

Post Event Fees

Event Fees can be posted manually for an individual event enrollee or for all students/families at once. When you take your events online, you can set Event Fees to post automatically for enrollments done through Online Registration or through the Parent Portal.

Post Event Fees Manually



If you prefer to post fees manually, set the Post Event Fee Per field to **Do Not Post Fee** on the Summary tab in the Transaction Details for the event.

Post an Event Fee to an Individual Event Enrollee

1. Go to the **Enrollment** tab of the *Event (Date/Time)* record.
2. Use the **link** in the *Family* column to open the *Family* record.
3. Click the **Make Sale/Post Fees** button in the Family record.
4. In the *Post Fees* section, select the **(Transaction) Type** and **Category 1** and enter the **Event Fee** in the *Orig Amount* field.
5. We also recommend adding the optional fields *Session*, *Student* (if posting by student), and *Class/Event* selection.
6. Click **Save Fee & Pay Now** or **Save Fee** to post the fee to the family's account.

Make Sale / Post Fees

[← RETURN](#)

Family Details

Woodland Store/Family Search **Current Balance 190.00**
[View Transaction History](#)

Address 648 Fieldstone Place
Vancouver, BC V3V 1V1

Transaction Date 2/15/2022

Sale Summary

Sub-Total	95.00
Tax	0.00
Total	95.00

Payment Options

Select Store Items

Return Item	Item #	Item Name	Qty	Student	Class/Event	Note	Price	Discount	Amount
			0						

Post Fees

Type*	Category1*	SubType	Orig Amount	Discount	Tax	Amount	
Birthday Parties (Debit)	Events		95.00	0.00	<input type="checkbox"/> 0.00	95.00	x
Session	Student	Class/Event	Note				
Winter 2022	Cheryl Woodland	Aerial Workshop					

Post an Event Fee to all Event Enrollees

1. Go to the **Events** menu and select **List Dates & Times**.
2. Enter a single date or date range and optionally filter by (Event) *Status*. **Click Submit**.
3. Locate the event you want to post fees for and use the link in the *Date* column to open the *Event (Date/Time)* record.
4. Click the **Post Event Fees** button to open the *Post Class Transactions* page where the event is preselected.
5. Select the **Trans Type** and **Category 1** and optionally add a **Subtype** and **Session**.
6. The *Orig. Amount* field will be prefilled with the Event Fee but can be edited if needed.
7. Optionally add a **Note** and **Submit**.
8. Use the link in the confirmation to view the transactions that were posted.

Post Class Transactions

← RETURN ✓ SUBMIT

Search Criteria 🔍 Favorites 📌 Save Favorites ✕ Refresh ?

Selected Event: Aerial Workshop

Transaction Details to Post:
Within this function, duplicate detection prevents the posting of duplicate fees based on the same Transaction Date, Type, Subtype, Orig. Amount, Discount and Note.

Post Date: 2/15/2022 📅

Trans Type: * Birthday Parties (Debit) Subtype:

* Category1: Events Session: Winter 2022

Orig. Amount: 95.00

Discount: 0.00

Tax: 0.00

Amount: 95.00

Taxable?:

Note: Event Fees for Circus Birthday Feb 15/22

Required field ✓ Submit

Optional field

- Duplicate detection will prevent a fee from posting when another transaction has already been posted on the same *Transaction Date* (Post Date), *Transaction Type*, *Transaction Subtype* (if any), *Orig. Amount*, *Discount*, and *Note* (if any).

Post Event Fees Automatically for Online and Portal Registrations

When an Event Type is set to **Post Fees Per** either *Family* or *Student*, enrollments through Online Registration and from the Parent Portal will automatically be charged the Event Fee once per family or once per student.

Event Type Circus Birthday Party

[← RETURN](#)
[SAVE CHANGES](#)
[COPY EVENT TYPE](#)
[DELETE](#)

[View Calendar](#)
[Add Event \(Date & Time\)](#)

[Summary](#)
[Description](#)
[Questions](#)
[Agreements](#)
[Dates & Times](#)

Name

Fee

Transaction Details

Post Event Fee Per

Session

Transaction Type Sub-Type

Transaction Note

The fees will be posted to the *Family* record > *Transactions* tab.

Examples:

Family Woodward

Online Registration for event set to **Post Fees Per Family**.

