Background

The county settings can only be changed by the Primary Admin for the county. This is the person who gets the emails when someone submits an enrollment or event registration.

Discounts

This section is not configurable.

Payment Instructions

Enter the Non-Electronic Payment Instructions for events your county is hosting. These instructions will show when a family elects to pay by check for an event.

Payment Options

One of these options must be selected. Both may be selected.

Allow Checks – allows families to pay for enrollment dues and event registration fees by check.

Allow Credit Cards - allows families to pay for enrollment dues and event registration fees by credit cards. Only enable this if you have Stripe and a bank account enabled. If you allow credit cards and do not have a bank account listed in the Finances section, your money will be deposited in the default UW-Madison bank account, and it will be extremely difficult to retrieve that money.

These settings can be overridden at each event individually.

Member

Member Edit Projects and **Member Project Edit End Date** – allows families to edit the projects on an approved enrollment. The date listed is the date that the project list is locked. Starting on this date, projects may not be edited by the family. Staff can still edit project selections on and after this date.

Member Edit Clubs and **Member Clubs Edit End Date** – allows families to REQUEST a club be ADDED to an approved enrollment. The date listed is the date that club additions may no longer be requested online. Club additions are approved by county staff on the Enrollments -> Club Requests screen. This is NOT the same as the Swap Club function.