

# Registration

## How do I copy a fee group?

Navigate to Setup>Registration>Fee Structure. The copy option (located in the same place as the edit/delete buttons) is a useful tool that can be used to copy a fee group and all its attributes and fee codes into a new, separate fee group. You will have the option to change the name and season when copying, and after it is copied, you will be able to modify any part of it just like any other fee group.

The screenshot shows the 'Registration' fee group interface. At the top, there is a 'Season Type' dropdown menu set to 'Unassigned' and a button labeled 'Add Fee Group'. Below this is a blue header bar for the 'Registration' group, which contains a list of fee codes and a 'Copy Fee Group' dialog box. The 'Copy Fee Group' dialog box has a 'Group Name' field with 'Registration' entered and a 'Season Type' dropdown menu set to 'Unassigned'. There are 'Copy Group' and 'Cancel' buttons in the dialog. Red arrows point to the 'Copy Fee Group' button in the dialog and the 'Copy Fee Group' button in the top right corner of the interface.

Season Type  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

**Copy Fee Group**

Group Name \*

Season Type

Unique solution ID: #1034

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