[← RETURN](#)
[SAVE CHANGES](#)
[DELETE](#)

[Make Sale/Post Fees](#)
[Payment/Credit](#)
[Refund](#)
[Statement](#)
[Add Student](#)
[Add Contact](#)
[Archive Family](#)
[Family Name](#)
[Email](#)
[Email Schedules](#)
[Submit Absences](#)
[Merge Family](#)

[Summary](#)
[Contacts](#)
[Classes](#)
[Events](#)
[Transactions](#)
[Billing Info](#)
[Misc](#)
[Notes \(0\)](#)
[Resources \(0\)](#)
[Policies \(0\)](#)

[View Transaction History](#)
[View Unapplied Credits & Unpaid Fees](#)

Current Balance **225.00**

Legend
 FEE/CHARGE
 PAYMENT/CREDIT
 UNPAID FEE
 UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

	Date	Type	Orig Amt	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Sess	Student	Class/Event	User
	2/15/2022	Birthday Parties	225.00	225.00	225.00	225.00					Winter 2022		Circus Birthday Party	Online

Current Balance **225.00**

When set to **Post Fees Per Family**, one fee will post to the *Family* record (*Transactions* tab) for each enrollee. No name will appear in the *Student* column of the transaction because the registration was done for the family.

Family Ager

Parent Portal enrollment for event set to **Post Fees Per Student**.

[← RETURN](#)
[SAVE CHANGES](#)
[DELETE](#)

[Make Sale/Post Fees](#)
[Payment/Credit](#)
[Refund](#)
[Statement](#)
[Add Student](#)
[Add Contact](#)
[Archive Family](#)
[Family Name](#)
[Email](#)
[Email Schedules](#)
[Submit Absences](#)
[Merge Family](#)

[Summary](#)
[Contacts](#)
[Classes](#)
[Events](#)
[Transactions](#)
[Billing Info](#)
[Misc](#)
[Notes \(0\)](#)
[Resources \(0\)](#)
[Policies \(0\)](#)

[View Transaction History](#)
[View Unapplied Credits & Unpaid Fees](#)

Current Balance **190.00**

Legend
 FEE/CHARGE
 PAYMENT/CREDIT
 UNPAID FEE
 UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

	Date	Type	Orig Amt	Amt	Unpaid Amt	Balance	Note	Date Paid	Sess	Student	Class/Event	User
	2/15/2022	Event Fees	95.00	95.00	95.00	190.00			Winter 2022	David Ager	Aerial Workshop	Portal - hollyager41@gmail.com
	2/15/2022	Event Fees	95.00	95.00	95.00	95.00			Winter 2022	Dani Ager	Aerial Workshop	Portal - hollyager41@gmail.com

When a customer enrolls in an event set to **Post Fees Per Student** from their Parent Portal, the Event

Fee will post once for each enrolled student and their name will appear in the transaction in the *Student* column.

Frequently Asked Questions

Q. Is it possible to change a single event to post fees per family when the Event Type is set to post per student?

A. It is possible to isolate a specific Event **Date** for posting differently than the Event **Type**.

Example:

The Event Type Circus Birthday Party is set Post Event Fee Per = Family.

The screenshot shows the configuration page for an event type named "Circus Birthday Party". At the top, there are buttons for "RETURN", "SAVE CHANGES", "COPY EVENT TYPE", and "DELETE". Below these are tabs for "View Calendar" and "Add Event (Date & Time)". The main content area has tabs for "Summary", "Description", "Questions", "Agreements", and "Dates & Times". The "Summary" tab is active, showing the event name "Circus Birthday Party" and a fee of "225". Below this is a "Transaction Details" section with the following fields: "Post Event Fee Per" (set to "Family"), "Session" (set to "Winter 2022"), "Transaction Type" (set to "Birthday Parties (Debit)"), "Sub-Type" (empty), and "Transaction Note" (empty). The "Post Event Fee Per" dropdown is highlighted with a yellow box.

However, we'd like one date in this event (2/12/2022 1:00pm) to post the Event Fee per Student.

1. On the Event Type > Dates & Times tab, locate the specific event date and click it to open the Event Date/Time record.
2. On the Summary tab, change the **Allow Enrollment For** field. (In our example, we'd change this to *Student*.)
3. Click **Save Changes**.

Event 2/12/2022 1:00pm

← RETURN

SAVE CHANGES

COPY EVENT

DELETE

Enroll Existing Family

Enroll Existing Student

Quick Registration

Email Event Enrollment

Post Event Fees

Summary

Enrollment

Questions/Options

Event Type [Circus Birthday Party](#)

Location JHD Room

Date*

Start Time End Time

Fee 225.00

Allow Enrollment For

While all the other dates in this event will post the *Event Fee* by *Family*, this date will post the *Event Fee* by *Student*.
