

## Remote 25Live Pricing Training

Invoice						
<b>Contemporary Composers Conference</b>						
<b>CUSTOMER</b> Shawna James 55 Ferry Road Portland OR 97281 USA CONFERENCE SERVICES			Event Reference: 2016-AABFXV Account Code: 6985 Invoice Date: Wed, Jun 22 2016 Pricing Date: Dec 23 2015 Event State: Confirmed			
Contacts						
Contact Role	Name	Phone	Fax	Email		
Requestor	Shawna James	555-0881	555-0889			
Scheduler	Amelia Bronte	987-7763	987-7766	amelia@collegenet.com		
Billing Details						
	List Price	Adjustment	Reason	Taxable Amt	Tax	Total
<b>Afternoon Rehearsal</b>						
Date(s): Jan 02 2016 - Dec 04 2016						
Conference	\$1,350.00	-\$1,350.00		\$0.00		\$0.00
AV - Data Projector (12)	\$120.00			\$120.00	\$7.80	\$127.80
AV - Screen (12)	\$120.00	-\$120.00		\$0.00		\$0.00

### Goal

To teach the skills necessary to implement Pricing and Invoicing in 25Live.

### Description

A CollegeNET consultant works directly to train users to understand pricing in 25Live, including how to set it up, test it and use it in their day-to-day scheduling. Training topics include:

- Define rate groups
- Attach rate groups to organization types
- Create tax schedules
- Create rate schedules for event types, resources, requirements and spaces/locations
- Build basic formulas
- Review and revise event pricing
- Generate event pricing summary and event invoice for single and related events

Campus may need to further refine and/or set-up pricing after this training, depending on the complexity of their pricing.

### Intended Audience

This training is designed for functional administrators and event schedulers responsible for setting up, testing, and using event pricing.

## Schedule

CollegeNET consultant will provide the consulting in three (3) remote sessions of approximately 2 hours each. There may be some additional contact outside of the consulting sessions via email or conference call.

## Prerequisites

- Customers should have knowledge of their event pricing structures.
- An operational 25Live environment containing customer data.
- CollegeNET recommends the use of videoconferencing for all remote sessions.

Please contact your CollegeNET Account manager for pricing and scheduling details. ([Series25 Account Management](#))

---