

# 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
<b>Total</b>	<b>95.00</b>

**Payment Options**

**Select Store Items**

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

**Post Fees**

<b>Type*</b>	<b>Category1*</b>	<b>SubType</b>	<b>Orig Amount</b>	<b>Discount</b>	<b>Tax</b>	<b>Amount</b>
Birthday Parties (Debit)	Events		95.00	0.00	0.00	95.00
<b>Session</b>	<b>Student</b>	<b>Class/Event</b>	<b>Note</b>			
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.*

Prefilled with the Event Fee.

Post Date:  📅

Trans Type: \*  Subtype:

\* Category1:  Session:

Orig. Amount:

Discount:

Tax:

Amount:

Taxable?:

Note:

Required field

Optional field

✓ Submit

- 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](#)

---