



Updating Missing Fees on Registrations

Scenario – A registrar has forgotten to configure fees for a product and members have registered. These registrations are showing \$0.00 owing.

Procedures

To address this issue, you will need to:

- update your Product Fees on the product that is missing the fees
- add an 'adjustment' to registrations that are showing a \$0.00 (or incorrect) fee
- remove the adjustment
- SAVE the updated registration

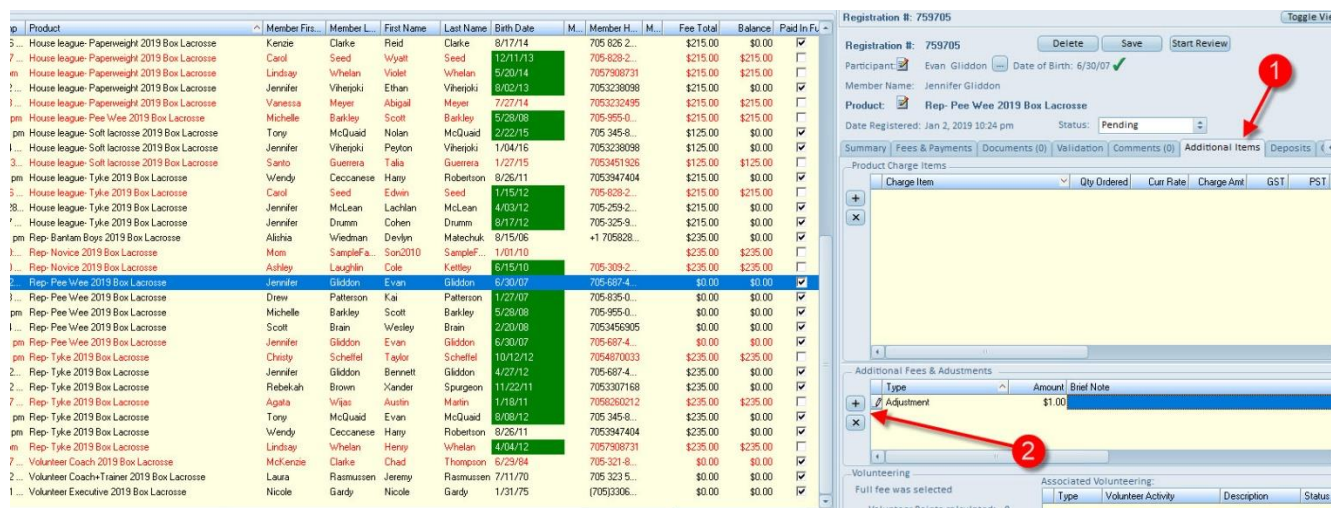
1. Update your fees

The screenshot shows the 'Product Management' window in SportzSoft. The 'Products' list on the left includes various lacrosse products. The 'Rep. Fee Week 2019 Box Lacrosse' product is selected. The 'Details' pane on the right shows the 'Fees & Deposits' tab, where a table lists fees. A red arrow points to the 'Fees' column, which shows a value of \$235.00.

2. Go to the registration that has the incorrect fee

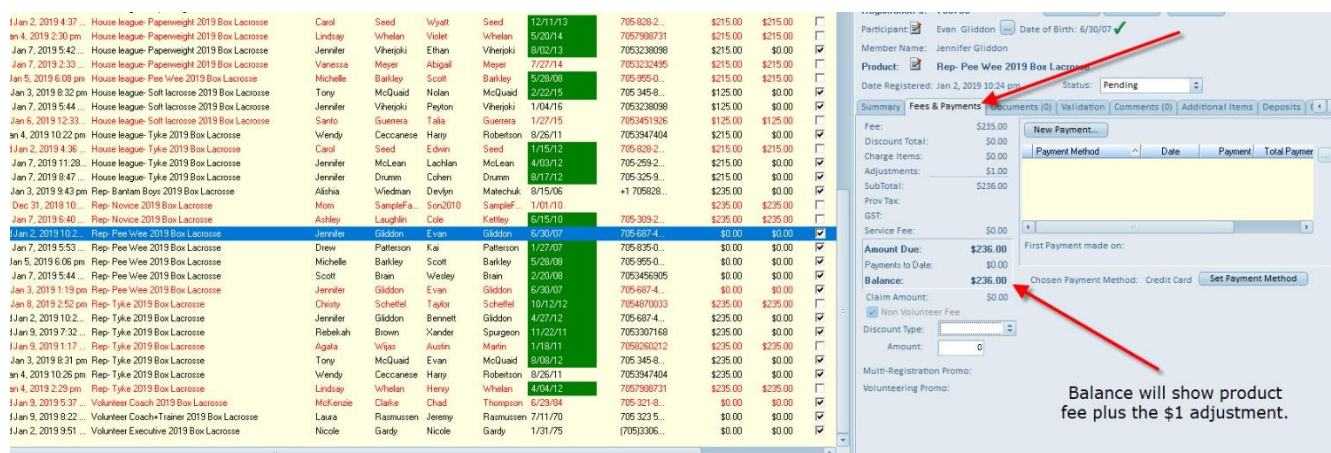
The screenshot shows the 'Registrations' window in SportzSoft. The 'Registrations' list on the left includes various registrations. The 'Rep. Fee Week 2019 Box Lacrosse' registration is selected. The 'Details' pane on the right shows the 'Fees & Payments' tab, where a table lists fees. A red arrow points to the 'Fees' column, which shows a value of \$0.00.

