

How to accept a different currency for an event

Michael C. - 2024-08-28 - Events

Changing an event's currency

Note

An event's selected currency can only be changed if there are no existing registrations.

1. Click **Events** or the **Calendar** icon on the left menu.
2. Click **Manage** on the event you would like to edit.
3. Near the top right, click on **Setup**.
4. Next, click on the **Settings** button.
5. On the Currency section, click **Edit**.
6. The Update Currency window will appear. Select the **Event currency** you would like to use for your event.
 - **Account currency** - The default currency for your account.
 - **Event currency** - The currency you would like to accept payments with for your event.
7. Once the currency has been selected, you may create, or choose an existing **Spot Rate**. The spot rate stores details about the currencies and their coefficient, which can be saved and used for future events.
 - **Source currency** - The account's currency. This amount will be shown on pages like the Order list page, Invoice list page, and other areas.
 - **Destination currency** - The currency taken. This would be the type of currency charged to the registrant's credit card.
 - **Coefficient** - The exchange rate used to display the converted amount of the Source Currency.
 - **Date** - The date the Spot Rate was created.
8. After the spot rate has been selected or a new rate has been configured, click on the **Save** button.

