

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 displays the 'Fee Structure' management interface. At the top, the 'Season Type' is set to 'Unassigned'. A blue header bar indicates the current selection is 'Registration' with 10 associated fee codes. On the left, a list of fee codes is provided, each with an edit icon. On the right, the 'Edit Fee Group' form is active for the 'Registration' group. The form includes fields for 'Group Name' (Registration), 'Payment Group' (Registration), 'Required' (Yes), 'Family Maximum' (\$0), 'Family Break' (Yes), 'Season Type' (Unassigned), and 'Fee Group Type' (Regular Registration). A 'Save' button is located 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.

Unique solution ID: #1074

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Last update: 2015-12-14 22:19