

## Changing the Payment Method or Credit Card on File for an Application – Team

*(all information is subject to change 5/13/2021)*



This guide can be used when needing to change the payment method on file with your team application in GotSport. If you have any questions after going through this process, please email Jimmy Sparkman ([jsparkman@usyouthsoccer.org](mailto:jsparkman@usyouthsoccer.org)).

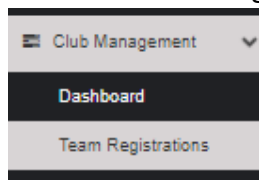
**THIS CAN ONLY BE DONE BY THE USER THAT REGISTERED THE TEAM FOR CONFERENCE. IF YOU DID NOT REGISTER THIS TEAM YOURSELF, PLEASE REACH OUT TO THE PERSON WHO DID AS THEY ARE THE ONLY ONES WHO CAN CHANGE BILLING INFORMATION.**

If you are a **CLUB ADMINISTRATOR** with access to the club in GotSport, please begin at the **Club Administrator Steps**.

If you are a **TEAM COACH or MANAGER** without club administrative access in GotSport, please follow the **Team Coach/Manager Steps**.

### Club Administrator Steps

1. [Click here](#) to access the GotSport login page. Login to your existing account linked to the club in GotSport.
2. Click on Club Management in the left menu and choose Team Registrations from the list that appears.



3. Once the list of team registrations loads, click the event name under the Event column.

Name	Event	Created	Event Age	Gender
 <b>USYS Blue</b> Team: USYS Blue	<b>2021 Fall Midwest Conference</b>	05/13/2021 11:26am EDT	U13	Male

4. In the pop-up that appears, click on the Billing tab. Once the tab loads, right-click the blue link titled Change Payment Method and open it in a new tab or window.

Account #470594

Organization	Midwest National League Conference
Contact Name	Jimmy Sparkman
Contact Email	thesoccerfan9590@gmail.com
Category	Event Fees
Description	2021 Fall Midwest Conference
Accounting Code	4005
Make Checks Out To	
Payment Address	US
Payment Method	Check/MO <a href="#">Change Payment Method</a>

5. On the next screen, you can input the credit card information and billing address. Once everything is entered, double-check it is correct. Once you've double-checked, click the blue Change Payment Method button at the bottom of the page.
  - a. **NOTE: Visa, MasterCard, and Discover are accepted. American Express (AMEX) is not an accepted card type for our current processor.**

Select payment method  
Credit Card

Credit Card Information

Name On Card

Card Number

Expiration  
MM / YY

CVV Code  
CVV

Billing Address

Address  Address (Continued)

City  State/Province

Postal Code  Country

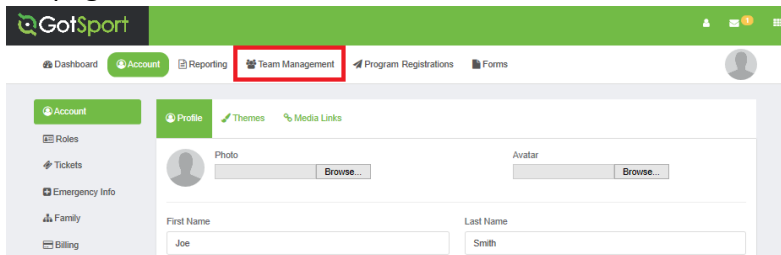
[Change Payment Method](#)

6. You will reach a confirmation screen that shows the billing account information. Next to the Payment Method, you will see a card icon with the last 4 digits of the card on file. You can close your window/tab to return to the list of team registrations seen in Step 3.
7. If you have other teams registered that need their card updated, you will need to repeat Steps 3-6 to get the card updated for the other teams.

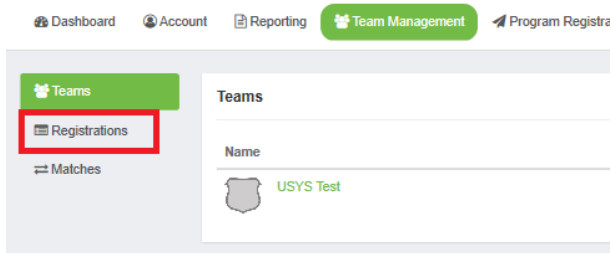
## Team Coach/Manager Steps

There are two different methods for putting a credit card on file. Steps 8-14 is the first process. Steps 15-20 cover the second process.

