### **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.

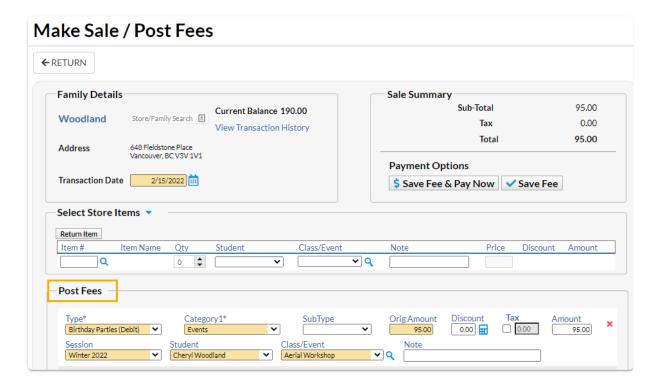
## Post Event Fees Manually



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

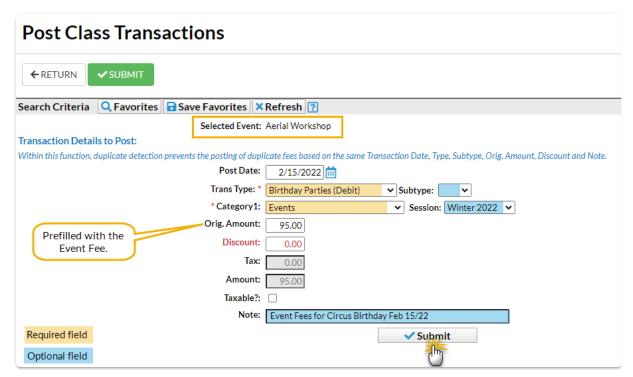
- 1. Go to the **Enrollment** tab of the *Event (Date/Time)* record.
- 2. Use the link in the Family column to open the Family record.
- 3. Click the Make Sale/Post Fees button in the Family record.
- 4. In the *Post Fees* section, select the **(Transaction) Type** and **Category 1** and enter the **Event 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.



#### 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.

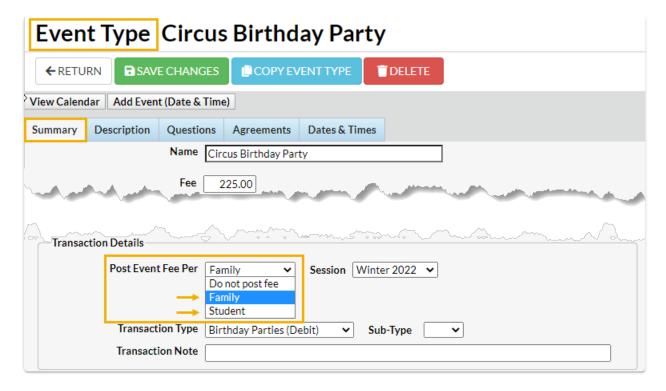
- 3. Locate the event you want to post fees for and use the link in the Date column to open the Event (Date/Time) record.
- 4. Click the **Post Event Fees** button to open the *Post Class Transactions* page where the event is preselected.
- 5. Select the **Trans Type** and **Category 1** and optionally 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.



 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).

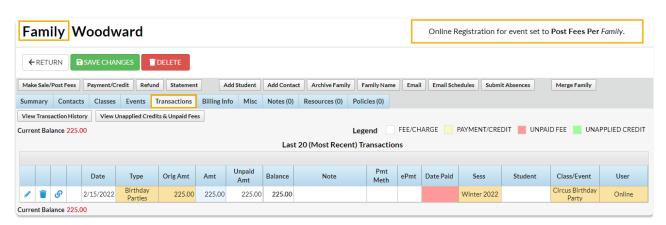
# Post Event Fees Automatically for Online and Portal Registrations

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.

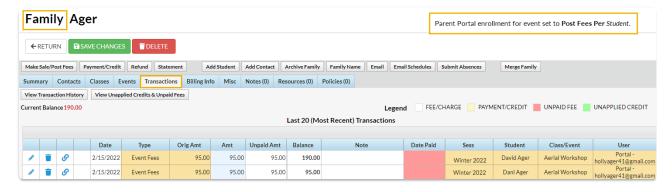


The fees will be posted to the Family record > Transactions tab.

#### **Examples:**



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.



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

Fee will	post once for	or each en	rolled stude	ent and their	name will	appear ii	n the transa	ction in the
Student	column.							

■ Frequently Asked Questions