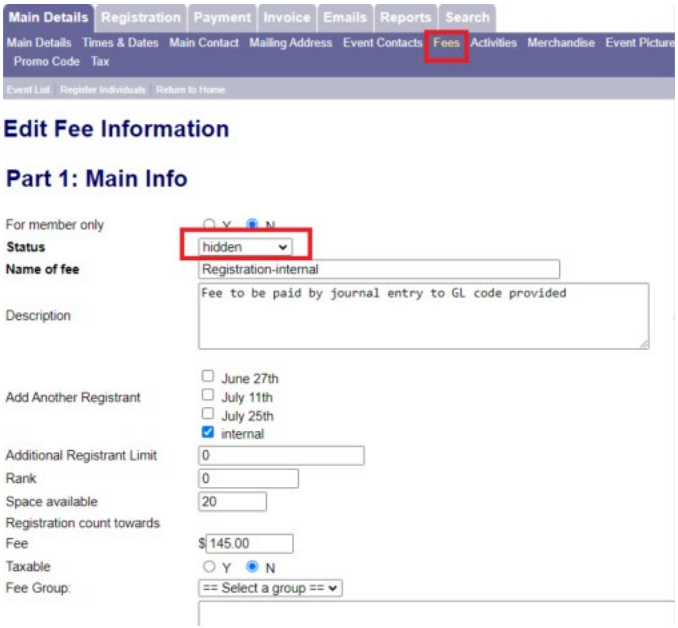
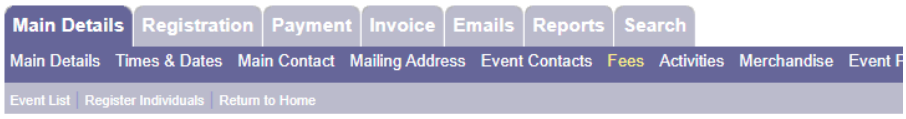
**Creating a fee that can be used for internal transfers:**

When creating the fee set the status to hidden. This will allow the event admin to see the fee but not the general registrants.




Click **Submit** at the bottom of the page.

To be able to add additional registrations go back into the fee and link.




## Event Fees

4 record(s) found.

Add new fee

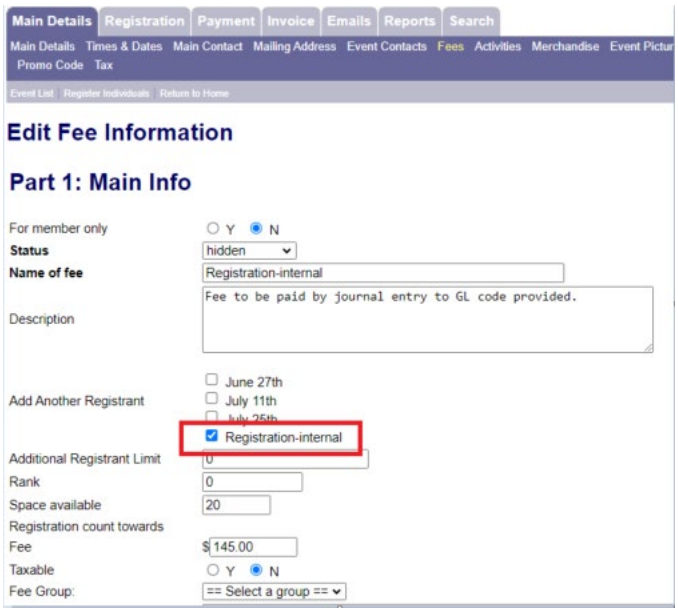
## Registration Fees

| Options | No. | Name | Status | Member Only? | Rank | Cost | Space available | Fee Group | Count towards |
|---|---|---|---|---|---|---|---|---|---|
| | 1 | July 25th | active | N | 0 | $0.00 | 50 | None | |
| | 2 | June 27th | active | N | 0 | $0.00 | 50 | None | |
| | 3 | July 11th | active | N | 50 | $0.00 | 0 | None | |
| | 4 | Registration-internal | hidden | N | 0 | $145.00 | 20 | None | |

