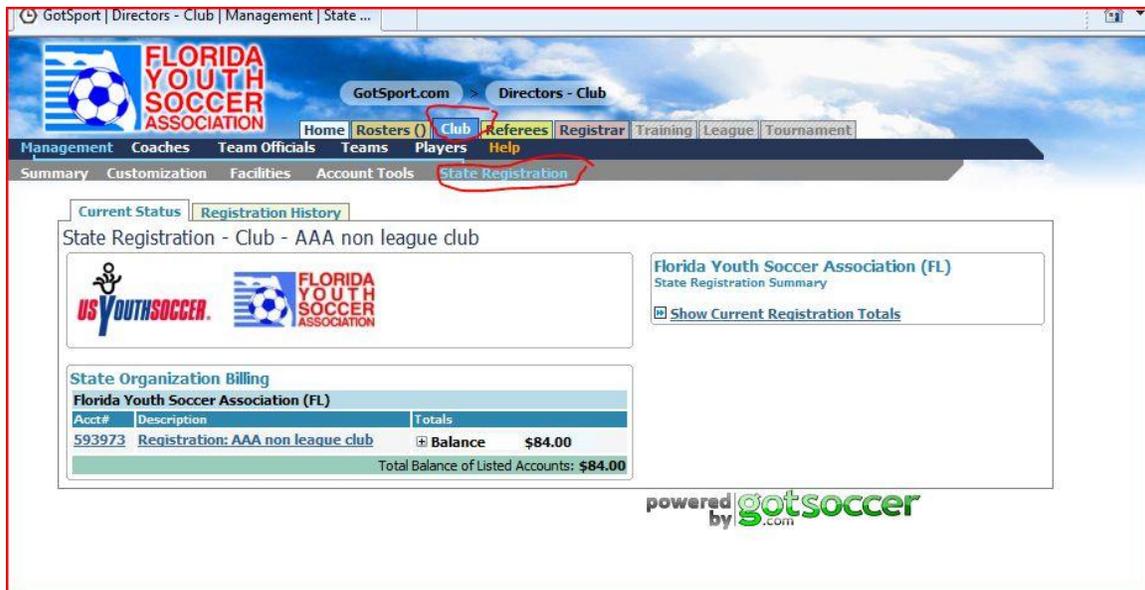


## Verifying registrations with the FYSA Invoice

Twice a month FYSA generates invoices through Got Soccer, and these invoices produce the State Organization Billing that appears on the club tab when affiliate members log in. These invoices need to be paid promptly so as not to incur finance charges, or the affiliate being placed in Not in Good Standing, or not allowed to vote at the AGM.

Should an affiliate find any discrepancy in this billing, then contact Carmen Massey at [Cmassey@fysa.com](mailto:Cmassey@fysa.com) for assistance. She is in the process of crediting for secondary players and team officials, and will have those done by April 1. These will remain on the registration history, and will be given a separate credit to the affiliate's accounts. Also there are some affiliates who uploaded players and coaches, and did not give them a competition level. They were automatically billed at the recreational rate. Before FYSA can correct that billing, those members have to be given a correct competition level. If the member was just going to be listed as "not registered", then make that selection. Once all members have been given the appropriate level, contact Carmen and she can re-generate the invoice so it has the correct amount. FYSA will not be able to adjust billing errors invoiced in Sept, October and Nov when initial notification is after March 1.



GotSport.com > Directors - Club

Home Rosters Club Referees Registrar Training League Tournament

Management Coaches Team Officials Teams Players Help

Summary Customization Facilities Account Tools State Registration

Current Status Registration History

State Registration - Club - AAA non league club

US YOUTH SOCCER. FLORIDA YOUTH SOCCER ASSOCIATION

Florida Youth Soccer Association (FL)  
State Registration Summary  
[Show Current Registration Totals](#)

State Organization Billing  
Florida Youth Soccer Association (FL)

Acct#	Description	Totals
593973	Registration: AAA non league club	Balance \$84.00

Total Balance of Listed Accounts: \$84.00

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There is a detail in the Registration History tab, found in the State Registration section.

The screenshot shows the 'Registration History' page on the Florida Youth Soccer Association website. The page features a navigation menu at the top with options like 'Home', 'Rosters', 'Club', 'Referees', 'Registrar', 'Training', 'League', and 'Tournament'. Below the navigation, there are search filters for 'Page Size', 'Season', 'Type', and 'Fee'. A table lists registrants with columns for 'Registrant Name', 'Active', 'Type', 'Level', 'Fee', 'League', 'Season', 'Date Billed', and 'Invoice'. The 'Active' column shows 'No' for Donald Duck and 'Yes' for Mickey Mouse, Minnie Mouse, Buddy Lathrop, and Linda Lathrop. A red circle highlights the checkbox for Donald Duck. Another red circle highlights the 'Activate Selected Members' button, and a third red circle highlights the 'Export to Excel' button.

