



# FYSA GOTSPORT PREBILL GUIDE

[CLUB ADMINISTRATORS]

2023-2024  
AS OF JULY 1, 2023





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## Pre-BILLING: Pre-Purchase a Credit For Membership Billing

- 1) Log in to your account ([How to Login](#))
- 2) Click on the **Registration Billing** account on your dashboard

Registration Billing		
Acct #	Organization	Category
<a href="#">3682021 - Florida Youth Soccer Association - Demo</a>	Florida Youth Soccer Association - Demo	Registration

- 3) Click on Change Payment method

**Account #3682021 - Florida Youth Soccer Association - Demo**

Organization	Florida Youth Soccer Association - Demo
Contact Name	Florida Youth Soccer Association - Demo
Accountable type	Organization
Contact Email	jcannon@fysa.com
Category	Registration
Voucher Code	
Payment Method	<a href="#">Change Payment Method</a>

**TOTAL BALANCE:** **\$0.00****DUE NOW:** **\$0.00**[Current Account Statement \(PDF\)](#)

- 4) Enter your credit card details and click Change Payment Method

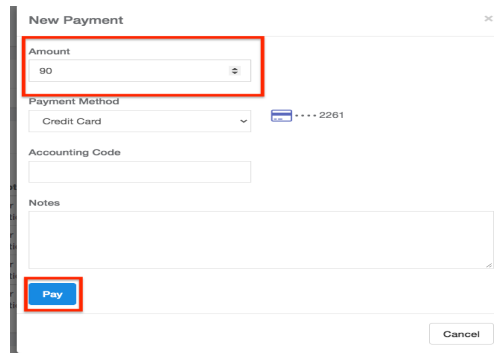
Select payment method  
Credit Card

Credit Card Information  
Credit Card Number  
  
Expiration Month  Expiration Year  CVV  Postal Code   
[Change Payment Method](#)

- 5) Click on New Payment

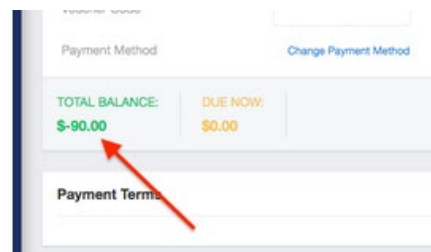
**Payments** [+ New Payment](#)

6) Enter the amount of credit you would like to purchase and **click PAY**

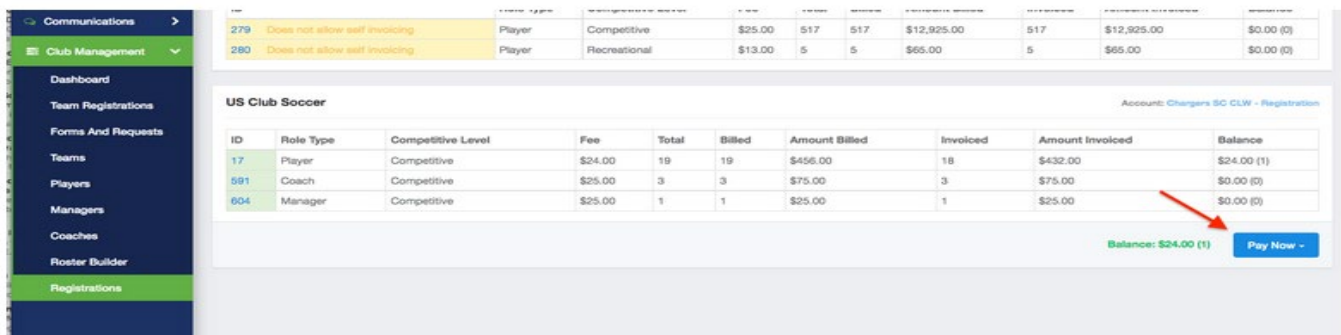


7) You will now have a negative balance on file representing your purchased credits. Any player registration from your club **will automatically draw from this amount when paying for player registration**. When the balance runs low, you will be prompted to pay by credit card.

