

How to View and Set Organization Fees

Introduction

This article will instruct Group organisers on how to set their groups fees. These fees are necessary to facilitate registrations online.

Basics

- Fees are entered by the Group for both participants and Volunteers.
- The Group Fee is in addition to of the National Registration Fee. This may be a dollar amount, or it may be zero, both require inputting.
- There is no default fee - the Group must set the fees prior to the registration of members. Registrations will not be possible until the Group Fees are set.

View or delete Group Fees

1. Access the Group dashboard
2. Click on the **Fees** tab, the **Fees** tab content displays as in the example below:

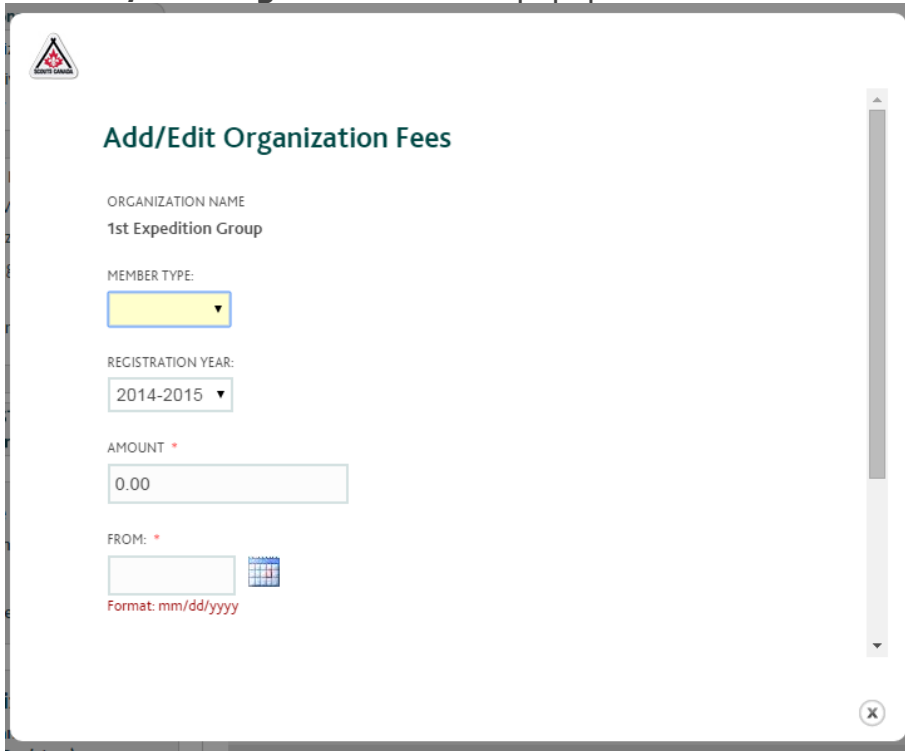
Child Orgs	Batches	Volunteers	Fees	Volunteer 2015-16	Screening	Quick Reports
Year	Fee	From	To	Member Type		
2016	0.00	05/01/2015	08/31/2016	Participant	EDIT	
2016	0.00	05/01/2015	08/31/2016	Volunteer	EDIT	

3. If a fee needs to be deleted, click on the red button over to the left on the corresponding line, then confirm to delete.

Add Fees for an Organization

1. Access the group dashboard
2. From the menu, under **Org Options**, select **Add Fee**.

3. The **Add/Edit Organization Fees** popup window comes into display.




Add/Edit Organization Fees

ORGANIZATION NAME
1st Expedition Group

MEMBER TYPE:

REGISTRATION YEAR:
2014-2015

AMOUNT *
0.00

FROM: *
 
Format: mm/dd/yyyy

4. Select **Member type**, Volunteer or Participant
5. Select the required **registration year**.
6. In the **amount** field, enter the amount for your group.
7. Select **to** and **from** dates, by either keying in the dates manually or by selecting the dates in the calendar icon.
8. Click **save** once you are happy with this.
9. The newly entered fees can be viewed and checked under the **Fees** tab.

Edit Fees for an Organization

Fees can be edited at any time throughout the year.

1. Access the Group dashboard and click on the Fees tab.
2. On the line listing the fee to be edited, click on the **Edit Fee** button.
3. The **Add/Edit Organization Fees** pop-up window displays and details can be changed here.