Add new fee group

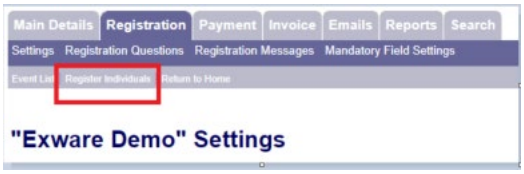
## Fee groups

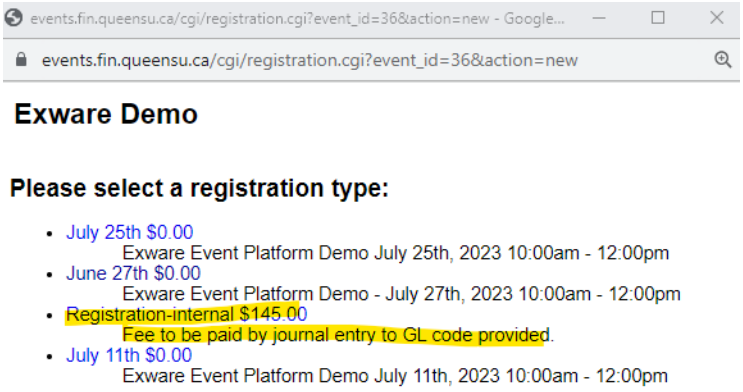
| Options | No. | Name | Rank | Space available |
|---|---|---|---|---|
| There are no records to report | | | | |




Click **Submit** at the bottom of the page.

Click “Register Individuals” and fill in details as required.



## Exware Demo

### Registration-internal

Please fill in the required fields below.

Don't forget!

### Contact Information:

* **Denotes a mandatory field**

== select ==

*First Name:
Jennifer

*Last Name:
Waldron

Title:

Company/Organization:
Queen's University

Mailing Address:
99 University Avenue

City:
Kingston

Province/State:
Ontario

Country:
Canada

Postal/Zip Code:
K7L 3N6

Telephone:
6135336000

Extension:

*Email Address:
j.waldron@queensu.ca

### Event-Related Questions

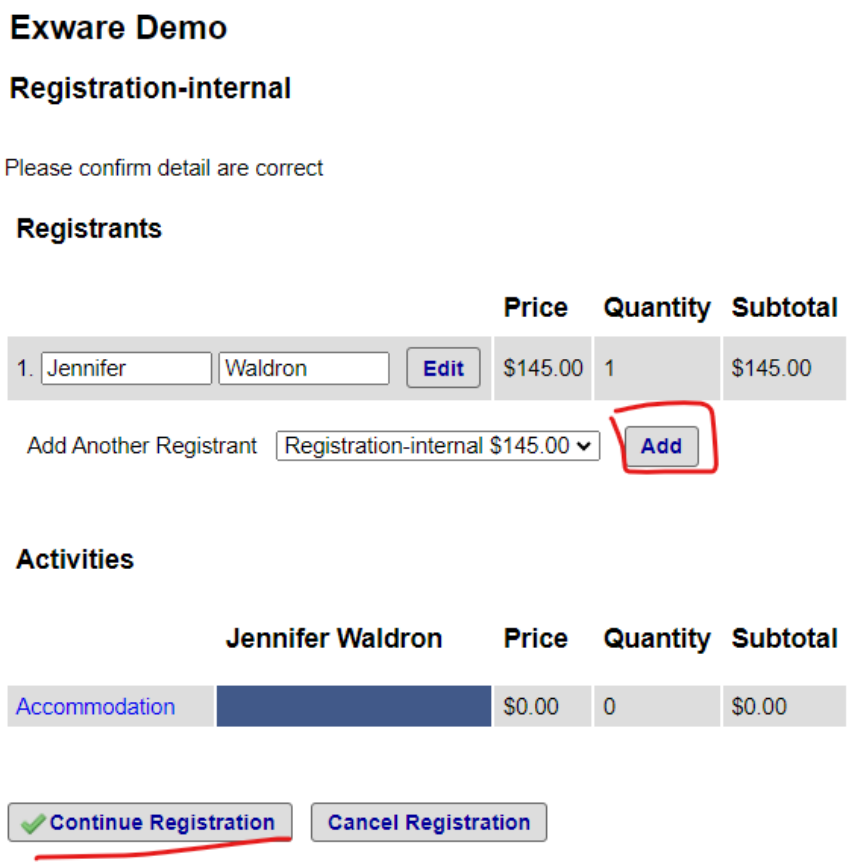
*Which Faculty/Department are you with?
Finance-GL coding...

