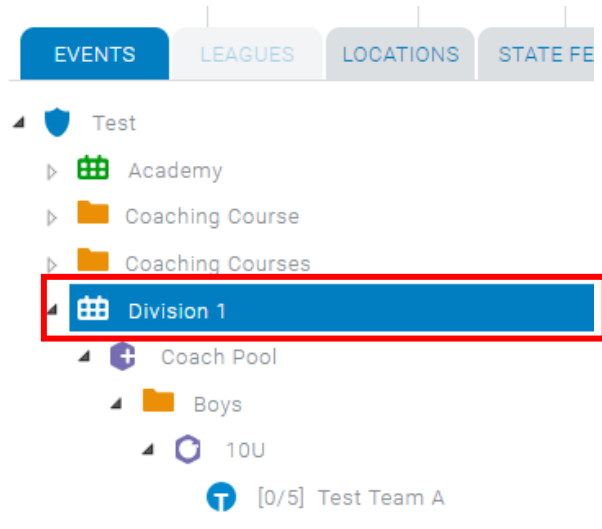


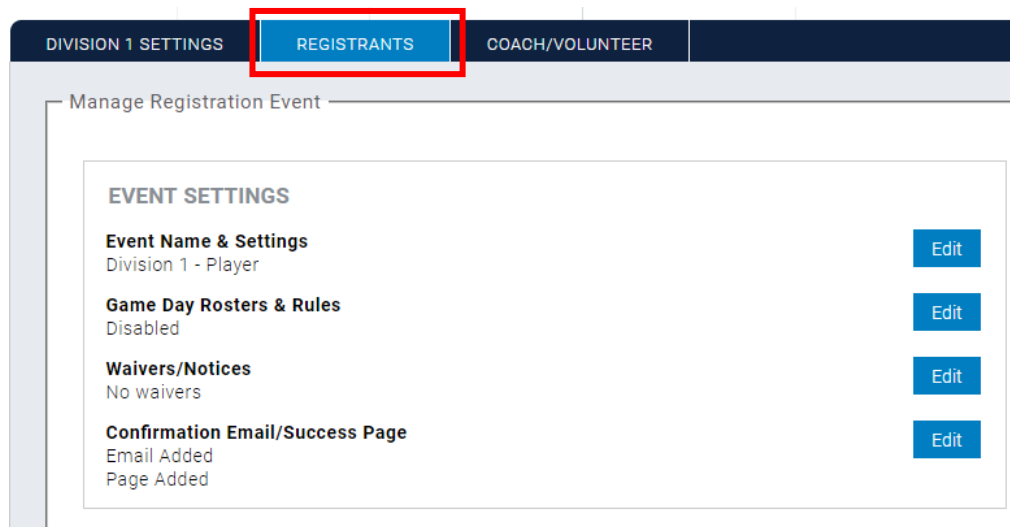


Reject a Player

1) Click on the registration event in the left side folder tree – green calendar icon (i.e. Division 1)



2) Click on the Registrants tab on the right side window pane





3) Select Find Players in the right bottom box 'management tools'

REGISTRATION MANAGEMENT

- Add Player
- Confirm Players
- Find Player
- Manage Billing**
- Copy Player
- Print Forms

4) Search player's name and then click on the \$ icon to the right of the player's name

PARTICIPANT COACH TEAM MEMBER OFFICIAL

Find in Division 1 -

First Name: Birthdate From: To:

Last Name: Jersey #:

Association ID: Parents First Name:

Parents Last Name: Status: All

Team Assignment: All Member Type: --Choose--

Age/ID Verified: --Choose-- Member Photo: --Choose--

Birth Certificate: --Choose--

Find

Name	Birthdate	Jersey #	Association ID	Registration Event	Assigned Category	Member Type	
Alabama, Players	06/10/2009		ALABAPLA2011060111790421	Division 1 - Player	Boys 10U	D1 Player - Competitive	\$
New, Player	06/10/2009		NEWPLA2011060111753761	Division 1 - Player	Boys 10U	D1 Player - Competitive	
PLayer, Player	06/15/2008		PLAYEPLA2011061511754461	Division 1 - Player	Boys 10U	D1 Player - Competitive	\$

5) A pop-up window will appear that outlines the player/family registration receipts

Registration Detail - Google Chrome

https://www.secure-sam.com/test.alsoccerfive.org/sam/admin/registration/reg_reconciliation.php?allowTranx=1®istrationID=...

