

Isolate a Specific Event Date/Time to Auto-Post Event Fees

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It is also possible to isolate a specific Event **Date** for posting differently than the Event **Type**. Example: The *Event Type* Dance Fever Birthday Party is set *Post Event Fee Per* = Family.

The screenshot shows the Jackrabbit software interface for editing an event. At the top, the event type is highlighted as "Event Type: Dance Fever Birthday". Below this, there are navigation buttons: "Return", "Save Changes", "Delete", "Help", "Support", and "Send Idea". The main content area has tabs for "View Calendar", "Add Event (Date & Time)", and "Copy Event Type". The "Summary" tab is active, showing fields for Name, Location, Fee, Allow Enrollment For, Minimum Age, Maximum Age, Cut Off Date, Category1, Category2, Category3, Maximum Size, and Credit Card Required. A yellow dashed arrow points from the "Event Type" label to the "Post Event Fee Per" dropdown menu in the "Transaction Details" section, which is currently set to "Family". Other fields in "Transaction Details" include "Session", "Transaction Type", "Sub-Type", and "Transaction Note".

However, we'd like one date in this event (9/17/2016 3:30 pm) to post the enrollment fee by student.

1. On the *Event Type, Dates & Times* tab, locate the specific event date and click it to open the date's page. (In our example, we'd open 9/14/2016 3:30pm.)
2. On the *Summary* tab, change the **Allow Enrollment For** field. (In our example, we'd change this to *Student*.)
3. **Save Changes**.

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

Return Save Changes Delete Help Support Send Ide

Enroll Existing Family Enroll Existing Student Quick Registration Email Event Enrollment Post Event Fees

Summary Enrollment Questions/Options

Event Type: **Dance Fever Birthday**
Description:
Fee: 150.00
Max Size: 1 (overrides max size on the Event Type Summary Tab)
Booked By:
Location: JRHC
Allow Enrollment For: Student (This affects Online Registration only and overrides the setting on the main Event Type page. "Family" enrolls the family and fills 1 event opening. "Students" enrolls the student(s) and fills 1 event opening per enrolled 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*.
