

EMS – Late Fees

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1. From the event dashboard, click Registrant Roster in the Manage Event box.

Event Dashboard: Training

Event ID: 1000

Public URL: <https://eventstrain.anr.msu.edu/training192/>

Event Summary

- Start Date: 06/22/2019
- End Date: 06/22/2019
- Event is active

Registration Summary

- Registrants: 1
- Cancelled Registrations: 0
- Registrants w/ Balance Due: 0
- Gross Revenue: \$20.00
- Unprocessed Revenue: \$20.00
- Total Balance Due: \$0.00

Configure Event

- [Configure Event](#)
- [Configure Registration Processes](#)
- [Event Organizers](#)
- [Configure Quotas](#)
- [Duplicate Event](#)
- [Event Structure](#)
- [Cancel Event](#)
- [Close Event](#)

Manage Event

- [Registrant Roster](#) ←
- [Invoices/Receipts](#)
- [Attendance](#)
- [Notes](#)
- [Download Registrants](#)
- [Export File Uploads](#)
- [Quotas Report](#)
- [Special Needs Report](#)
- [Custom Reports](#)
- [MIPRS Report](#)
- [Communications Report](#)

2. Under the Actions column, select “Late Fee”

Actions	Regis ID
Registration	
Payments	
Invoice	
Send	
Receipt	27742
Notes	
Cancel	
Late Fee ←	
Waive Fees	

3. Enter the Late Fee Amount and provide an Explanation for auditing purposes.

Registrant Late Fee: for Training

Registrant: Jenna Kingsley

Required fields are indicated with an asterisk (*)

* Late Fee Amount:

20.00

To cancel an existing late fee, set amount to 0.

* Explanation:

late registration

Provide a reason for the late fee.

Update Registration

Cancel

4. Click "Update Registration" when complete.