How many events do you have per year?
== select ==

Document Headings

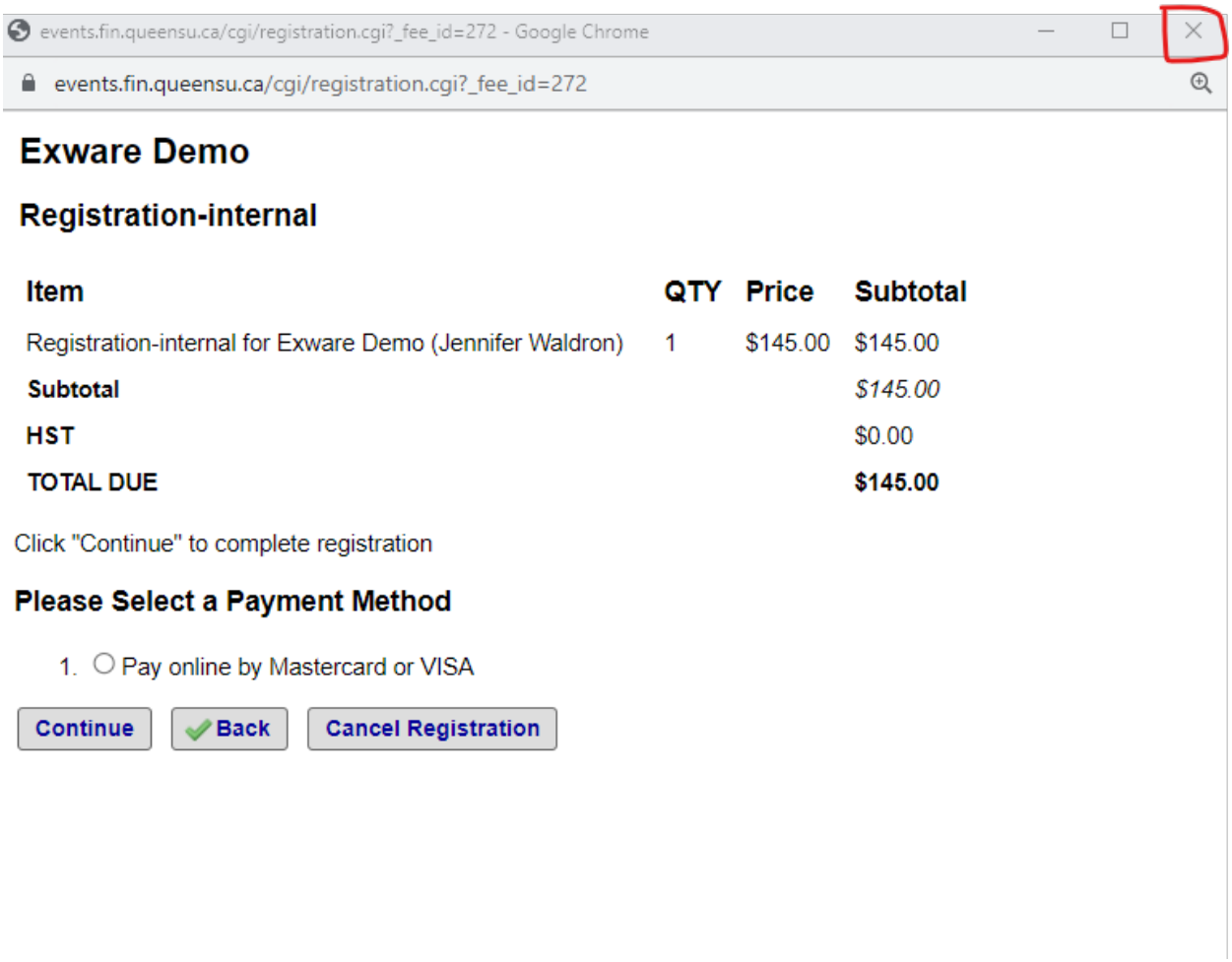
Click Continue Registration.