Registrant Name	Active	Type	Level	Fee	League	Season	Date Billed	Invoice
Donald Duck	No	Players	Recreational	\$9.00	N/A	10/11	2/16/2011	848132
Mickey Mouse	Yes	Players	Competitive	\$20.00	N/A	10/11	2/16/2011	848130
Minnie Mouse	Yes	Players	Competitive	\$20.00	N/A	10/11	2/16/2011	848130
Buddy Lathrop	Yes	Players	Competitive	\$20.00	N/A	10/11	2/16/2011	848130
Linda Lathrop	Yes	Coaches	Recreational	\$15.00	N/A	10/11	2/16/2011	848129

This detail has a lot of information, and there are filters so affiliates can view just coaches, or players. The export function will create an Excel file that can be sorted as desired. Also, some accounts that have been removed from the club (and FYSA) can be reactivated. Put a check mark in the box to the left, and press the activate selected members button.

The screenshot shows the same 'Registration History' page as the previous image, but with a dialog box overlaid. The dialog box has a question mark icon and the text 'Activate all selected members?'. It has 'OK' and 'Cancel' buttons. A red circle highlights the dialog box. The checkbox for Donald Duck in the table is now checked.

This will reactive the member to their original status. Any club that has any members in this status should reactivate them immediately. Removing a player/coach/manager from a club does not remove the charges, it just makes it harder for FYSA to reconcile the billing when there are disputes.

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Current Status Registration History

Search Filters Page Size: 50 Season: Type: Fee: Apply Filters

Event: Invoice\*:  
Registrant Name: \*Selecting an invoice will override all other filters.

Activate Selected Members Export to Excel

Items 1 - 5 of 5

Registrant Name	Active	Type	Level	Fee	League	Season	Date Billed	Invoice
Donald Duck	Yes	Players	Recreational	\$9.00	N/A	10/11	2/16/2011	848132
Mickey Mouse	Yes	Players	Competitive	\$20.00	N/A	10/11	2/16/2011	848130
Minnie Mouse	Yes	Players	Competitive	\$20.00	N/A	10/11	2/16/2011	848130
Buddy Lathrop	Yes	Players	Competitive	\$20.00	N/A	10/11	2/16/2011	848130
Linda Lathrop	Yes	Coaches	Recreational	\$15.00	N/A	10/11	2/16/2011	848129

Items 1 - 5 of 5

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Contact

Once the member is restored, then invoices can be adjusted as necessary. In the example above Donald Duck was removed from the club by the “remove” button. That is the button that FYSA has asked everyone not to press – ever. By re-activating him, he now appears in the registration history in blue. If his status is wrong, and he was released from a team, then the club should set his team as none, and his competition level as inactive. He can remain on the list in the club account as inactive, and his account can be imported by any other club.

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Management Coaches Team Officials Teams Players Help  
Manage Players Upload Players Player Search

Player Info Parent Info College Recruiting Event Attendance Account Info Documents Emergency Info

Player - Donald Duck Save Player Remove Player

Assigned Team (none)

Player Information

Player ID # 912875836  
Jersey #  
Rating  
Competition Level Inactive  
Full Legal Name Donald Duck  
Legal First M.I. Last  
Gender Male Female  
Date of Birth 10/31/1991 (U19)  
State Registered Florida  
School/District  
School Grade

Player Photo Contact Information

[NO PHOTO] Upload

Address 1231  
City st  
State FL  
Zip Code 12345  
Phone  
Mobile  
Email lahtr01@gmail.com  
Mobile Text  
Date Created 2/10/2011 12:26:35 AM  
Last Updated 2/10/2011 12:26:35 AM

Team History  
No team history on file.

Should this club do a player search for him, he will appear as being a club member, since his account is residing in this club’s list.

FLORIDA YOUTH SOCCER ASSOCIATION

GotSport.com > Directors - Club

Management Coaches Team Officials Teams Players Programs Help

View & Manage Applications Import Team Player Search

Player Search & Official Roster History

Last Name: duck First Name: donald DOB: 10/31/1991 Gender: [v] ID#: [ ] Search

Items 1 - 1 of 1

ID#	Level	Last Name	First Name	Gdr	DOB	Team	State	Team Age	Date/Season	
912875836		Duck	Donald	M	10/31/1991			N/A	N/A	(club member)

Items 1 - 1 of 1

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All other clubs will be able to import him and will see the import button.

FLORIDA YOUTH SOCCER ASSOCIATION

GotSport.com > Directors - Club

Management Coaches Team Officials Teams Players Programs Help

View & Manage Team Builder Applications Import Team Player Search

Player Search & Official Roster History

Last Name: duck First Name: donald DOB: 10/31/1991 Gender: [v] ID#: [ ] Search

Items 1 - 1 of 1

ID#	Level	Last Name	First Name	Gdr	DOB	Team	State	Team Age	Date/Season	
912875836		Duck	Donald	M	10/31/1991			N/A	N/A	Import

Items 1 - 1 of 1

Please remember to

**NEVER PRESS THE REMOVE OR DELETE BUTTON – EVER**