

MICHIGAN STATE UNIVERSITY EXTENSION

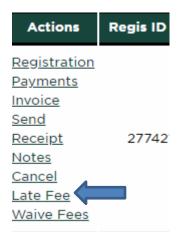
EMS - Late Fees

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

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



2. Under the Actions column, select "Late Fee"



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





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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



4. Click "Update Registration" when complete.