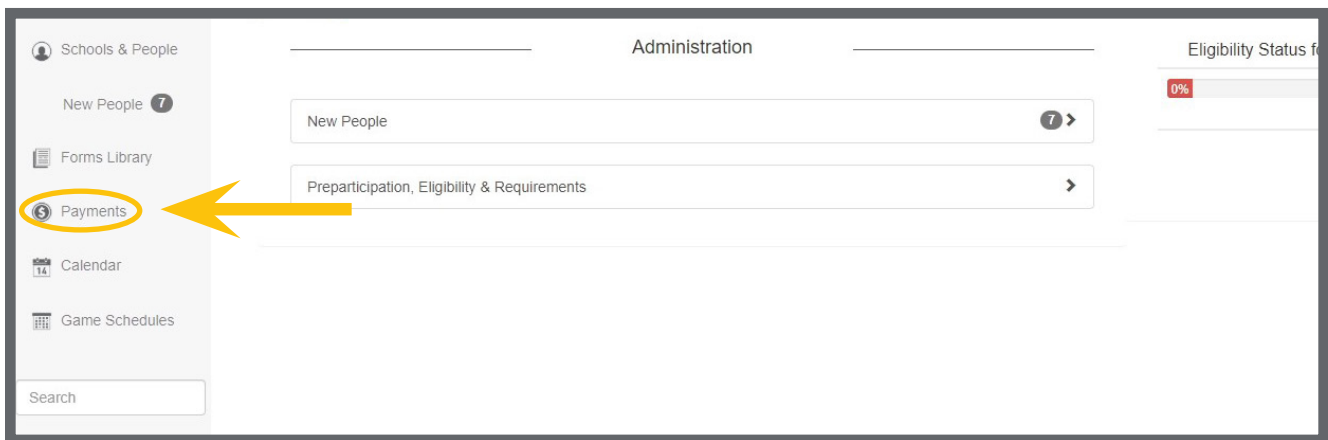




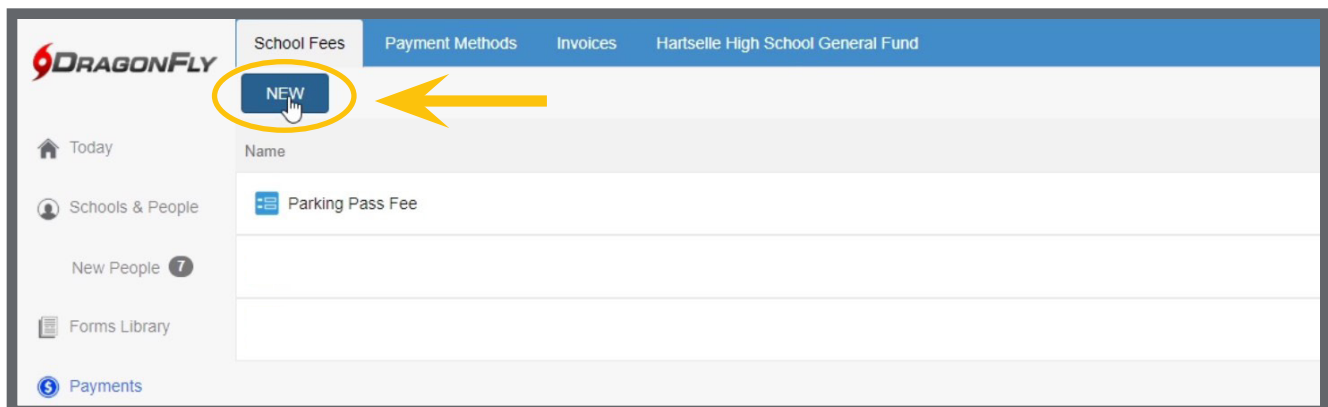
# SET UP A TEAM FEE

Parents will pay online when they're filling out paperwork in DragonFly.

**Step 1:** Log in to DragonFly and select 'Payments' in the left-side menu.



**Step 2:** Select the 'NEW' button in the top left corner.





**Step 3:** Type in your fee amount. There's a standard credit card processing fee, which you will see calculated under your amount. To collect what you need for your program, we recommend setting your fee a little higher to absorb those costs.

ool Fees | Payment Methods | Invoices | Hartselle High School General Fund

### Digital Payments

Reduce your workload by collecting participation fees online. Parents will pay when they're filling out preseason forms -- and you no longer have to process checks and cash for every student. [Learn More.](#)

How much is your fee?

Tip: Set your fee to the same amount (even if paid by cash or check) to encourage online payment.

**\$150**

\*Standard credit card processing fee will appear here.\*

What is it for?

Ex: Basketball Team Fee

Where should it go?

Hartselle High School General Fund

Cancel Ok

Tip: Set your fee to the same amount (even if paid by cash or check) to encourage online payment.

**\$150**

\*Standard credit card processing fee will appear here.\*

We also recommend setting the fee to the same amount, even if someone pays by check or cash, that way people are encouraged to pay online and make things easier for the school.



**Step 4:** Designate what the fee is for; for example, a Volleyball Spirit Pack.

You will collect a minimum of \$142.45 after processing fees.

What is it for?

Volleyball Spirit Pack

Where should it go?

Hartselle High School General Fund

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**Step 5:** Choose which ledger it will go into and select 'Ok'. If you're unsure, just default to your school's general fund.

What is it for?

Volleyball Spirit Pack

Where should it go?

Hartselle High School General Fund



- Step 6:** (a) Choose who this fee is for: either Students or Coaches.  
 (b) Select the team it's for from the teams list.  
 (c) Select the school year and click 'Assign' when you're done.

The fee will now be visible in the 'Setup Eligibility and Requirements' tab and parents will pay when they're filling out eligibility paperwork.

The requirements above were assigned by Alabama High School Athletic Association and cannot be edited here

Requirements for	Fee	Status	School
DragonFly High School - Women's Volleyball - Varsity for Athletes for 2020-2021	Volleyball Spirit Pack Fee \$150.00 Good for one year <input type="checkbox"/> Multi-Sport Discount	Required	DragonFly High School
DragonFly High School - Women's Volleyball - JV for Athletes for 2020-2021	Volleyball Spirit Pack Fee \$150.00 Good for one year <input type="checkbox"/> Multi-Sport Discount	Required	DragonFly High School

Requirements from Alabama High School Athletic Association for Athletes for 2020-2021

Name	Approval		2020 Athlete Eligibility							Academic Integration		Roster Info			
	PC	FB Rosters	VB Rosters	Participa	Concussi	Prepartic	Physical Examination	Birth Cer	NFHS Sp	Volleybal	Volleyball Spirit Pack Fee	PowerSchool	Number	Position	Height
<input type="checkbox"/> Dolly Coltrane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jan 28 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/> Connect Transcript			
<input type="checkbox"/> Lauren Drake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mar 04 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Connect Transcript			
<input type="checkbox"/> Beba Lynn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feb 12 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/> Connect Transcript			
<input type="checkbox"/> Ann Marie Merritt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Feb 19 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input type="checkbox"/> Connect Transcript			
<input type="checkbox"/> Amy Spektor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Connect Transcript			