

Rate Groups in Series25 Pricing

[Click here to view related articles.](#)

In This Article:

- [Creating Rate Groups](#)
- [Associating Rate Groups With Organization Types](#)
- [Video Walkthrough](#)

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.

System Settings

General Settings Event Save Email Event Form Settings Embedding Blackout Management Document Management

Service Portal Master Definitions Search Settings **Pricing Settings** Publisher Settings

Rate Groups

Create New

Filter:

Save Sort

	Id	Name		Group Code	Active	Usage	Delete	Force Delete
::	5	External Tax Exempt		TE		View	Delete	Force Delete
::	19	Co-Sponsored		CS		View	Delete	Force Delete
::	1	External For-Profit		FP		View	Delete	Force Delete
::	2	Internal		IN		View	Delete	Force Delete
::	3	External Non-Profit		NP		View	Delete	Force Delete

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 **Pricing Settings**.
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](#).

General Settings
Event Save Email
Event Form Settings
Embedding
Blackout Management
Document Management
Master Definitions

Search Settings
Pricing Settings

Custom Attributes
Categories
Roles
Requirements
Features
Layouts
Partitions
Org Types

Org Types

Create New

Filter:

Id	Name	Active	Abridged	Default Rate Group	Usage	Delete	Force Delete
7	Academic Organization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Select an item	View	Delete	Force Delete
1	Administrative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	View	Delete	Force Delete
3	Athletic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	View	Delete	Force Delete
2	External (For-Profit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	For-Profit	View	Delete	Force Delete
4	External (Non-Profit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Profit	View	Delete	Force Delete
5	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	View	Delete	Force Delete
6	Subject Code (only used for SIS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Internal	View	Delete	Force Delete

Save Sort

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		

Video Walkthrough

Watch Andrea demonstrate how to set up your rate groups and organization types in this short video.

PREVIOUS: [Brainstorming Your Pricing Needs](#)

UP NEXT: [Tax Schedules](#)
