

# Entry Type Mass Update Function

Last Modified on 10/10/2016 2:45 pm AEDT

**Quick Steps:** Go to **Events > Event Console > Entry Type > Update All Day Entry Types**

A Mass Update function within Entry Types allows an Event Organiser to make a change to an Entry Type field that then syndicates across all entry types for that event.

Entry Types mass update function:

1. Within the Management Console, select **EVENTS** from the top menu, then **EVENT CONSOLE** next to the required event.
2. Select **ENTRY TYPES** from the expanded left menu, then click **UPDATE ALL ENTRY TYPES**.
3. Select a tick box to update that particular item, and then update the value of that item.

The following fields can be updated on mass -

- Start Date (Normal, Early & Late)
- End Date (Normal, Early & Late)
- Early Bird and Late Entry Enabled Yes/No
- Processing Fee Label
- Processing Fee Price
- Invoice Option
- Attachment Option
- Teams / Enabled Yes/No
- Membership Login Required
- Status

>

Events

- Dashboard
- Entrant Overview
- Entrants
- Add Entrant
- Basic Information
- Registrant Information Options
- Additional Information
- Entry Types
- Question Sections
- Entry Form Questions
- Query Builder
- Merchandise
- Teams
- Email
- Refund Listing
- Settlements
- Transfer Entrants
- Export Templates
- PIN Management
- Upload
- Race Results



### Update All Entry Types (SportsTG - Sample Event)

Field Item	Update this item for all entry types	Update Value
<b>Start Date:</b>	<input type="checkbox"/>	This date cannot be later than the Earliest End Date for all Entry types which is 20-Dec-17. <input type="text"/>
<b>Start Time:</b>	<input type="checkbox"/>	12 : 00 AM
<b>End Date:</b>	<input type="checkbox"/>	This date cannot be earlier than the Latest Start Date for all Entry types which is 01-Jun-12. <input type="text"/>
<b>End Time:</b>	<input type="checkbox"/>	12 : 00 AM
<b>Early Bird Enabled:</b>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Early Start Date:</b>	<input type="checkbox"/>	This date cannot be later than the Earliest Start Date for all Entry types which is 05-Jan-12. <input type="text"/>
<b>Early Start Time:</b>	<input type="checkbox"/>	12 : 00 AM
<b>Late Entry Enabled:</b>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

4. To SAVE, click UPDATE ALL ENTRY TYPES

This change will then be syndicated throughout all entry types.

## Related Articles

[template("related")]