Automatically Post Event Fees for Online and Portal Registrations

Last Modified on 11/03/2020 12:31 am EST

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**

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**