Adding Additional Fees

1. Go to Registrations then Charge Item Management

File Edit	View Windo	ws Help						
fr Home	Programs	Registrations	Contacts	Volunteering	Scheduling	Communicate	Bookings	Reportin
New S Product	Delete	<u>Product N</u> Managem <u>R</u> egistrati Viewing a	Managemer lent of regis ion Manage nd editing o	nt tration products ement of product regist	; rations			
-0 Products Filter: 🔽 Active Only 🔽 Membership		<u>Charge Item Management</u> Viewing and editing of charge items associated with registrations, as well as reporting of past purchases						

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.

Charges Administration	Uncheck this box		_ 🗆 X
Selected Charge Charge Item #: 720 Active Translinventory Item Name: Reversible pinney Category: Image: Charge Items Charge Items On Hand Avail Player Support Fund \$50 Image: Charge Items Player Support Fund \$20 Image: Charge Items Player Support Fund \$10 Image: Charge Items Shorts Image: Charge Items Add new charge item Add new charge item	Web Enabled	Save Refresh Add rates here Mages Purchases Inventory Exempt Item is PST Exempt te Expiry Date Act \$30.00 F dd description here (if needed	ive 7
Cutoff Filter Date:			Save All Done

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

5. 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 B	all					Options	•
Code:	U13F		ype:	Sports Registra	tion	\$	Active	Summa	ry
Detai	Is Fees &	Deposits C	onstraints	Participants (16)					
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6. Click save