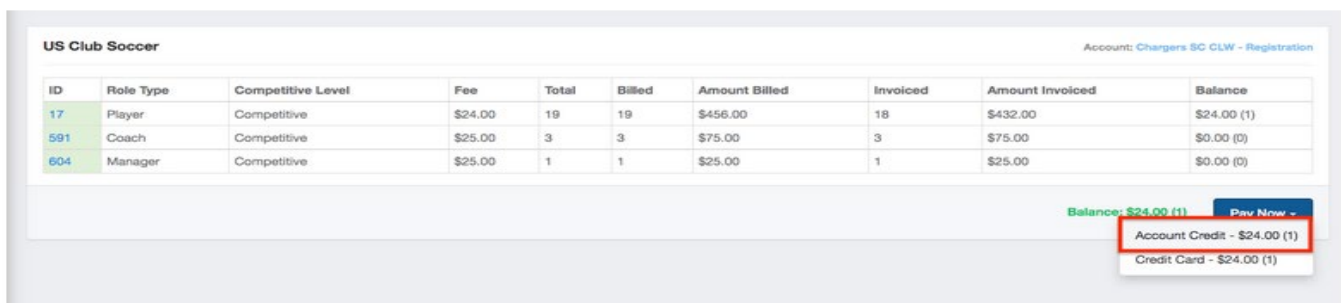
**NOTE:** You must enter the amount covering the entire balance of the players you want to register **at that time**. If your credit is lower than the amount owed, the amount you currently have on your credit will not deduct from the amount owed.



8) Go to Club Management - Registrations and click **Pay Now** to pay your Balance. If you have enough credit, you will choose the **Account Credit** option to draw the money from your pre-paid credit.



ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced	Balance
17	Player	Competitive	\$24.00	19	19	\$456.00	18	\$432.00	\$24.00 (1)
591	Coach	Competitive	\$25.00	3	3	\$75.00	3	\$75.00	\$0.00 (0)
604	Manager	Competitive	\$25.00	1	1	\$25.00	1	\$25.00	\$0.00 (0)



ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced	Balance
17	Player	Competitive	\$24.00	19	19	\$456.00	18	\$432.00	\$24.00 (1)
591	Coach	Competitive	\$25.00	3	3	\$75.00	3	\$75.00	\$0.00 (0)
604	Manager	Competitive	\$25.00	1	1	\$25.00	1	\$25.00	\$0.00 (0)

Balance: \$24.00 (1) Pay Now -

Account Credit - \$24.00 (1)

Credit Card - \$24.00 (1)

**Questions?** Email [jcannon@fysa.com](mailto:jcannon@fysa.com) or submit a [support ticket](#) to FYSA.



# PRE-BILLING: Submit and Pay for your Players

Commencing in the 2023/2024 FYSA will implement Pre-billing for all [Competitive](#) and [Recreation Teams that require a pass](#). Background checks and in-house Recreational Players will continue to be invoiced with billing processed on the 1<sup>st</sup> of the month.

- There will not be an additional charge to add players to league/tournament events or to the FYSA Tournament Roster pathway.
- Inhouse Recreational players will continue to be submitted to FYSA via [Direct Registration](#).
- There is no charge for a pass for Coaches or Team Managers. Clubs will be invoiced directly for background checks on the 1<sup>st</sup> of each month.
- **[Passes/rosters will only be available once players have been successfully registered and paid for.](#)**

## To submit and pay for your players:

1. Log in to your GotSport account.
2. Click on Club Management -> Roster Builder.

Outstanding Invoices Due to GotSport	
Number of Invoices	Total Due
0	\$0.00

Icon	Category	Count
	Teams	34
	Coaches	13
	Players	24

Billing Support

3. From the event drop-down, select the FYSA Registration Event -> click submit.

builder

Find an Event

Add Roster Season

Select an event or roster season to continue

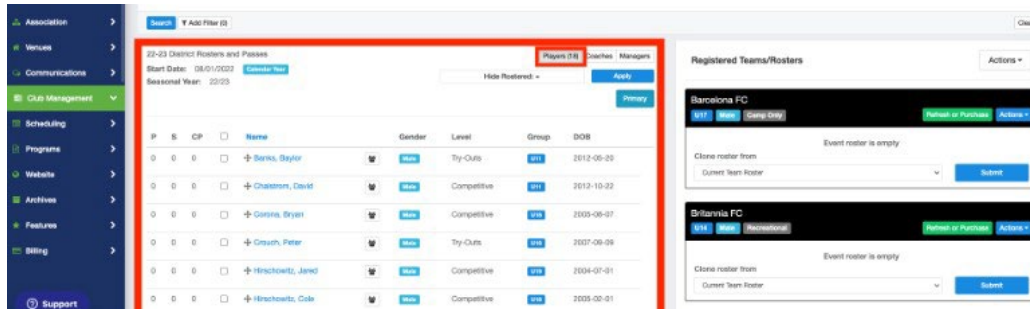
2022/2023 FYSA Registration Event (07/17/2022)

