

# Accepting Check/Cash at Onsite Registration (or offline)

Preface: Regardless of how you have configured your registration, National has mandated and now (effective 4/12/17) through the system is enforcing that the National Player Fee (NPF) must be paid via credit card.

For reference in this document, reference is made to the AYSO AMEX card, but any form of credit card can be used with properly submitted reimbursement.

There are two basic setups for registrations – Open and Waitlist. The process for accepting Check/Cash has a slight variance between the methods. Open format is where parents are allowed to fully register online, including paying online. (This is the default and is the most common). Waitlist, is where every player is placed on a waitlist and the parent completes the registration with a \$0 cost order.

## Processing Check/Cash for Open Registration Format

The way the system is currently configured, a parent can NOT complete an order without paying online. So, the best they can do is leave it in the shopping cart if they want to pay by Check or Cash.

When a parent mails or comes to an on-site registration to pay, the following are the steps the region must go through to process this order. It is suggested that you do the first part while they are there.

1. On an account with full administrative rights, select “Admin Manual Order” from the Common Menu
2. In the list find that parent’s account and select it (this then brings you to that parent’s account screen)
3. Click on the Cart Icon in the upper right (this displays the Cart Popup)
4. Click Continue on the Cart Popup
5. This now brings you to the player(s) forms (not to the payment screen)
6. Click Continue (this assumes the parent has completed all the fields correctly)
  - a. This is the reason you want the parent present to this point. While you can run a Shopping Cart report to determine that there are items in the cart, there is no way to determine if the program forms and e-signature has been completed from that report.
  - b. If the forms are not complete, you should ask the parent to complete the forms including the e-signature, you should **not** do the waiver acceptance or the e-signature for them
7. This then brings you to the Volunteer screen
8. Check the “I do not wish to volunteer at this time” check box
9. Click Continue
10. This brings you to the Registration Summary page
11. Alter the “PAY IN FULL” amount for each player listed to \$17.50
12. Then Press Continue
13. Now you are at the Payment Information Screen
14. Enter the AMEX Credit Card Number, AMEX expiration date, and AMEX Security Code
15. Change the “Is the billing address same as the primary account holder’s address?” to NO

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16. Enter the Regional Commissioner's Name (as it appears on the AMEX card)
17. Enter the Regional Commissioner's Billing Address, City, State, and Zip code associated with the AMEX card
  - a. Side note: It appears the system only cares about the billing zip code, so you can leave the primary account holder information and just alter the Zip Code to speed up the process.
18. Press Continue (which brings up the confirmation page)
19. Press Continue (This shows the Order Details
  - a. You have now completed the payment of the NPF by Credit Card. The remainder you will accept as Check/Cash.
20. Now select "Orders" from the top Administrative Menu
21. Type the last name in the Search Window and find the order for that person with an open balance (generally this will be near the top of the screen anyway since the order is the last ordered entered).
22. Select the "Manage" button next to that order
23. Select the "Receive Payments" button in the middle right of the order screen
24. Scroll down to the registration Payment Information
25. Change the Payment Method from Credit Card to "Check/Cash"
26. The total payment should be the total due less the \$17.50 per player paid above
27. Enter in the Reference/Memo field Cash and the Cash Receipt Number or Check and the Check number
28. Click the Submit

You have now processed that parent and can move to the next one.

So why don't regions pay the full amount via the AMEX card and avoid steps 20-28? Because you don't want to waste the 3.4% (credit card fee) of money that is already in their hands.

### Abbreviated steps:

- Login to the parents account using Admin Manual Order
- Ensure the forms have been done and get to the payment screen
- Pay the \$17.50 for each player on the order by Credit Card
- Go to the order to receive the remainder due by Check or Cash.

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## Processing Check/Cash for Waitlist Registration Format

An advantage of the Waitlist registration format is that an order is actually completed So you know that the forms are complete.

When a parent mails or comes to an on-site registration to pay, the following are the steps the region must go through to process this order. This can be done after the onsite registration and is similar to prior years where a player was in "Applicant" status and you then processed their payment and accepted them into Registered status.

Prior to the registration event, you can generate a "Waitlist" report (Reports menu → Registration - #9 Wait List Report).

1. Collect the money and provide a receipt to the parent and record the payment for that player
  - a. This can be done many ways, spreadsheet, record on the Waitlist report you did, record the payment on the Player Form
  - b. The remaining steps can be done after the registration event.
2. For each family, you first need to accept the player(s) off the waitlist. Start by going to Registration and select "Show All Divisions"
3. The select the waitlist button for the wait list for the appropriate division.
4. Find the page with the player you want to activate and Check the checkbox on the left of the screen.
5. Set "Email Confirmation" above the list to NO
  - a. You want to avoid the email notification to reduce one step, but also to not confuse the parent by sending an email that generates an invoice for them to pay.
6. Click the "Activate Participants" button
7. Repeat Steps 2-6 for each player in the family
  - a. This process of accepting players off the waitlist generates a "replacement" order with the fees due
8. Now select "Orders" from the top Administrative Menu
9. Type the last name in the Search Window and find the order for that person with an open balance (generally this will be near the top of the screen anyway since the order is the last ordered entered).
10. Select the "Manage" button next to that order
11. Select the "Receive Payments" button in the middle right of the order screen
12. Alter the "Payment Options for Registration" amount for each player listed to \$17.50
13. Enter the AMEX Credit Card Number, AMEX expiration date, and AMEX Security Code
14. Change the "Is the billing address same as the primary account holder's address?" to NO
15. Enter the Regional Commissioner's Name (as it appears on the AMEX card)
16. Enter the Regional Commissioner's Billing Address, City, State, and Zip code associated with the AMEX card
  - a. Side note: It appears the system only cares about the billing zip code, so you can leave the primary account holder information and just alter the Zip Code to speed up the process.
17. Press Submit (you will get a confirmation screen)
  - a. You have now paid the NPF for that all members of that Family that registered.

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18. Now select "Orders" (again) from the top Administrative Menu and find that Family's order again.
19. Select the "Manage" button next to that order
20. Select the "Receive Payments" button in the middle right of the order screen
21. Scroll down to the registration Payment Information
22. Change the Payment Method from Credit Card to "Check/Cash"
23. The total payment should be the total due less the \$17.50 per player paid above
24. Enter in the Reference/Memo field Cash and the Cash Receipt Number or Check and the Check number
25. Click the Submit

You have now processed that parent and can move to the next one.

So why don't regions pay the full amount via the AMEX card and avoid steps 18-25? Because you don't want to waste the 3.4% (credit card fee) of money that is already in their hands.

### **Abbreviated steps:**

- Accept Player(s) off waitlist to generate an order with a fee due
- Pay the \$17.50 for each player on the order by Credit Card
- Go back to the order again to receive the remainder due by Check or Cash.