

Registration

How do I add fee codes to a fee group?









To create a fee code, begin by navigating to setup>registration>fee structure and opening the fee group you want to add a code to, either by clicking on the arrow next to the name or the name itself. A section will appear displaying all the fee codes assigned to that fee group.

Season Type Unassigned ▼

Click on a [Fee Group](#) below to view the [Fee Codes](#) associated with it.

Registration (9 fee codes)

Fee Codes

6U Co-Ed Fee	
8U Boys Fee	
8U Girls Fee	
10U Boys Fee	
10U Girls Fee	
12U Boys Fee	
12U Girls Fee	
14U Boys Fee	
14U Girls Fee	

Add Fee Code 

Click the button labeled 'Add Fee Code', which will take you to a page where you can define your fee code. After you finish, click the button labeled 'create', and your fee code will be added to your selected fee group.

Registration

Type Specifications

Custom Field: Toggle: ☐ Fee charged if custom field is "checked"

Description: Toggle: ☐ Team-based

Resident: Toggle: ☐ Charge once per all seasons [Multi-Reg Only]

Variables

Start Division: End Division:

Start Age: End Age:

Number per family:

Applicable to Gender:

Applicable by Affiliation: - OR -

Fees

Qty	Early Bird 1	Early Bird 2	Fee	Late Fee
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
0	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Season Dates (for Summer 2023):

Unique solution ID: #1032
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Last update: 2023-11-14 21:53