

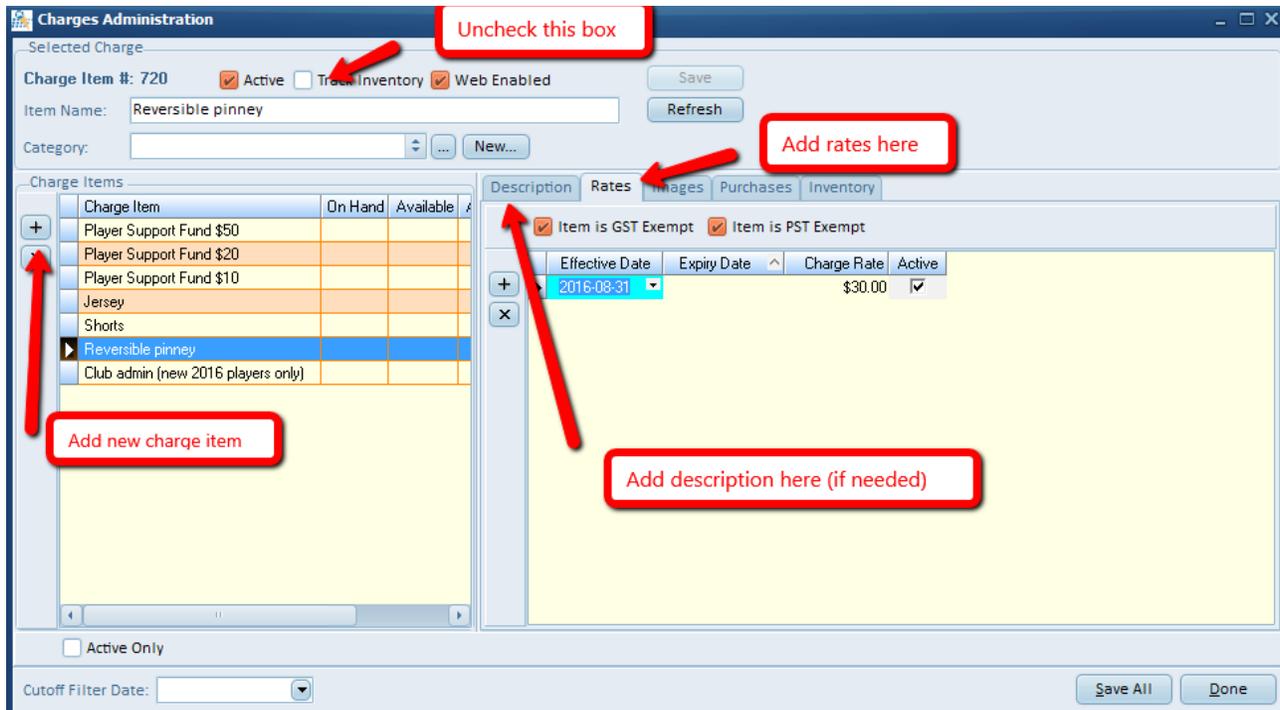
## Adding Additional Fees

1. Go to Registrations then Charge Item Management



2. Click the '+' button to add a new charge item. If your charge item is an optional charge (ie. T-shirt purchase) then uncheck the track inventory box. If it is a mandatory extra charge (ie. fundraising fee) then leave the box checked.

Next you can add a description in the description tab and add a fee with an effective date in the rates tab.



3. Click Save All
4. Go back to Registrations- Product Management

- Go on the products where you would like these extra charge items to appear. Then click on the fees and Deposits tab. Once there you can add the charge items in the appropriate box and making sure they are active.

Name: U13 Rep - 2016 Fall Ball Options ▾

Code: U13F Type: Sports Registration  Active Summary...

Details Fees & Deposits Constraints Participants (16)

Fees with Fixed Non Volunteer Fees

Eff From	Eff To	Fee	Non Vol Fee
2016-09-08		\$150.00	

Cheques Payable To

Current Organization Default is: Toronto Beaches Lacrosse Club - please date cheque to current date

Payable To:

Additional Info:

Deposits

Deposit Type	Deposit	Deposit Amt	Description
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3 Associated Charge Items

Seq	Active	Charge Item	Category
1	<input checked="" type="checkbox"/>	Jersey	
1	<input checked="" type="checkbox"/>	Shorts	
1	<input checked="" type="checkbox"/>	Club admin (new 2016 players only)	

To remove Purchase (be saved.

- Click save