

# Manually Post an Event Fee

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

If you prefer to post fees manually, set *Post Event Fee Per* to **Do Not Post Fee** and use one of the options below.

- Click the **Post Fees** button on each family's page to post the fee individually.
- Use the **Post Event Fees** button to post the fee for the event's entire enrollment. To use this option, locate the date and time of the event and click the **Post Event Fees** button. In the *Post Group Transactions* screen, add the appropriate transaction details and click **Submit**.

Jackrabbit

Event: Dance Fever Party 9/17/2016 3:30pm

ReturnSave ChangesDelete

Enroll Existing FamilyEnroll Existing StudentQuick RegistrationEmail Event EnrollmentPost Event Fees

SummaryEnrollmentQuestions/Options

Event Type: [Dance Fever Birthday](#)  
Description:  
Fee: 150.00