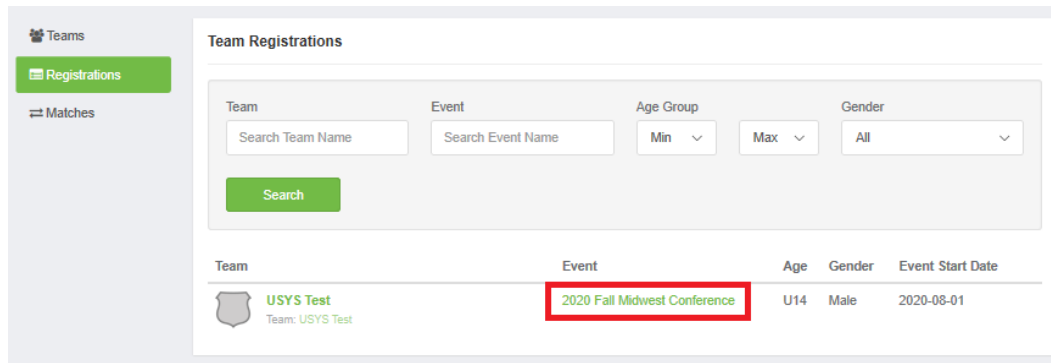
8. [Click here](#) to access the GotSport login page.
9. Once you are logged into your account, click on Team Management in the white menu bar at the top of the page.



10. Next, click on Registrations on the left menu.



11. Locate the team you wish to view. Instead of clicking on the team name, click on the Event under the Event column.



12. Click on the Billing tab at the top of the pop-up window. Next, right-click on the Change Payment Method link next to the existing payment method and open it in a new tab or window.

- a. PLEASE NOTE: The balance that you see in this step may be subject to change depending on if the Conference staff have updated your amount owed. Credit card payments must pay extra to cover the processing fee and this is updated by the Conference staff.

**Account #470594**

Organization	Midwest National League Conference
Contact Name	Jimmy Sparkman
Contact Email	thesoccerfan9590@gmail.com
Category	Event Fees
Description	2021 Fall Midwest Conference
Accounting Code	4005
Make Checks Out To	
Payment Address	US
Payment Method	Check/MO <a href="#">Change Payment Method</a>

<b>TOTAL BALANCE:</b>	<b>DUE NOW:</b>
<b>\$650.00</b>	<b>\$650.00</b>

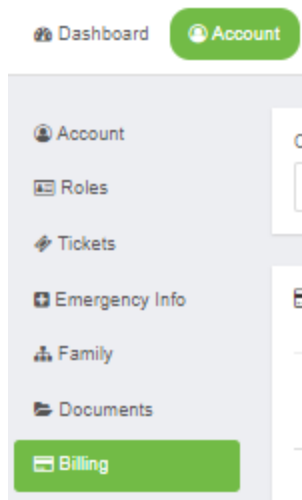
13. On the next screen, you can input the credit card information and billing address. Once everything is entered, double-check it is correct. Once you've double-checked, click the blue Change Payment Method button at the bottom of the page.

- a. **NOTE: Visa, MasterCard, and Discover are accepted. American Express (AMEX) is not an accepted card type for our current processor.**

14. You will reach a confirmation screen that shows the billing account information. Next to the Payment Method, you will see a card icon with the last 4 digits of the card on file. You can close your window/tab to return to the pop-up of the team's registration as seen in Step 12.

15. [Click here](#) to access the GotSport login page.

16. Once you are logged into your account, click on Account in the white menu bar at the top of the page and click Billing on the left menu after the Account page has loaded.



17. In the far-right column, locate the billing account that has an outstanding balance. Once it's located, right-click on the billing account number listed under the Acct # column.

Acct #	Organization	Category	Description	Payment Type	Invoices	Payments	Balance
9311	Midwest National League Conference		2020 Fall Midwest Conference		\$1,075.00	\$0.00	\$1,075.00

18. Click on the green Change Payment Method link next to the existing payment method and open it in a new tab or window.

- a. PLEASE NOTE: The balance that you see in this step may be subject to change depending on if the Conference staff have updated your amount owed. Credit card payments must pay extra to cover the processing fee and this is updated by the Conference staff.

**Account #470594**

Organization	Midwest National League Conference
Contact Name	Jimmy Sparkman
Contact Email	thesoccerfan9590@gmail.com
Category	Event Fees
Description	2021 Fall Midwest Conference
Accounting Code	4005
Make Checks Out To	
Payment Address	US
Payment Method	Check/MO <a href="#">Change Payment Method</a>

<b>TOTAL BALANCE:</b>	<b>DUE NOW:</b>
<b>\$650.00</b>	<b>\$650.00</b>

19. On the next screen, you can input the credit card information and billing address. Once everything is entered, double-check it is correct. Once you've double-checked, click the blue Change Payment Method button at the bottom of the page.

- a. **NOTE: Visa, MasterCard, and Discover are accepted. American Express (AMEX) is not an accepted card type for our current processor.**

20. You will reach a confirmation screen that shows the billing account information. Next to the Payment Method, you will see a card icon with the last 4 digits of the card on file. You can close your window/tab to return to the pop-up of the team's registration as seen in Step 17.