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.
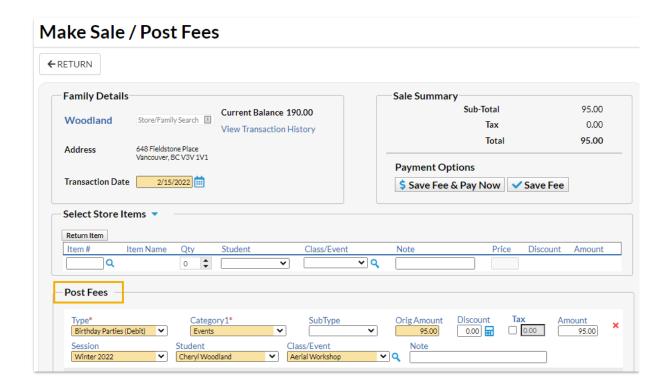
Post Event Fees Manually

*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.*
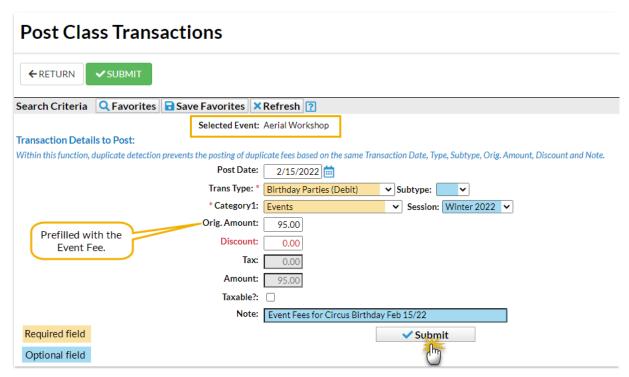
Post an Event Fee to an Individual Event Enrollee

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.
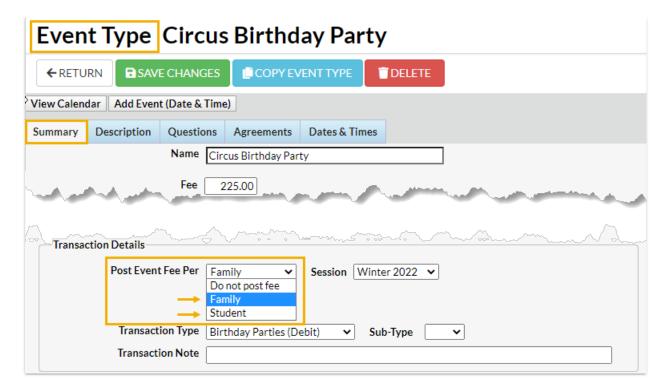
[Post an Event Fee to all Event Enrollees](#)

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).
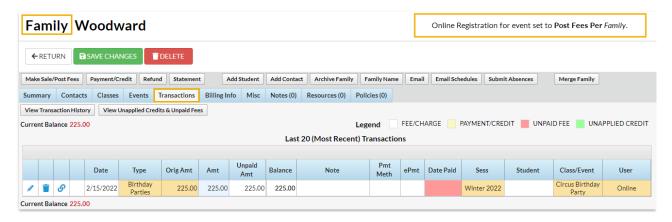
Post Event Fees Automatically for Online and Portal Registrations

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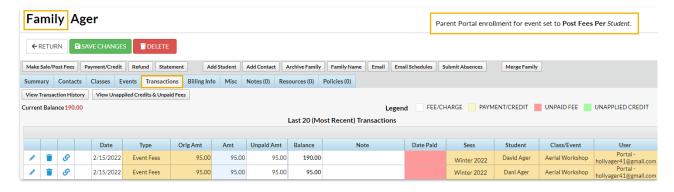
The fees will be posted to the *Family* record > *Transactions* tab.

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 each enrolled student and their name will appear in the transaction in the *Student* column.
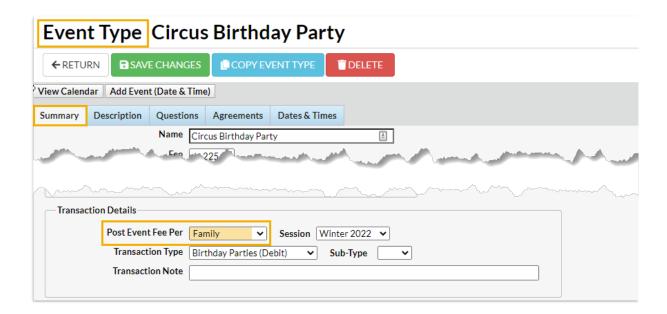

Frequently Asked Questions

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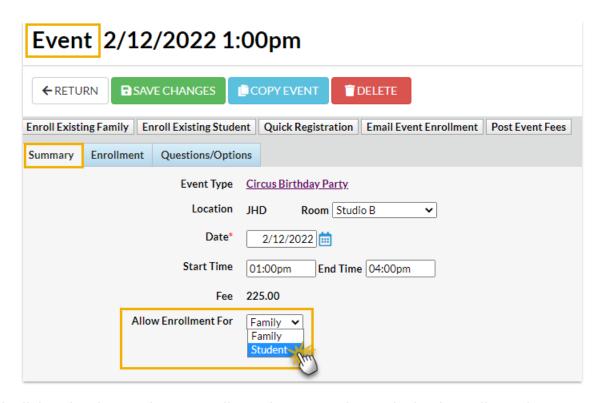
Example:
The *Event Type* Circus Birthday Party is set *Post Event Fee Per* = Family.

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	<u>Circus Birthday Party</u>
Location	JHD Room Studio B ▾
Date*	2/12/2022 📅
Start Time	01:00pm End Time 04:00pm
Fee	225.00
Allow Enrollment For	Family ▾
	Family
	Student 👆

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