Submit



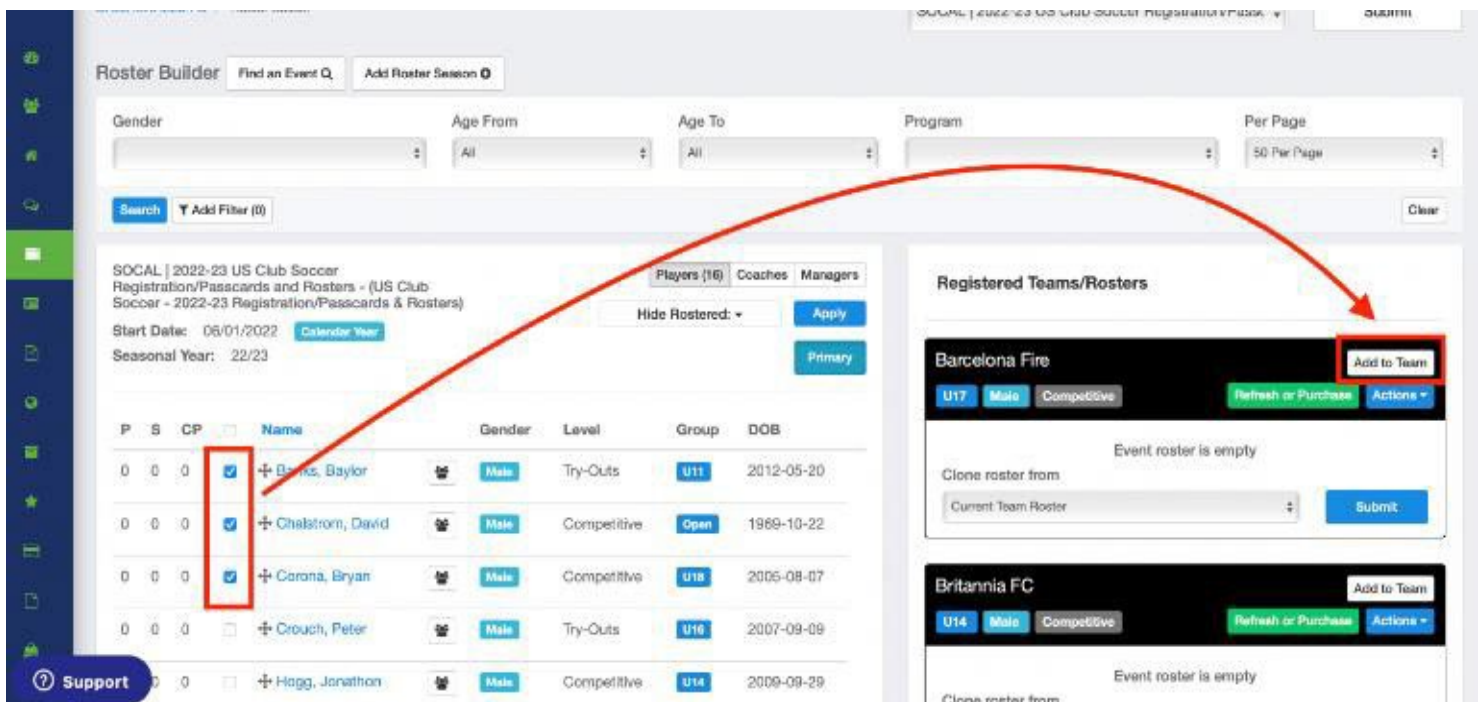
4. You can now start adding your Players to teams:

- The first list of names on the left will represent players that can be added to teams. The teams affiliated with the Registration Event will show on the right.



5. To commence adding your Players to the roster, select the players that you wish to add to the team by placing a checkmark in the box to the left of their name (you may use filters located at the top of the page to isolate the required players). Then click ADD TO TEAM located above and to the right of the team's name.

Players will now be added to the team. Continue this step until you are ready to purchase a membership (which will enable you to access passes/roster).



