

# Admin Site

## How do I create/edit fee codes?

Navigate to setup>registration>fee structure and select the fee group that you would like to add/edit fee codes to.

The screenshot shows the 'Fee Structure' administration page. At the top, there's a 'Season Type' dropdown set to 'Unassigned' and a note to click on a 'Fee Group' to view its 'Fee Codes'. An 'Add Fee Group' button is in the top right. Below this, a blue header indicates the selected 'Registration' group with 10 fee codes. On the left, a list of fee codes is shown, each with an edit icon. On the right, an 'Edit Fee Group' form is displayed with the following fields: 'Group Name' (Registration), 'Payment Group' (Registration), 'Required' (Yes), 'Family Maximum (Enter 0 for None)' (\$0), 'Family Break' (Yes), 'Season Type' (Unassigned), and 'Fee Group Type' (Regular Registration). 'Save' and 'Cancel' buttons are at the bottom of the form.

Click the edit image next to the fee code that you would like to change.

You will be taken to a page showing you the information for that fee code. You can edit the information that appears here any way that you would like. Click update to save your changes.

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