registration Period**

Aim

A comprehensive tutorial to show how to create a new Registration Period.
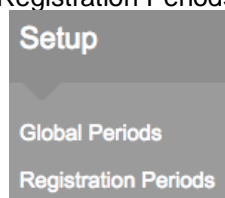
Scenario: I want my begin setting up for this year's event. How do I create a new Registration Period to get ready to build my Registration Process?

Procedure
1. Begin by logging into your fusesport account and going into the Database Module.

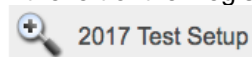2. Under the Setup menu, click on Registration Periods.

    a. Name your period and attach it to a Global Period. Click Add.

    b. Click the magnifying glass on the left of the Registration Period.

    c. Set the dates for the Registration Period to open and close.
    d. Set the dates for the age groups to separate against (if only one date will be used for your registration period)

Registration Period Name:	2017 Test Setup
Related Global Period:	2017

Registrations Open: January 1, 2017
Registrations Close: December 31, 2017
Period Start: January 1, 2017
Period End: December 31, 2017

NOTE: Dates you enter must be within the above dates defined in the system for the Related Global Period.

☐ **Copy this Reg. Period to lower Orgs**

Registrations Open:	January ⇕ 1 ⇕ 2017 ⇕
Registrations Close:	December ⇕ 31 ⇕ 2017 ⇕
Period Start:	January ⇕ 1 ⇕ 2017 ⇕
Period End:	December ⇕ 31 ⇕ 2017 ⇕
Age As At Date:	January ⇕ 9 ⇕ 2017 ⇕

☑ **Include this Reg Period on Dashboard:**

☑ **Include in Fuse Per Participant Billing:**

       e.   Click update

Related GUIDES
    How to Create a Competition
    How to Create a Registration Process