## NOTE:


You will see a series of icons next to the players. If this is the first time the player has been added to the team, then they will only see the **YELLOW YIELD SIGN** and **RED DOLLAR SIGN**.





- The **YELLOW YIELD** symbol next to a player indicates that the requirements for that user have not been checked. **NOTE: This does not mean the requirements are not fulfilled. This just indicates that they have not been checked yet. They will be checked on the next step.**

Britannia FC

U14 Male Competitive Refresh or Purchase Actions

Coach/Manager Name

	1. Garcia, Jordi	\$	Coach	Primary	x
---	------------------	----	-------	---------	---

Player Name	Jersey	Position	Status
 1. Banks, Baylor	\$		P x
 2. Hogg, Derek	\$		P x
 3. Hogg, Lucy	\$		P x
 4. Hogg, Jonathon	\$		P x

- The **GREEN CHECK BOX** symbol next to a player indicates that the requirements HAVE been checked and are completed.


## Registered Teams/Rosters



All Rosters

Western Sonoma County WESCO 03/04G

U19 Female Competitive \$ ...

Coach/Manager Name

	1. Bernardi, Jonah	\$	Coach	Primary	x ...
---	--------------------	----	-------	---------	-------

Player Name	Jersey	Position	Status
 1. Alley, Jake	\$ --	--	P x ...
 2. Andersen, Ella	\$ --	--	P x ...

- The **RED DOLLAR SIGN** symbol next to a player indicates that that user has not been paid for yet.

Registered Teams/Rosters [All Rosters](#)

Western Sonoma County WESCO 03/04G

U19 Female Competitive \$ ...

Coach/Manager Name

✓ 1 Bernardi, Jonah \$ Coach Primary ✕ ...

Player Name	Jersey	Position	Status
✓ 1 Alley, Jake	\$	--	P ✕ ...
✓ 2 Andersen, Ella	\$	--	P ✕ ...

- The **GREEN DOLLAR SIGN** symbol next to a player indicates that that user has been paid for.

Registered Teams/Rosters [All Rosters](#)

Western Sonoma County WESCO 03/04G

U19 Female Competitive \$ ...

Player Name	Jersey	Position	Status
✓ 1 Alley, Jake	\$	--	P ✕ ...
✓ 2 Andersen, Ella	\$	--	P ✕ ...

- Once ready to purchase the memberships for a particular team, click on the **REFRESH OR PURCHASE** BUTTON next to that team's name.

Seasonal Year: 22/23 [Primary](#)

P	S	CP	Name	Gender	Level	Group	DOB
0	0	0	+ Banks, Baylor	Male	Try-Outs	U11	2012-05-20
0	0	0	+ Chalstrom, David	Male	Competitive	Open	1989-10-22
1	0	0	+ Corona, Bryan	Male	Competitive	U18	2005-08-07
0	0	0	+ Crauch, Peter	Male	Try-Outs	U18	2007-09-09
1	0	0	+ Hogg, Jonathon	Male	Competitive	U14	2009-09-29
1	0	0	+ Hogg, Lucy	Female	Competitive	U14	2009-11-11

Barcelona Fire

U17 Male Competitive Refresh or Purchase Actions

Event roster is empty

Clone roster from

Current Team Roster Submit

Britannia FC

U14 Male Competitive Refresh or Purchase Actions

Coach/Manager Name

1, Garcia, Jordi \$ Coach Primary ✕



7. The system will now check all requirements. Any users missing a requirement will have a red error message next to their name. **You can still purchase a membership for all users listed. However, the player card will not be available for any user still missing a requirement.**

The screenshot shows the 'Member Registration' form for 'US Club Soccer'. On the left is a 'Roster' table with columns: Role, Name, Roster Status, Requirements, Fee, and Paid Status. It lists three players: Andersen, Ella; Bury, Cassidy; and Dawson, Carolina. The 'Requirements' for Dawson, Carolina show a red error message: 'Dawson, Carolina: Player(s) must have a verified birth certificate.' On the right is a form with fields for Team, Event, Seasonal Year, Send Selected Players To, and Level, followed by a 'Submit' button.

Role	Name	Roster Status	Requirements	Fee	Paid Status
Player	Andersen, Ella	Primary	✓		Unpaid
Player	Bury, Cassidy	Primary	✓		Unpaid
Player	Dawson, Carolina	Primary	Dawson, Carolina: Player(s) must have a verified birth certificate.		Unpaid

8. If you want to continue to purchase the memberships, click on the **SUBMIT** button. If you want to not continue with any players, click off of the pop-up and click the red X next to the users you want to remove (**we are unable to process any refunds for players inadvertently registered.**).