Here you can add additional registrants if needed.

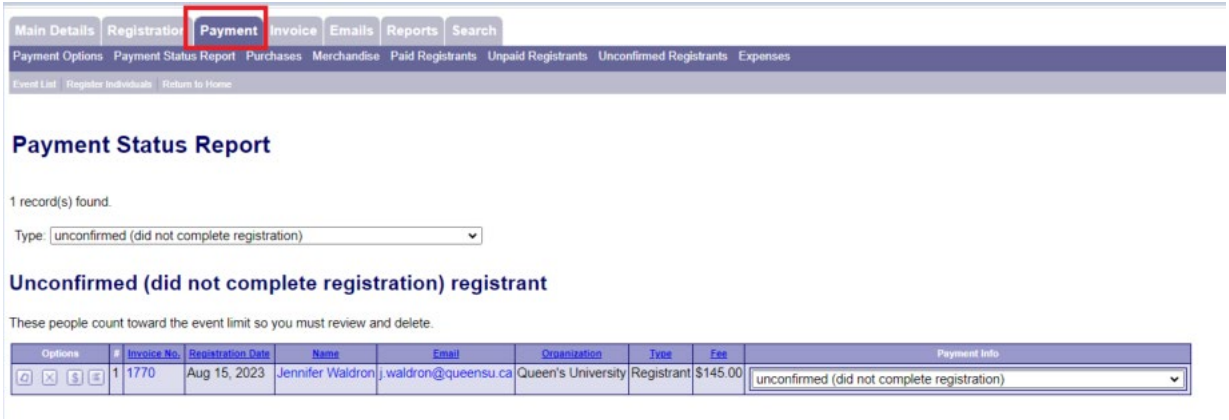



Click Continue Registration.

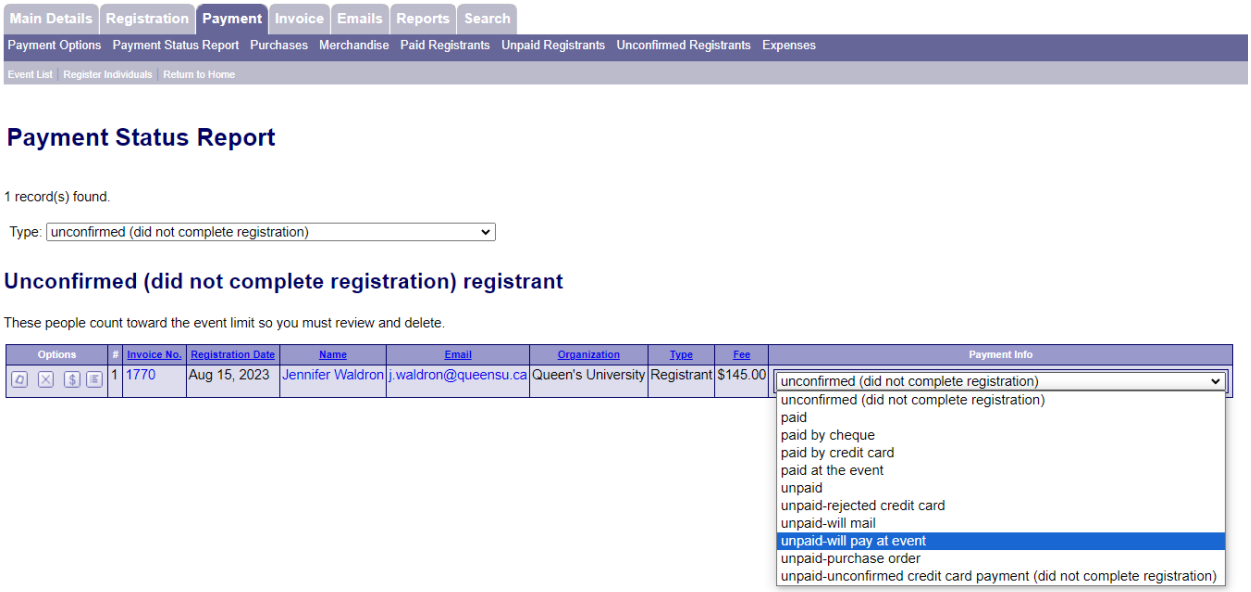
Close window – this will maintain the registration but will flag it as incomplete.



