

## Rate Groups in Series25 Pricing

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Rate groups determine which fee is charged for a location, resource, or another part of an event. By setting up different prices for each rate group, you can ensure that a student organization is billed differently than an outside vendor, even if they're renting the same space.

Once you create your rate groups, next you'll associate them with organization types. Since an organization can only have one type, you can expect that your charging will be consistent within 25Live.

## Creating Rate Groups

### 25Live System Settings

1. Access **25Live System Settings** from the **More** menu in the upper right of 25Live and select **Pricing Settings**.
2. Select the **Pricing Set-Ups** area in the sidebar on the left, then **Rate Groups**.
3. Click the **Create New** button.
4. Wait for a new rate group to be added to the table below. It will have a default name like "New\_123".
5. Click the **Name** of the rate group to edit it.
6. (Optional) Click the **Group Code** area to set it for the rate group. This code can appear on invoices along with codes for rate schedules and organizations. See [Invoice Account Numbers in Series25 Pricing](#) for more information.

If there are a lot of rate groups in your list, you can type in the **Filter** box to narrow it down according to their names.



### Updating Rate Groups

To edit or remove a rate group that already exists, click the text boxes to change its name/code, or click the checkbox to make it inactive.

Inactivating a rate group prevents it from being added to any new organization types while not altering any other data in 25Live. You aren't able to delete a rate group unless it is not in use by any organization types. (System administrators can use the "force delete" option to delete a rate group anyway, but it may have a negative effect on organization types where it's in use.)

See [Working With Master Definitions In 25Live](#) for more information about editing, deleting, and viewing usage.

**Rate Groups**

Add Rate Group

Filter:

Save Sort

Order	ID	Name	Group Code	Active	Usage	Report	Edit	Delete
1	5	External Tax Exempt	TE	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
2	19	Co-Sponsored	CS	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
3	1	External For-Profit	FP	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
4	2	Internal	IN	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
5	3	External Non-Profit	NP	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

Save Sort

*Image: Adding and editing rate groups in 25Live System Settings > Pricing Settings.*

## Associating Rate Groups With Organization Types

After you create your rate groups, you should link them with organization types. Doing so allows pricing to be automatically applied to events based on the rate group associated with the event's organization. If you don't select a default rate group, pricing will not be calculated for organizations of that type.

### 25Live System Settings

1. Access **25Live System Settings** from the More menu in the upper right of 25Live and select **Master Definitions**.
2. Select the **Org Types** area in the sidebar on the left.
3. For each organization type you wish to configure, select a **Default Rate Group** from the drop-down menu.



Read more about working with organization types in [Adding and Editing Org Types In 25Live](#).

Org Types

Create New

Filter:

Save Sort

Order	ID	Name	Active	Abridged	Default Rate Group	Tags	Usage	Report	Delete	Force Delete
1	1	Administrative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	Add	View	View	Delete	Force Delete
2	3	Athletic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	Add	View	View	Delete	Force Delete
3	2	External (For-Profit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	External For-Profit	Add	View	View	Delete	Force Delete
4	4	External (Non-Profit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	External Non-Profit	Add	View	View	Delete	Force Delete
5	7	External Tax-Exempt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	External Tax Exempt	Add	View	View	Delete	Force Delete
6	5	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	Add	View	View	Delete	Force Delete

Image: Editing organization types in 25Live.

## Example

The relationship between organizations, organization types, and rate groups is illustrated by the following sample:

Organization	Org Type	Rate Group
Soccer Team	Athletics	Internal
Basketball Team		
Chess Enthusiasts	Student Clubs	
Science Fiction Society		
Faculty Leaders	Administrative	
Academic Affairs		
Hollywood Filming Company	External	External
Midland Dance Studio		
CollegeNET		
Northeast Alumni Association	Alumni Groups	External (Non-Profit)
International Alumni		
Boy Scouts of America	Community Groups	
Red Cross		

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