This screenshot is identical to the previous one, but the 'Submit' button in the bottom right corner of the registration form is highlighted with a red rectangle.

9. The users have now been added to your cart. You can now proceed to payment for those users by clicking on **VIEW SUMMARY**, or you can add more players to your cart by clicking on **REGISTER ANOTHER TEAM** and repeating from STEP 5.

The screenshot shows the 'Member Registration' form after submission. The 'Roster' table is the same. Below the roster, there is a 'REGISTRATIONS SUBMITTED' message: 'Your registrations have been submitted and the results are shown in the Roster table. Would you like to:' followed by 'View Summary' and 'Register Another Team' buttons. At the bottom, an 'Account' section shows 'Western Sonoma County Youth Soccer - Registration' with a 'Balance: \$72.00 (3)' and a 'View Summary' button highlighted with a red rectangle.

Role	Name	Roster Status	Requirements	Fee	Paid Status
Player	Andersen, Ella	Primary	✓	\$24.00	Unpaid
Player	Bury, Cassidy	Primary	✓	\$24.00	Unpaid
Player	Dawson, Carolina	Primary	Dawson, Carolina: Player(s) must have a verified birth certificate.	\$24.00	Unpaid

10. You will now be in your cart. Click on PAY NOW and enter your credit card on the pop-up to complete payment. Once done, you will receive confirmation of your payment, and your memberships are now successfully purchased.

ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced	Balance
1171	Player	Competitive	\$24.00	3	3	\$72.00	0	\$0.00	\$72.00 (3)
1172	Player	Competitive	\$18.00	1	1	\$18.00	0	\$0.00	\$18.00 (1)
1196	Coach	Competitive	\$15.00	1	1	\$15.00	0	\$0.00	\$15.00 (1)

Balance: \$105.00 (3)

[Pay Now](#)

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Credit Card Number

Expiration Month

Expiration Year

CVV

Postal Code

[Pay](#)

Member Registrations 5

[Pay Now](#) \$105.00

Note: You can review all users in your cart by clicking on DETAILS at the top of the page. When reviewing the players, the Invoice ID and Payment ID will be blank until payment is submitted. **NO REFUNDS WILL BE ISSUED FOR PASSES PURCHASED IN ERROR.**

Summary

Summary Details

56E6Dx / Member Registrations / Summary

Seasonal Year 21/22 [Submit](#)

US Club Soccer Account: Western Sonoma County Youth Soccer - Registration

ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced
17	Player	Competitive	\$24.00	3	3	\$72.00	0	\$0.00

Balance: \$72.00 (3) [Pay Now](#)

You can remove memberships from your cart by clicking the "Delete" button.

**Note:** You only have the option to remove memberships from your cart that have NOT ALREADY BEEN PAID FOR.

Bill To Org	Member Event	Seasonal Year	Team Level	Team	Invoice ID	Payment ID	Registration Type	Created	
Western Sonoma County Youth Soccer		21/22	Competitive		1125635	631735	coach	06/07/2021 20:47	
Western Sonoma County Youth Soccer		21/22	Recreational				coach	06/03/2021 21:48	Delete
Western Sonoma County Youth Soccer		22/23	Recreational				coach	06/03/2021 21:48	Delete
Western Sonoma County Youth Soccer		21/22	Recreational				coach	06/03/2021 21:48	Delete
Western Sonoma County Youth Soccer		21/22	Recreational				player	06/03/2021 21:47	Delete
Western Sonoma County Youth Soccer		21/22	Recreational				player	06/03/2021 21:47	Delete
Western Sonoma County Youth Soccer		21/22	Recreational				player	06/03/2021 21:47	Delete
Western Sonoma County Youth Soccer		21/22	Recreational				player	06/03/2021 21:47	Delete
Western Sonoma County Youth Soccer		21/22	Recreational				player	06/03/2021 21:47	Delete

Click **SUMMARY** at the top of the page to return to your cart. Make sure to choose the correct seasonal year in the drop-down menu.