3. Add a \$1.00 adjustment to the registration on the ADDITIONAL ITEMS tab



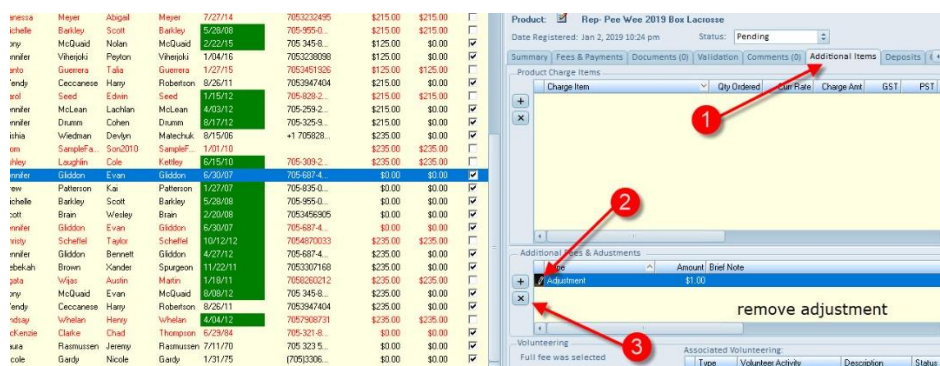
The screenshot shows the SportzSoft interface with a list of registrations on the left. On the right, the 'Registration # 759705' details are shown. The 'Additional Items' tab is selected, and a new 'Adjustment' of \$1.00 is being added to the 'Additional Fees & Adjustments' section. Red arrows indicate the steps: clicking the 'Additional Items' tab and then the 'Adjustment' button.

4. Go back to FEES and DEPOSITS tab and you should see updated fee with the \$1 adjustment added.



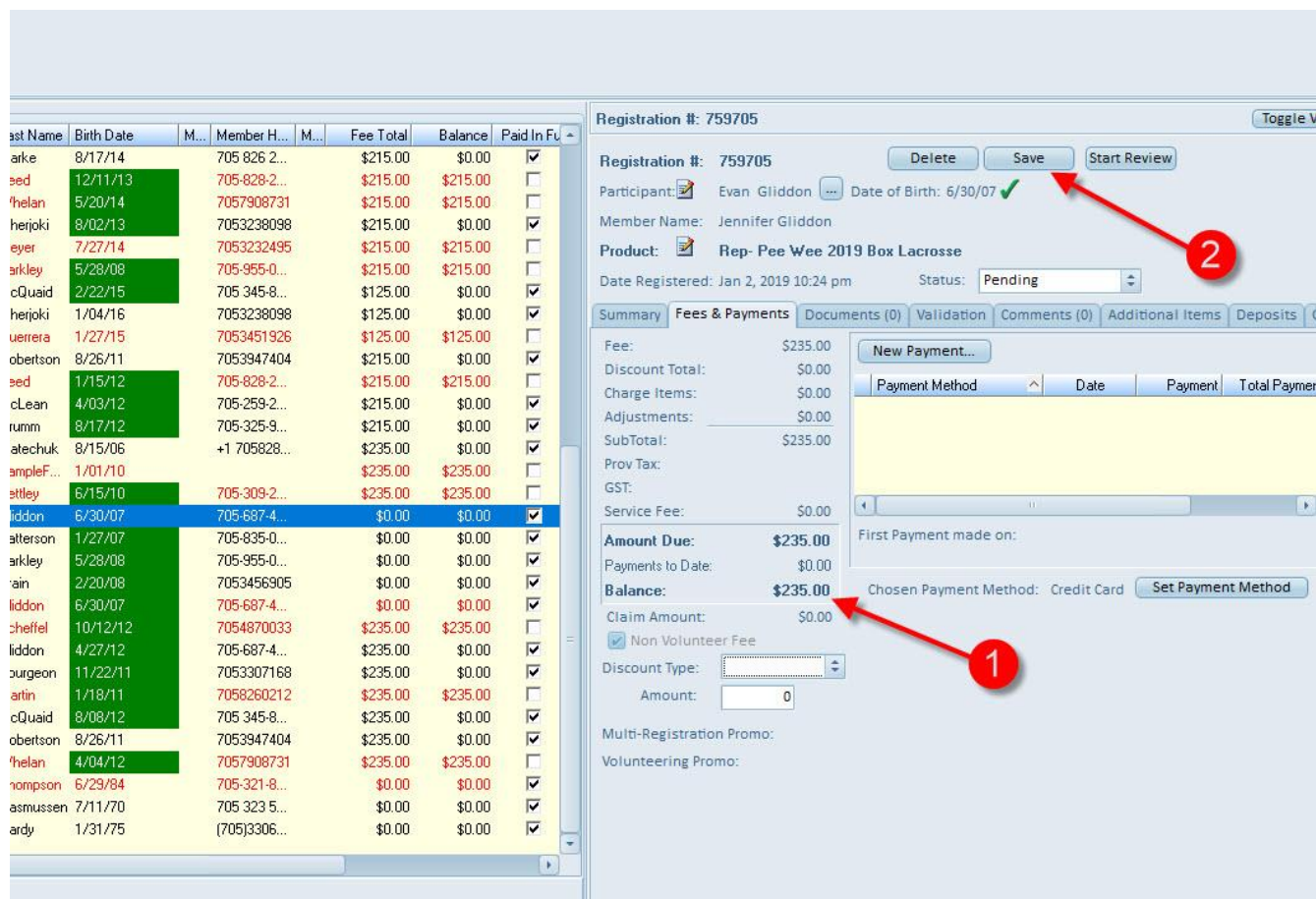
The screenshot shows the SportzSoft interface with the 'Fees & Payments' tab selected. The 'Balance' field shows \$236.00, which is the updated fee including the \$1 adjustment. Red arrows indicate the steps: clicking the 'Fees & Payments' tab and then the 'Balance' field.