Registration Financial Information

Division 1 - Player

Participants	Registration Category	Fees
Alabama, Players	Boys 10U	
Confirmed Rejected	Base Fee	\$0.00
Registration Date: 05/12/2018	Fees	\$0.00
Payments and Adjustments		
	Total Fees	\$0.00
	Total Payments & Adjustments	-\$0.00
	Account Balance	\$0.00

Update Status Cash or Check Credit Card Adjustment

Notes

Save Notes



6) Click the REJECT button underneath the player name that you would like to refund, then click UPDATE STATUS button

Registration Detail - Google Chrome
https://www.secure-sam.com/test.alsoccerlive.org/sam/admin/registration/reg_reconciliation.php?allowTranx=1®istrationID=...

Registration Financial Information

Division 1 - Player

Participants	Registration Category	Fees
Alabama, Players	Boys 10U	
<input type="radio"/> Confirmed <input checked="" type="radio"/> Rejected	Base Fee	\$0.00
Registration Date: 05/12/2018		Fees \$0.00
Payments and Adjustments		
		- \$0.00
	Total Fees	\$0.00
	Total Payments & Adjustments	-\$0.00
	Account Balance	\$0.00

Update Status | Cash or Check | Credit Card | Adjustment

Notes

Save Notes

(Print History) (Close Window)

7) The balance will then reflect a '-' to indicate money is owed to the family

Registration Financial Information

Division 1 - Player

Participants	Registration Category	Fees
Alabama, Players	Boys 10U	
<input type="radio"/> Confirmed <input checked="" type="radio"/> Rejected	Base Fee	\$0.00
Registration Date: 05/12/2018		Fees \$0.00
Payments and Adjustments		
		- \$0.00
	Sep 24, 2018 General Edit	\$200.00
	Sep 24, 2018 Late Payment Edit	-\$400.00
	Total Fees	\$0.00
	Total Payments & Adjustments	\$200.00
	Account Balance	-\$200.00

Update Status | Cash or Check | Credit Card | Adjustment

Notes

Save Notes

(Print History) (Close Window)



8) Choose the directions below based off the payment method of the family – you must refund in the same method that they paid you. I.e. you can't refund a check payment via a credit card refund.

a. CHECK/CASH – click on the 'Cash or Check' button and then select the second radio button 'refund to registrant'. Enter the amount of the refund check and a check number of the refund if applicable. Put 000 if you don't have a check number. Click submit. The refund will reflect and the balance will return to \$0.00.

Cash or Check

Payment / Refund

Payment From Registrant
 Refund To Registrant
 Check Cash

Transaction Date: * 09/24/2018

Amount: * \$200 00

Check Number: * 1234

Submit Cancel

b. CREDIT – Click on the 'Credit card' button and then select second radio button 'Refund an existing transaction:', then select the transaction number and full amount paid in that transaction from the drop down menu. Enter the amount of the refund. Scroll down and click Submit. This refund will go back to the credit card used at the time of registration and may take a 3-5 business days to appear on their statement (most are within a day, however, some will take a few more days). The refund will reflect and the balance will return to \$0.00.

Credit Card Transaction

Payment / Refund

Payment from registrant
 Refund an existing transaction: -- Choose Existing --

Amount: \$200 00 *

Credit Card Billing Information

Name on Credit Card: * Parents Alabama

Address 1: * Address

Address 2: *

City, State: * City AL

Zip: * 03542

Phone: * (555) 555-5555

Email: * parent@al.com

Credit Card Information

Credit Card Type: *

Expiration: *

Card Number: *

Submit Cancel