Summary

Details

CHESTERFIELD / Member Registrations / Summary

Seasonal Year 22/23

Submit

10. Return to step 10 and complete payment. You have now successfully purchased your memberships.

**Questions?** Email [jcannon@fysa.com](mailto:jcannon@fysa.com) or submit a [support ticket](#) to FYSA.



# Pre-Bill: How to Remove a Player from Prebill

Before paying for your player's membership fees (there is no pass fee for coaches or team managers), you can review the summary of memberships about to be purchased. If necessary, this step allows you to remove a player you may not be certain will participate in the upcoming season. This will remove them from the payment cart.

1. Once the players have been added to your cart, and before you process payment, click on View Summary.

The screenshot shows the 'Member Registration' window for US Club Soccer. It features a 'Roster' table with columns for Role, Name, Roster Status, Requirements, Fee, and Paid Status. Three players are listed: Andersen, Ella; Burry, Cassidy; and Dawson, Carolina. Dawson's entry has a red error message: 'Dawson, Carolina: Player(s) must have a verified birth certificate.' To the right, a 'REGISTRATIONS SUBMITTED' message states that registrations have been submitted and results are shown in the Roster table. It includes two buttons: 'View Summary' and 'Register Another Team'. Below this, an 'Account' section for 'Western Sonoma County Youth Soccer - Registration' shows a 'Balance: \$72.00 (3)' and a 'View Summary' button. The bottom of the window shows a navigation bar with 'Cugini, Kosuke', 'Male', 'Competitive', 'U11', and '2011-07-19'.

Role	Name	Roster Status	Requirements	Fee	Paid Status
Player	Andersen, Ella	Primary	✓	\$24.00	Unpaid
Player	Burry, Cassidy	Primary	✓	\$24.00	Unpaid
Player	Dawson, Carolina	Primary	Dawson, Carolina: Player(s) must have a verified birth certificate.	\$24.00	Unpaid

2. You will now be in your cart with the option to enter your credit card and process payment. If you wish to review the memberships about to be purchased, click Details located on the top, white banner.


The screenshot shows the 'Summary' page. At the top, there is a navigation bar with 'Summary' and 'Details' tabs. The 'Details' tab is highlighted with a red box. Below the tabs, there is a breadcrumb trail: '54E6D1 / Member Registrations / Summary'. A 'Seasonal Year' dropdown is set to '21/22' with a 'Submit' button. The main content area is titled 'US Club Soccer' and shows an 'Account: Western Sonoma County Youth Soccer - Registration'. It contains a table with columns: ID, Role Type, Competitive Level, Fee, Total, Billed, Amount Billed, Invoiced, and Amount Invoiced. The table has one row with ID 17, Role Type Player, Competitive Level Competitive, Fee \$24.00, Total 3, Billed 3, Amount Billed \$72.00, Invoiced 0, and Amount Invoiced \$0.00. At the bottom right, it shows 'Balance: \$72.00 (3)' and a 'Pay Now' button.

ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced
17	Player	Competitive	\$24.00	3	3	\$72.00	0	\$0.00

- You can remove memberships from your cart by clicking the Delete button. You can only remove the memberships that have **not already been paid for**.

Ill To Org	Member Event	Seasonal Year	Team Level	Team	Invoice ID	Payment ID	Registration Type	Created
Western Sonoma County Youth Soccer		21/22	Competitive		1125635	631735	coach	06/07/2021 20:47
Western Sonoma County Youth Soccer		21/22	Recreational				coach	06/03/2021 21:49 <a href="#">Delete</a>
Western Sonoma County Youth Soccer		22/23	Recreational				coach	06/03/2021 21:49 <a href="#">Delete</a>
Western Sonoma County Youth Soccer		21/22	Recreational				coach	06/03/2021 21:49 <a href="#">Delete</a>
Western Sonoma County Youth Soccer		21/22	Recreational				player	06/03/2021 21:47 <a href="#">Delete</a>
Western Sonoma County Youth Soccer		21/22	Recreational				player	06/03/2021 21:47 <a href="#">Delete</a>


- Click Summary at the top of the page to return to your cart (ensure the correct seasonal year is selected in the drop-down menu - 2023-2024):


**Summary**

---

**Summary**
Details

CHESTERFIELD / Member Registrations / Summary

Seasonal Year 22/23 
Submit

- You will now be back in your cart; click on Pay Now and enter your credit card information on the popup to complete payment. Once done, you will receive confirmation of your payment and that memberships have been successfully purchased.

ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced	Balance
1171	Player	Competitive	\$24.00	3	3	\$72.00	0	\$0.00	\$72.00 (3)
1172	Player	Competitive	\$18.00	1	1	\$18.00	0	\$0.00	\$18.00 (1)
1196	Coach	Competitive	\$15.00	1	1	\$15.00	0	\$0.00	\$15.00 (1)

Balance: \$105.00 (5)
Pay Now





## Pre-Bill: How to Add and Submit a Transfer Player to A Team Roster

These instructions will show you how to register a new player coming over to your club and add them to a roster after they already have an initial registration attached to them.

1. Log into your GotSport account.
2. Add the player to your club account via Club Management -> Player-> Add new Player.
3. Here you will look up that player and add them to your account **(to link immediately, date of birth, first name, last name, email userID and zipcode -> click select)**. From the Comp Level drop down, select the correct level -> add user.

**Add User**

DOB: May 28 2009

First Name: [Redacted]

Last Name: [Redacted]

Email/UserID (optional): [Redacted]@gmail.com

Postal Code (optional): 32259

**Search**

**Select**

- Florida Elite Soccer Academy - Player
- Florida Youth Soccer Association - Player
- Florida Elite Soccer Academy - Player
- Florida Elite 2009 U15 GIRLS ECNL - Player

**Role Name**

Player

**Florida Youth Soccer**

**Comp Level\***

Competitiv

**Add User**

If adding the player only using their date of birth, first name, and last name, an email will be sent to the userID email address requesting that the role is approved. The link expires 24 hours after which, it must be resent. **Until completed, you cannot locate the players' information within the Roster Builder.**

- Once in your club account, go to Club Management, select Roster Builder, select FYSA Registration Event, and then click Submit.

The screenshot shows the 'Roster Builder' interface for 'ACKERMAN SC'. At the top, there are tabs for 'Club Management', 'Teams', 'Registration', 'Match Minutes', and 'Merge Club Users'. Below these, there are three dropdown menus for 'Affiliation', 'Competition Type', and 'Seasonal Year', each with a 'Select One...' option. To the right of these is a blue 'Apply' button. Below the filters, there is a 'Roster Builder' section with two buttons: 'Find an Event Q' and 'Add Roster Season Q'. A message says 'Select an event or roster season to continue'. Below this, a dropdown menu shows '23/24 FYSA Demo Registration Event (07/01/2023)' with a 'Submit' button to its right.

- Select Primary to drag and drop the player onto the designated team. Select Add Player from the pop-up.

**Note: Filters can be used to narrow the search for the player.**

The screenshot shows the 'Roster Builder' interface with a search filter applied. The search results show a table with columns: P, S, CP, Name, Gender, Level, Group, and DOB. The first row shows a player named 'Laughman, Caroline' with a red box around the 'Name' column. A red arrow points from this box to a 'New Roster' pop-up. The pop-up has a title 'New Roster' and a 'Position' dropdown menu with 'Select One' as the selected option. Below this is a 'Jersey' input field. Below that is a 'Status' dropdown menu with 'P' as the selected option. At the bottom of the pop-up is a blue 'Add Player' button. To the right of the pop-up, there is a 'Registered Teams/Rosters' section with a table showing '2007 Girls Elite' and '2010B White'.

6. You will now see the player listed on the team roster with a green check and a red dollar sign next to the players name.

## Registered Teams/Rosters

Actions ▾

### 2007 Girls Elite

U17 Female Competitive

Refresh or Purchase ☒ Actions ▾

Player Name	Jersey	Position	Status
✓ 1. Baughman, Caroline	\$ --	--	P T ✕ ...

Click the green Refresh button, then click Submit on the next pop-up.

#### Member Registration

##### Roster

Role	Name	Roster Status	Requirements	Fee	Paid Status
Player	Baughman, Caroline	Primary	✓		Unpaid

##### Member Registration

Florida Youth Soccer Association - Demo

Team 2007 Girls Elite

Event 23/24 FYSA Demo Registration Event

Seasonal Year 23/24

Send Selected Players To Demo

Level Competitive

Submit

The player has now been submitted to FYSA. The fee is \$0.00 as this is the players' second registration during the seasonal year.

