

## Instructions for Changing Fees in the CGA District Software

1. Under "Administrative Functions" on the main screen go into "Update Options".
2. At the bottom under "CGA Fees" in the second column at the bottom is "Ride Fee". Change that fee from 1.25 to 1.50.
3. In the top right hand corner of the same screen click on "Update Options". That will save your changes.

Make sure to double check your show summary before you send it in with your show packet to make sure it reflects the correct fees.