

# Automatically Post Event Fees for Online and Portal Registrations

Last Modified on 06/05/2019 8:45 pm EDT

## 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

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**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: Sub-Type: Birthday Party (Debit) ✓

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

**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/Even
	9/14/2016	Event Fee ✓		25.00 ✓		25.00	25.00	25.00		Parent's Night ✓	Shannon Andrews ✓	Parent's Night Out