Pricing Introduction

⊕ **Click here to view related articles.**

Welcome to setting up pricing in Series25! These pages explain the main concepts of Series25 pricing and walk you through how to set it up, including examples that you can modify for your own use. It can be a little daunting at first, but this breakdown will give you the tools and confidence you need.

Summary										

☐ Combine Related Events ☐ Hide No-Charge Items | Select Columns | ↻ ⑦ Help

Pricing Date: Wed Apr 15

Print Invoice for Event

| Print Invoice |

Refresh this Event's Pricing

Update All Items to Rate Group: Choose a Rate Group ⇕

Select Pricing Set: Standard Event Pricing ⇕ | Create Pricing Set |

| Line Item View | Occurrence View |

COLLEGENET

Item	List Price	Adjustments	Price	Taxes	Total	Charge To	Rate Schedule	Rate Group	Debit Account	Credit Account
ARTS 111 🚫	$0.00	+ Add	$0.00		$0.00	COLLEGENET		External Fo ⇕	FP .735:	735.
ARTS 301	$80.00	Deposit Paid ✎	$80.00	Sales Tax: $5.60 Room Tax: $11.20	$96.80	COLLEGENET	Medium Space (30-99)	External Fo ⇕	FP .735:	735.
Film / Movie	$128.00	+ Add	$128.00		$128.00	COLLEGENET	Film Permit	External Fo ⇕	FP .735:	735.
FS - Cupcakes	$450.00	+ Add	$450.00	Sales Tax: $31.50 Food and Beverage Tax: $9.00	$490.50	COLLEGENET	Dessert	External Fo ⇕	FP .735:	735.
FS - Soda	$450.00	+ Add	$450.00	Sales Tax: $31.50 Food and Beverage Tax: $9.00	$490.50	COLLEGENET	Beverages	External Fo ⇕	FP .735:	735.
Send to Campus Calendar 🚫	$0.00	+ Add	$0.00		$0.00	COLLEGENET		External Fo ⇕	FP .735:	735.
Will you need security staff? 🚫	$0.00	+ Add	$0.00		$0.00	COLLEGENET		External Fo ⇕	FP .735:	735.

Image: Pricing view on a 25Live event.

Why Use Event Pricing?

Pricing is a way to invoice your clients for the use of your spaces and resources within 25Live. You can also add charges based on the type of event or any event requirements. 25Live's pricing configuration allows you to set different rates for groups based on who they are.

> For example, you may charge the Ultimate Frisbee Club and the Student Government Association $20 dollars per hour for the use of a conference room because they are both student groups. If an outside organization like CollegeNET requests the use of the same space, you charge $30 dollars per hour because

they are a for-profit group.

Here are just a few ways pricing is helpful in 25Live:

- Once pricing is set up, it's automatically applied to every event in 25Live.
- It can be as simple or as complex as you need because all rates are determined using formulas.
- Invoices can be emailed directly from the event in 25Live.
- You can charge for a variety of different items associated with an event (locations, resources, types, and requirements).
- Taxes and fees can be included based on the type of group sponsoring the event (student, non-profit, for-profit, etc.).
- You can include multi-element credit and debit account numbers.
- Invoices are easy to modify based on individual line items or the total cost of the event.

Event Invoice Lifecycle

Before you dive into the finer details of Series25 pricing, let's take a look at the lifecycle of an event from creation to invoicing to give us a high-level foundation for understanding the components that come into play.

