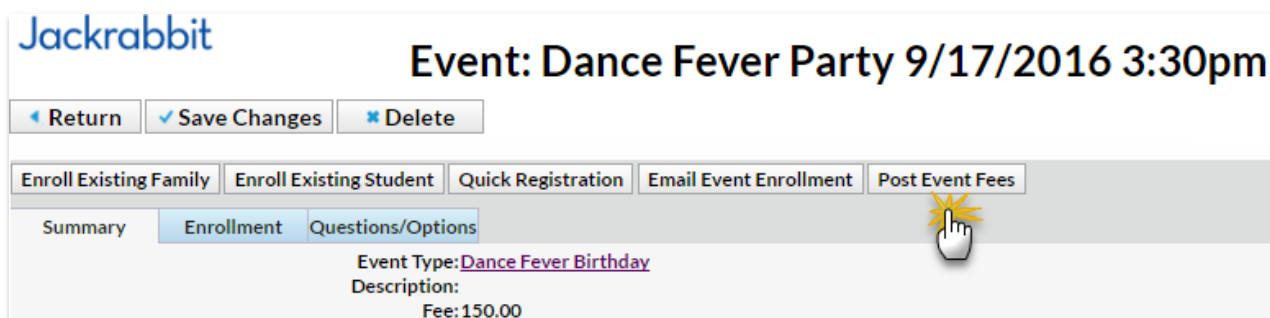


# Manually Post an Event Fee

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

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**.



The screenshot shows the Jackrabbit software interface for an event titled "Event: Dance Fever Party 9/17/2016 3:30pm". At the top left is the Jackrabbit logo. Below the event title are three buttons: "Return", "Save Changes", and "Delete". A horizontal menu contains five options: "Enroll Existing Family", "Enroll Existing Student", "Quick Registration", "Email Event Enrollment", and "Post Event Fees". The "Post Event Fees" button is highlighted with a mouse cursor. Below this menu are three tabs: "Summary", "Enrollment", and "Questions/Options". The "Enrollment" tab is active, displaying the following information: "Event Type: Dance Fever Birthday", "Description:", and "Fee: 150.00".