

Paying a GotSport Invoice – Conference Hosted Weekend

(all information is subject to change 4/8/22)



This guide can be used when needing to pay an invoice for a Conference Hosted Weekend. If you have any questions after going through this process, please email Bryan Flanagan (bflanagan@usyouthsoccer.org).

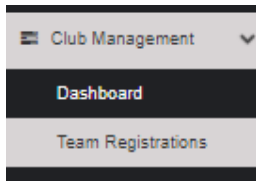
THIS CAN ONLY BE DONE BY THE USER THAT REGISTERED THE TEAM FOR CONFERENCE. IF YOU DID NOT REGISTER THIS TEAM YOURSELF, PLEASE REACH OUT TO THE PERSON WHO DID AS THEY ARE THE ONLY ONES WHO CAN CHANGE BILLING INFORMATION.

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 Conference name under the Event column.

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

4. In the pop-up that appears, click on the Billing tab. You will see the invoice that has been created for this team under the Billing tab.

Invoices						Total: \$340.00
ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Payment
442693	09/25/2020	St. Louis Showcase Event and Referee Fees -	<input type="checkbox"/>	No	340.00	

- To put a credit card on file, right-click the blue link titled Change Payment Method and open it in a new tab or window.

The screenshot shows a web interface with a navigation bar at the top containing links for Info, Registration, Billing (selected), Roster, Scheduling Requests, Schedule, and Team History. Below the navigation bar, the account details for 'Account #470594' are displayed in a table-like format:

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/MC Change Payment Method

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

The screenshot shows a form for entering credit card and billing information. It includes a dropdown menu for 'Select payment method' with 'Credit Card' selected. Below this are sections for 'Credit Card Information' and 'Billing Address', each with several input fields.

Credit Card Information:

- Name On Card:
- Card Number:
- Expiration: MM / YY
- CW Code: CVV

Billing Address:

- Address:
- Address (Continued):
- City:
- State/Province:
- Postal Code:
- Country:

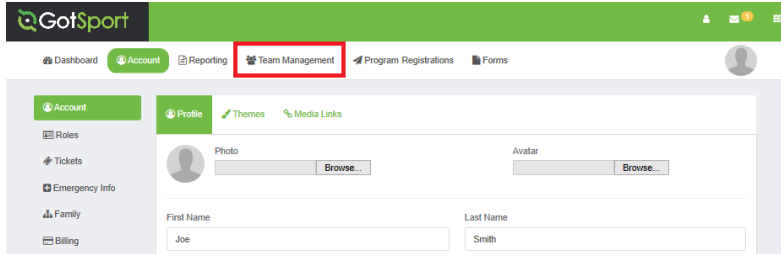
At the bottom of the form is a blue button labeled 'Change Payment Method'.

- 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.
- If you have other teams registered that need their card updated, you will need to repeat Steps 3-7 to get the card updated for the other teams.

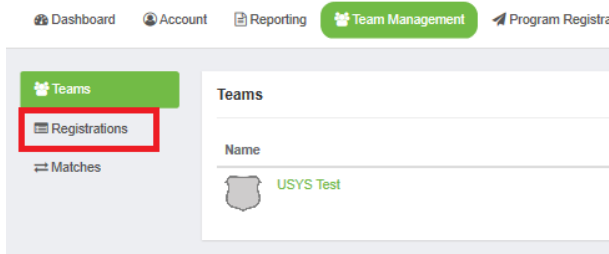
Team Coach/Manager Steps

There are two different methods for putting a credit card on file. Steps 9-16 is the first process. Steps 17-23 cover the second process.

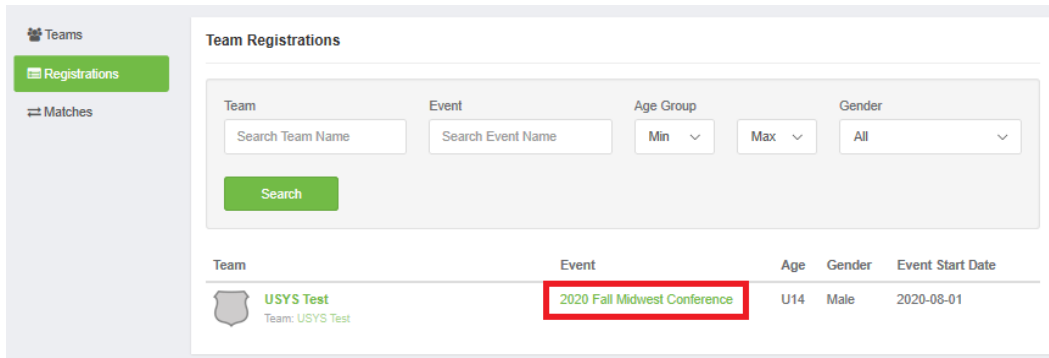
9. [Click here](#) to access the GotSport login page.
10. Once you are logged into your account, click on Team Management in the white menu bar at the top of the page.



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



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



13. In the pop-up that appears, click on the Billing tab. You will see the invoice that has been created for this team under the Billing tab.

The screenshot shows the 'Invoices' page with a table of invoices. The 'Description' and 'Amount' columns are highlighted with red boxes. The total amount is \$340.00.

ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Payment
442693	09/25/2020	St. Louis Showcase Event and Referee Fees -	<input type="checkbox"/>	No	340.00	

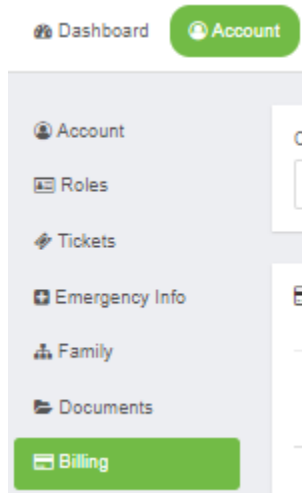
14. Right-click on the green Change Payment Method link next to the existing payment method and open it in a new tab or window.
- PLEASE NOTE: The balance that you see in this step may be subject to change depending on if the Conference staff have updated your amount owed. Credit card payments must pay 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 Change Payment Method

TOTAL BALANCE:	DUE NOW:
\$650.00	\$650.00

15. 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.
- NOTE: Visa, MasterCard, and Discover are accepted. American Express (AMEX) is not an accepted card type for our current processor.**
16. 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 13.
- Once your card is saved on file, you are done. Credit cards are processed on our end the week of the conference hosted weekend.
17. [Click here](#) to access the GotSport login page.
18. 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.



19. 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	Type	Invoices	Payments	Balance
9311	Midwest National League Conference		2020 Fall Midwest Conference		\$1,075.00	\$0.00	\$1,075.00

20. After clicking the Acct #, You will see the invoice that has been created for this team under the Billing tab.

Invoices							Total: \$340.00
ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Payment	
442593	09/25/2020	St. Louis Showcase Event and Referee Fees -	<input type="checkbox"/>	No	340.00	▼	

21. 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
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Accounting Code	4005
Make Checks Out To	
Payment Address	US
Payment Method	Check/MO Change Payment Method

TOTAL BALANCE:	DUE NOW:
\$650.00	\$650.00

22. 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.**

23. 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 20.

- a. Once your card is saved on file, you are done. Credit cards are processed on our end, the week of the conference hosted weekend.