

Registration fees not posting for existing families during enrollment [Share](#)

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Issue/Question

I just realized that families are registering for the new session, and existing families are not getting charged the registration fee. How do I fix this quickly? All families (new and existing) should be paying a registration fee.

Environment

Jackrabbit application

Resolution

You must update the Registration Fees settings to ensure that new and existing families are charged the registration fee for the current session.

1. Go to the **Gear** icon > **Settings** > **Registration Fees** > **New Families** (left menu).
 2. In the Settings section, select the current session from the **Session** drop-down.
 3. Click **Save Changes**.
 4. Go to **Existing Families** (left menu).
 5. In the Settings section, select the current session from the **Session** drop-down.
 6. Optionally, adjust or set the **Detect Registration Fees posted after** date to the start of the current session to prevent duplicate fees if a registration fee has already been posted.
 7. Click **Save Changes**.
 8. Manually post the registration fee for families who have enrolled and weren't charged, as these changes will only apply to new enrollments.
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