

Automatically Post Event Fees for Online and Portal Registrations

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Auto-post an Event Fee by Family

Selecting to auto-post an event fee by family will post one fee to each family.

1. Point to the **Events** menu, create the **Event Type** or locate an already-created **Event Type**.
2. On the **Event Summary** tab, enter an **Event Fee**.
3. Ensure that the **Category 1** is correct.
4. Set **Post Event Fee Per** to **Family**.
5. Add a **Transaction Type** and any other applicable details.
6. **Save Changes**

Jackrabbit

Event Type: Dance Fever Birthday

Return

Save Changes

Delete

Help

Support

Send Idea

View Calendar

Add Event (Date & Time)

Copy Event Type

Summary

Description

Questions

Agreements

Dates & Times

Name

Dance Fever Birthday

Location

JRHC

Fee

150.00

Allow Enrollment For

Family

Minimum Age

7 years

months

Maximum Age

10 years

months

Cut Off Date

mm/dd/yyyy

Category1

Birthday Party

Category2

Category3

Sat

Maximum Size

1

Credit Card Required

Yes

Transaction Details

Post Event Fee Per

Family

Session

Transaction Type

Birthday Party (Debit)

Sub-Type

Transaction Note

Dance Fever Birthday party fee

Event fee recorded on the family's Transactions tab

	Date	Type	Sub Type	Orig Amt	Disc Amt	Amt	Unpaid Amt	Balance	Note	Pmt Meth	Cat1	Class/Event
	9/14/2016	Birthday Party		150.00		150.00	150.00	150.00	Dance Fever Birthday party fee		Birthday Party	Dance Fever Birthday

Auto-Post an Event Fee by Student

Selecting to auto-post an event fee by student will post one fee to each student.

1. Point to **Events** in the main menu; create the **Event Type** or locate an already-created **Event Type**.
2. On the **Event Summary** tab, enter an **Event Fee**.
3. Ensure that the **Category 1** is correct.

4. Set *Post Event Fee Per* to **Student**.
5. Add a **Transaction Type** and any other applicable details.
6. **Save Changes**

Jackrabbit Event Type: Parent's Night Out

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[View Calendar](#)
[Add Event \(Date & Time\)](#)
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Summary | **Description** | **Questions** | **Agreements** | **Dates & Times**

Name: Parent's Night Out
 Location: JRHC
 Fee: 25.00 ✓
 Allow Enrollment For: Student
 Minimum Age: 5 years months Maximum Age: 12 years months Cut Off Date: 4/1/2016
 Category1: Parent's Night ✓ Category2: Category3:
 Maximum Size: 30
 Credit Card Required: Yes

Transaction Details
 Post Event Fee Per: Student ✓ Session:
 Transaction Type: Event Fee (Debit) ✓ Sub-Type:
 Transaction Note:

Event fee recorded on the family's Transactions tab

			Date	Type	Sub Type	Orig Amt	Disc Amt	Amt	Unpaid Amt	Balance	Note	Cat1	Student	Class/Event
			9/14/2016	Event Fee		25.00		25.00	25.00	25.00		Parent's Night	Shannon Andrews	Parent's Night Out