As we create our event, we need to be select a **Primary Organization**. That organization has an **Organization Type** which also should have a **Rate Group** attached. This connects to the **Rate Schedule** with **Pricing Sheets** that generate the pricing calculations on the event. The end result is an invoice that can be provided to clients.
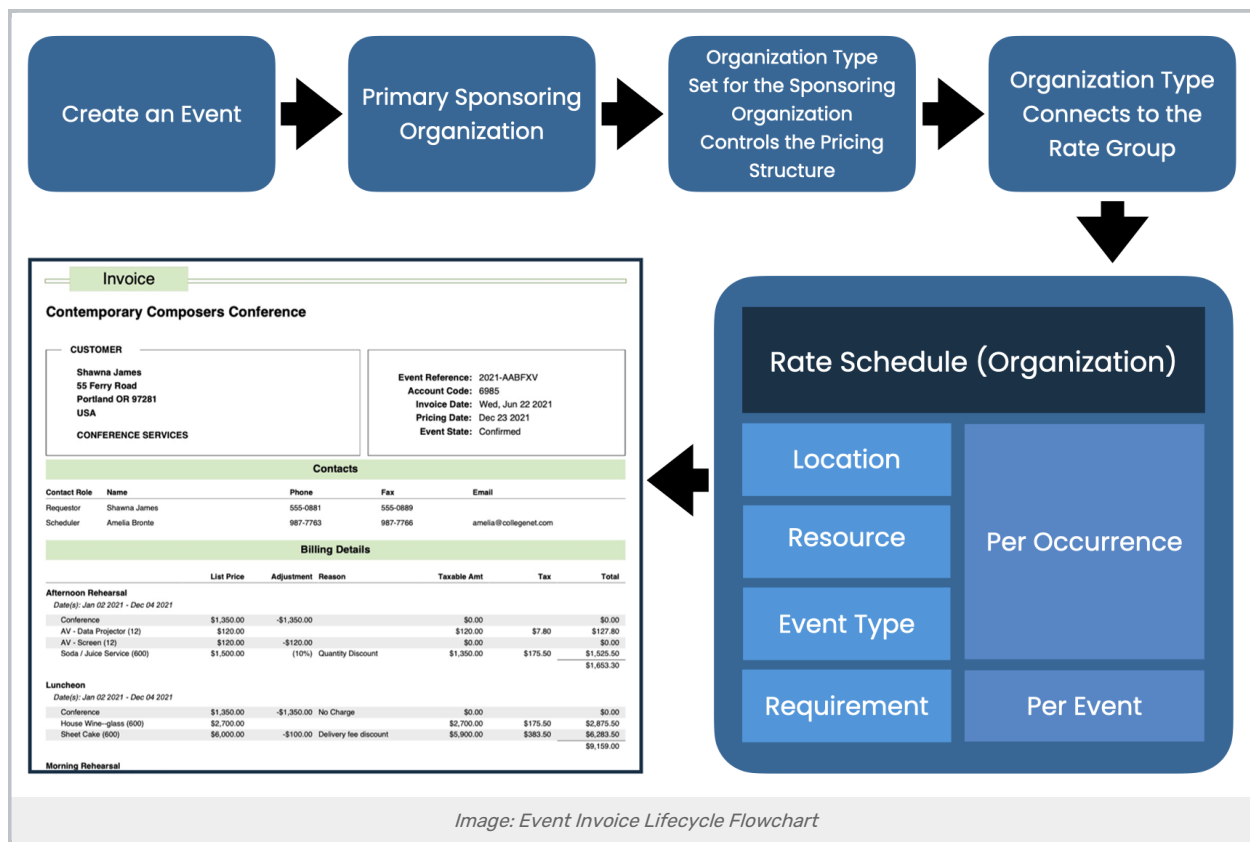

Image: Event Invoice Lifecycle Flowchart

Getting Started

Your first step in implementing Series25 pricing is to gather your existing institutional pricing knowledge. You're not starting from zero–if you already charge clients for use of your rooms, you already have some way of tracking how to calculate those charges. Whether it's in a set of Excel sheets, a web page, or a paper notebook, just make sure you have a clearly defined system of charging people for their events that you can easily reference.

Next, follow the articles linked on the right. If you have questions as you go through, please feel free to let us know by contacting your account manager at series25implementation@collegenet.com or our support team at asktrainers@collegenet.com.

To find the pricing configuration area in 25Live, see Accessing Series25 Pricing.

UP NEXT: Basic Components