5. Go back to ADDITIONAL ITEMS tab and remove the \$1 adjustment



The screenshot shows the SportzSoft interface with the 'Additional Items' tab selected. The 'remove adjustment' button is highlighted in the 'Additional Fees & Adjustments' section. Red arrows indicate the steps: clicking the 'Additional Items' tab and then the 'remove adjustment' button.

6. Fee is now updated properly – be sure to click SAVE!



Participant Name	Birth Date	M...	Member H...	M...	Fee Total	Balance	Paid In Fu
arke	8/17/14		705 826 2...		\$215.00	\$0.00	✓
eed	12/11/13		705-828-2...		\$215.00	\$215.00	✓
helan	5/20/14		7057908731		\$215.00	\$215.00	✓
herjoki	8/02/13		7053238098		\$215.00	\$0.00	✓
eyer	7/27/14		7053232495		\$215.00	\$215.00	✓
arkley	5/28/08		705-955-0...		\$215.00	\$215.00	✓
cQuaid	2/22/15		705 345-8...		\$125.00	\$0.00	✓
herjoki	1/04/16		7053238098		\$125.00	\$0.00	✓
uerrera	1/27/15		7053451926		\$125.00	\$125.00	✓
obertson	8/26/11		7053947404		\$215.00	\$0.00	✓
eed	1/15/12		705-828-2...		\$215.00	\$215.00	✓
cLean	4/03/12		705-259-2...		\$215.00	\$0.00	✓
rumm	8/17/12		705-325-9...		\$215.00	\$0.00	✓
atechuk	8/15/06		+1 705828...		\$235.00	\$0.00	✓
ampleF...	1/01/10				\$235.00	\$235.00	✓
ttley	6/15/10		705-309-2...		\$235.00	\$235.00	✓
liddon	6/30/07		705-687-4...		\$0.00	\$0.00	✓
atterson	1/27/07		705-835-0...		\$0.00	\$0.00	✓
arkley	5/28/08		705-955-0...		\$0.00	\$0.00	✓
ain	2/20/08		7053456905		\$0.00	\$0.00	✓
liddon	6/30/07		705-687-4...		\$0.00	\$0.00	✓
cheffel	10/12/12		7054870033		\$235.00	\$235.00	✓
liddon	4/27/12		705-687-4...		\$235.00	\$0.00	✓
urgeon	11/22/11		7053307168		\$235.00	\$0.00	✓
artin	1/18/11		7058260212		\$235.00	\$235.00	✓
cQuaid	8/08/12		705 345-8...		\$235.00	\$0.00	✓
obertson	8/26/11		7053947404		\$235.00	\$0.00	✓
helan	4/04/12		7057908731		\$235.00	\$235.00	✓
ompson	6/29/84		705-321-8...		\$0.00	\$0.00	✓
asmussen	7/11/70		705 323 5...		\$0.00	\$0.00	✓
ardy	1/31/75		(705)3306...		\$0.00	\$0.00	✓

Registration #: 759705

Registration #: 759705 [Delete] [Save] [Start Review]

Participant: Evan Gliddon Date of Birth: 6/30/07 ✓

Member Name: Jennifer Gliddon

Product: Rep- Pee Wee 2019 Box Lacrosse

Date Registered: Jan 2, 2019 10:24 pm Status: Pending

Summary Fees & Payments Documents (0) Validation Comments (0) Additional Items Deposits (0)

Fee: \$235.00

Discount Total: \$0.00

Charge Items: \$0.00

Adjustments: \$0.00

SubTotal: \$235.00

Prov Tax: \$0.00

GST: \$0.00

Service Fee: \$0.00

Amount Due: \$235.00

Payments to Date: \$0.00

Balance: \$235.00

Claim Amount: \$0.00

☒ Non Volunteer Fee

Discount Type: [Dropdown]

Amount: 0

Multi-Registration Promo:

Volunteering Promo:

Chosen Payment Method: Credit Card [Set Payment Method]

7. You're done.