How do I isolate specific families for specific billing frequencies?

One way to do this is to use *Membership Type* (on the Family Billing Info tab) to isolate which families should have tuition posted. For example, Membership Types might be Monthly, Annual, Semester, etc.

1. Create Membership Types by pointing to **Tools** and clicking **Edit Settings.**

2. In the left menu, select **Drop-Down Lists**.

3. Click **Membership Type** from the choices on the left.

4. Use the **Add Row** button to add a new type.

5. **Save Changes.**

6. Add a Membership Type to a family by going to the family's *Billing Info* tab.

7. Choose a *Membership Type* from the drop down list.

8. **Save Changes**.

Post tuition fees to specific *Membership Types* by selecting a Type in the **Membership Type** field in *Post Tuition Fees*.