

# Post Event Fees [Share](#)

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Event Fees can be posted manually for an individual event enrollee or for all students/families at once. When you take your events online, you can set Event Fees to post automatically for enrollments done through Online Registration or through the Parent Portal.

## Post Event Fees Manually



If you prefer to post fees manually, set the **Post Event Fee Per** field to Do Not Post Fee on the Summary tab in the Transaction Details for the event.

### Post an Event Fee to an Individual Event Enrollee

1. Go to the **Enrollment** tab of the Event (Date/Time) record.
2. Use the **link** in the Family column to open the Family record.
3. Click the **Make Sale/Post Fees** button in the Family record.
4. In the Post Fees section, select the **(Transaction) Type** and **Category 1** and enter the **Event Fee** in the Orig Amount field.
5. We also recommend adding the optional fields Session, Student (if posting by student), and Class/Event selection.
6. Click **Save Fee & Pay Now** or **Save Fee** to post the fee to the family's account.

## Make Sale / Post Fees

[← RETURN](#)

**Family Details**  
**Woodland** [Store/Family Search](#) [View Transaction History](#)  
**Address** 648 Fieldstone Place  
Vancouver, BC V3V 1V1  
**Transaction Date** 2/15/2022 [Calendar](#)

**Sale Summary**

Sub-Total	95.00
Tax	0.00
<b>Total</b>	<b>95.00</b>

**Payment Options**  
[\\$ Save Fee & Pay Now](#) [✓ Save Fee](#)

**Select Store Items**  
[Return Item](#)

Item #	Item Name	Qty	Student	Class/Event	Note	Price	Discount	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Post Fees**

<b>Type*</b>	<b>Category1*</b>	<b>SubType</b>	<b>Orig Amount</b>	<b>Discount</b>	<b>Tax</b>	<b>Amount</b>
Birthday Parties (Debit)	Events		95.00	0.00	<input type="checkbox"/> 0.00	95.00
<b>Session</b>	<b>Student</b>	<b>Class/Event</b>	<b>Note</b>			
Winter 2022	Cheryl Woodland	Aerial Workshop	<input type="text"/>			

### Post an Event Fee to all Event Enrollees

1. Go to the **Activities** menu > **Events** and select **List Dates & Times**.

2. Enter a single date or date range and optionally filter by (Event) Status. Click **Submit**.
3. Locate the event you want to post fees for and use the link in the Date column to open the Event (Date/Time) record.
4. Click the **Post Event Fees** button to open the Post Class Transactions page, where the event is preselected.
5. Select the **Trans Type** and **Category 1**, and optionally add a **Subtype** and **Session**.
6. The Orig. Amount field will be prefilled with the Event Fee but can be edited if needed.
7. Optionally add a **Note** and **Submit**.
8. Use the link in the confirmation to view the transactions that were posted.

## Post Class Transactions

← RETURN

✓ SUBMIT

Search Criteria

🔍 Favorites

🔖 Save Favorites

🔄 Refresh

?

Selected Event: Aerial Workshop

Transaction Details to Post:

Within this function, duplicate detection prevents the posting of duplicate fees based on the same Transaction Date, Type, Subtype, Orig. Amount, Discount and Note.

Post Date: 2/15/2022

Trans Type: \* Birthday Parties (Debit) Subtype:

\* Category1: Events Session: Winter 2022

Orig. Amount: 95.00

Discount: 0.00

Tax: 0.00

Amount: 95.00

Taxable?: ☐

Note: Event Fees for Circus Birthday Feb 15/22

Required field

Optional field

✓ Submit

- Duplicate detection will prevent a fee from posting when another transaction has already been posted on the same Transaction Date (Post Date), Transaction Type, Transaction Subtype (if any), Orig. Amount, Discount, and Note (if any).

## Post Event Fees Automatically for Online and Portal Registrations

When an Event Type is set to **Post Fees Per** either Family or Student, enrollments through Online Registration and from the Parent Portal will automatically be charged the Event Fee once per family or once per student.

Event Type

Circus Birthday Party

← RETURN

SAVE CHANGES

COPY EVENT TYPE

DELETE

View Calendar

Add Event (Date & Time)

Summary

Description

Questions

Agreements

Dates & Times

Name

Circus Birthday Party

Fee

225.00

Transaction Details

Post Event Fee Per

Family

Do not post fee

Family

Student

Session

Winter 2022

Transaction Type

Birthday Parties (Debit)

Sub-Type

Transaction Note

The fees will be posted to the Family record > Transactions tab.

