

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.

Fee Structure

Season Type: **Unassigned** Click on a [Fee Group](#) below to view the [Fee Codes](#) associated with it. **Add Fee Group**

Registration (10 fee codes)

Fee Codes

Cal Ripken	
Rookies	
Babe Ruth Seniors	
Big League	
Trap	
Skeet	
Sporting Clays	
ANBL tryout	
New Fee Code	
test	

Add Fee Code

Edit Fee Group

Group Name: **Registration**

Payment Group: **Registration**

Required: **Yes**

Family Maximum (Enter 0 for None): **\$ 0**

Family Break: **Yes**

Season Type: **Unassigned**

Fee Group Type: **Regular Registration**

Save **Cancel**

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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