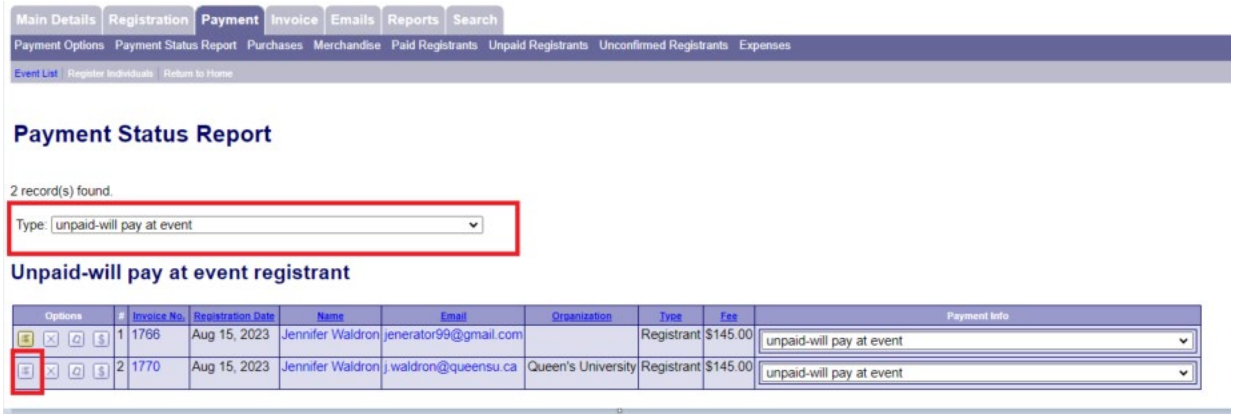

Navigate to the Payment tab and the registration will show as unconfirmed.

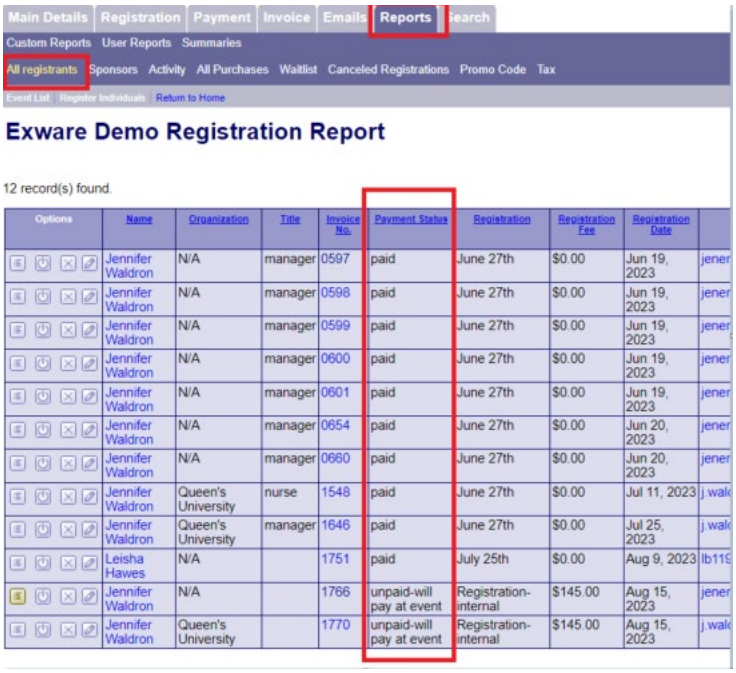


Click the drop down for “unconfirmed (did not complete registration” and switch to “unpaid-will pay at event”.



Click the drop down for “Type” and select “unpaid-will pay at event” and listing will show applicable registrations.  Notes can also be added for further information.




For the journal entry – use the “All registrants” report, which can be exported to excel or printed.