Examples:

Family

Woodward

Online Registration for event set to Post Fees Per Family.

← RETURN

SAVE CHANGES

DELETE

Make Sale/Post Fees

Payment/Credit

Refund

Statement

Add Student

Add Contact

Archive Family

Family Name

Email

Email Schedules

Submit Absences

Merge Family

Summary

Contacts

Classes

Events

Transactions

Billing Info

Misc

Notes (0)

Resources (0)

Policies (0)

View Transaction History

View Unapplied Credits & Unpaid Fees

Current Balance 225.00

Legend

FEE/CHARGE

PAYMENT/CREDIT

UNPAID FEE

UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

			Date	Type	Orig Amt	Amt	Unpaid Amt	Balance	Note	Pmt Meth	ePmt	Date Paid	Sess	Student	Class/Event	User
			2/15/2022	Birthday Parties	225.00	225.00	225.00	225.00					Winter 2022		Circus Birthday Party	Online

Current Balance 225.00

When set to **Post Fees Per Family**, one fee will post to the Family record (Transactions tab) for each enrollee. No name will appear in the Student column of the transaction because the registration was done for the family.

Family

Ager

Parent Portal enrollment for event set to Post Fees Per Student.

← RETURN

SAVE CHANGES

DELETE

Make Sale/Post Fees

Payment/Credit

Refund

Statement

Add Student

Add Contact

Archive Family

Family Name

Email

Email Schedules

Submit Absences

Merge Family

Summary

Contacts

Classes

Events

Transactions

Billing Info

Misc

Notes (0)

Resources (0)

Policies (0)

View Transaction History

View Unapplied Credits & Unpaid Fees

Current Balance 190.00

Legend

FEE/CHARGE

PAYMENT/CREDIT

UNPAID FEE

UNAPPLIED CREDIT

Last 20 (Most Recent) Transactions

			Date	Type	Orig Amt	Amt	Unpaid Amt	Balance	Note	Date Paid	Sess	Student	Class/Event	User
			2/15/2022	Event Fees	95.00	95.00	95.00	190.00			Winter 2022	David Ager	Aerial Workshop	Portal - hollyager41@gmail.com
			2/15/2022	Event Fees	95.00	95.00	95.00	95.00			Winter 2022	Dani Ager	Aerial Workshop	Portal - hollyager41@gmail.com

When a customer enrolls in an event set to **Post Fees Per Student** from their Parent Portal, the Event Fee will post once for each enrolled student and their name will appear in the

transaction in the Student column.

## Frequently Asked Questions

*Q. Is it possible to change a single event to post fees per family when the Event Type is set to post per student?*

A. It is possible to isolate a specific Event *Date* for posting differently than the Event *Type*.

**Example:**

The Event Type Circus Birthday Party is set Post Event Fee Per = Family.

**Event Type** Circus Birthday Party

← RETURN SAVE CHANGES COPY EVENT TYPE DELETE

View Calendar Add Event (Date & Time)

Summary Description Questions Agreements Dates & Times

Name Circus Birthday Party

Fee 225

Transaction Details

Post Event Fee Per Family Session Winter 2022


Transaction Type Birthday Parties (Debit) Sub-Type

Transaction Note


However, we'd like one date in this event (2/12/2022 1:00pm) to post the Event Fee per Student.

1. On the Event Type > Dates & Times tab, locate the specific event date and click it to open the Event Date/Time record.
2. On the Summary tab, change the **Allow Enrollment For** field. (In our example, we'd change this to Student.)
3. Click **Save Changes**.

## Event 2/12/2022 1:00pm

[← RETURN](#)[SAVE CHANGES](#)[COPY EVENT](#)[DELETE](#)[Enroll Existing Family](#)[Enroll Existing Student](#)[Quick Registration](#)[Email Event Enrollment](#)[Post Event Fees](#)[Summary](#)[Enrollment](#)[Questions/Options](#)Event Type [Circus Birthday Party](#)Location JHD Room Date\*  Start Time  End Time 

Fee 225.00

Allow Enrollment For   
  
 

While all the other dates in this event will post the *Event Fee* by Family, this date will post the Event Fee by Student.