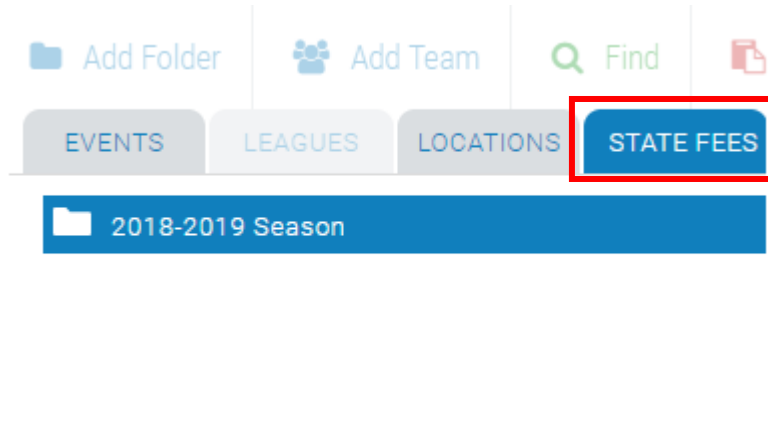




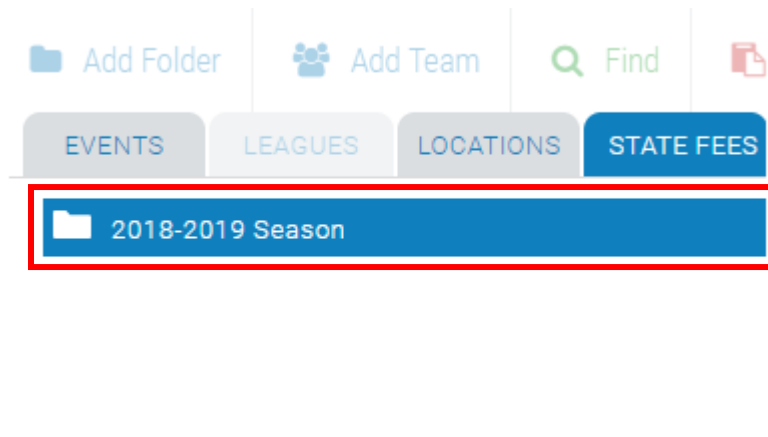
## Paying Member Fees

If the club is responsible for paying the member fees for players and coaches, then follow these steps:

1. Select the "State Fees" tab above the folder tree



2. Select the season in which you owe fees so the folder is highlighted blue





3. Review the player and coach counts, and the fees owed:

a. For each unique age group and member type combination you should see the total number of players and the corresponding fee

CLUB FEES
LEAGUE FEES

### Club Fee & Payment Summary

Treasurer: Jill Hopkins  
Email: jill.hopkins@iberiabank.com

Club Fees

Age	Member Type	Participant Fees	Amount
U10	D1 Player - Competitive	3 Players @ \$26.00 Per Player	\$78.00
U11	D1 Player - Competitive	3 Players @ \$26.00 Per Player	\$78.00
U8	Academy Player	1 Players @ \$18.00 Per Player	\$18.00
Coach	N/A	2 Coaches @ \$10.00 Per Coach	\$20.00
Player Total:			\$174.00
Coach Total:			\$20.00
Background Check Total:			\$0.00
Total Fees:			\$194.00
Payments/Adjustments:			\$0.00
Balance:			\$194.00

Print Invoice
Pay By Credit

b. Click on the description for the Participant Fee to see a list of included players for each Member Type

Details for 3 Players

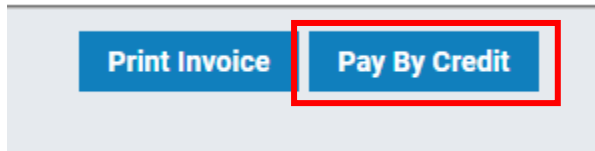
Last Name	First Name	Address	City	State	Zip	Association ID	Date of Birth	Gender	Registration Date	Registration Status	Association Approval Date	Player Age	Member Type	Team Name	Team ID	Program Type	Age Group	Team Gender	Fee	Split Pay
Alabama	Players	Address	City	AL	03542	ALABAPLA2011060111790421	06/10/2009	M	05/12/2018	Confirmed	Not Approved	U10	D1 Player - Competitive	Test Team A	003007	Division 1	U10	M	\$26.00	No
New	Player	Address	City	AL	02154	NEWPLA2011060111753761	06/10/2009	M	05/10/2018	Confirmed	Not Approved	U10	D1 Player - Competitive	Test Team A	003007	Division 1	U10	M	\$26.00	No
Smith	Johnny	123 Main Street	Birmingham	AL	12345	SMITHJOH2008061612791001	06/16/2009	M	06/08/2018	Pending	Not Approved	U10	D1 Player - Competitive	10U		Division 1	U10	M	\$26.00	No

c. Previous payments or account adjustments will be listed below



4. Click the blue “Pay By Credit” button to make a credit card payment

*NOTE: If making a check or cash payment please follow the workflow as defined by your Association*



5. Fill in all required payment information fields

PAYMENT

Payment Details

Your credit card will be charged the amount shown on the Club Fees line.

\*Name: \*

\*Address: \*

\*City: \*

\*State/Province: \*

\*Zip/Postal Code: \*

\*Phone: \*

\*Email: \*

Credit Card Information

\*Debit/Credit Card Type  \*

\*Expiration \*

\*Card Number

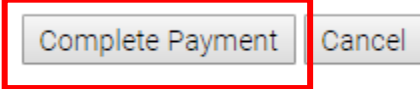
\*Security Code \*  (whats this?)

Club Fees: \* \$ 194 .00



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6. Click "Complete Payment" to process your payment



Print a copy of the invoice, which includes all fees and payment transactions.