7. Click View Summary next to the player of your players' registrations.

#### Member Registration

##### Roster

Role	Name	Roster Status	Requirements	Fee	Paid Status
Player	Baughman, Caroline	Primary	✓	\$0.00	Unpaid

##### Member Registration

Florida Youth Soccer Association - Demo

###### REGISTRATIONS SUBMITTED

Your registrations have been submitted and the results are shown in the Roster table. Would you like to:

View Summary Register Another Team

###### Account

Ackerman SC - Registration

Balance: \$0.00 (1)

View Summary

8. On the next screen, click Submit located next to your balance total.

**Note: This is where you can look over the registrations you will be paying for. To review specific player(s), click on Details. Delete any players that you do not wish to pay for at this time.**

Member Registrations						
Summary Details						
Western Sonoma County Youth Soccer	21/22	Recreational	player	06/03/2021 21:47	Delete	
Western Sonoma County Youth Soccer	21/22	Recreational	player	06/03/2021 21:47	Delete	
Western Sonoma County Youth Soccer	21/22	Recreational	player	06/03/2021 21:47	Delete	

9. Click Submit one final time to show a check-out summary for the player(s) you paid for.

Checkout

SummaryDetails

ACKERMember RegistrationsSummaryCheckout

Submit Registrations

Submit

FLORIDA YOUTH SOCCER ASSOCIATION - DEMO23/24

Member Registrations1

Pay Now\$0.00

Checkout

SummaryDetails

Payment processed successfully

Checkout Summary

Thank you. A successful payment was made to account ID 4043128.

Account ID4043128

Payment ID5502940

Amount0.00

Member Registrations1

10. When you return to the roster builder, there will be a green dollar sign next to the players' name, indicating they have been paid for and making the pass available.

The screenshot shows the 'Roster Builder' interface for the '23/24 FYSA Demo Registration Event (07/01/2023)'. The interface is divided into two main sections: a player list on the left and a detailed view of a player on the right.

**Player List (Left):**

P	S	CP	Name	Gender	Level	Group	DOB
0	0	0	+ Aaronson, Brenden	Male	U18	2005-12-12	
0	0	0	+ Abbott, Meri	Female	U18	2005-07-12	
0	0	0	+ Abboud, Jean	Male	Competitive	U18	2008-08-03
0	0	0	+ Abdou, Noah	Male	LJSL Travel	U14	2010-05-12

**Registered Teams/Rosters (Right):**

2007 Girls Elite

Player Name	Jersey	Position	Status
✓ 1. Baughman, Caroline	\$	--	P

A red box highlights the row for '1. Baughman, Caroline', and a red arrow points to the green dollar sign next to her name.

**Questions?** Email [jcannon@fysa.com](mailto:jcannon@fysa.com) or submit a [support ticket](#) to FYSA.





# Pre-Bill: How to Pay an Invoice as a Club

This article will show you how to Pay an Invoice as a club that has been created for Recreational Players (Direct Registration) and background checks.

1. From the **Dashboard** scroll to the bottom and click on the **Acct# and name**. (This is the fastest option).

**Registration Billing**

<b>Acct #</b>	<b>Organization</b>
3682021 - Florida Youth Soccer Association - Demo	Florida Youth Soccer Association - Demo

2. Once here, you will select **Change Payment Method** close to the top of the page.

Contact Email: joshb@capecoralsoccer.com  
Category: Registration  
Payment Method: **Change Payment Method**

**TOTAL BALANCE**  
\$5,300.00

**DUE NOW**  
\$5,300.00

**Invoices** Total: \$5,300.00

ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Payment
489127	10/01/2020	Member registrations for 20/21		No	\$5,300.00	

**Payments** Total: \$0.00

3. On the landing page, you will enter your card information and select Change Payment Information

Account #205599 / Change Payment Method

Select payment method  
Credit Card

**Credit Card Information**  
Credit Card Number  
  
Expiration Month  Expiration Year  CVV  Postal Code

Change Payment Method

4. Once the card has been entered, you will be brought back to your billing page and also see the card is on file. Click **Pay Now** to process payment.

Contact Email: joshb@capecoralsoccer.com  
Category: Registration  
Payment Method: \*\*\*\*1687 [Change Payment Method](#)

**TOTAL BALANCE**  
\$5,300.00 [Pay Now](#)

**DUE IN 7 DAY**  
\$5,300.00 [Pay Now](#)

**Invoices** Total: \$5,300.00

ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Payment
409127	10/01/2020	Member registrations for 20/21	✖	No	\$5,300.00	<a href="#">▼</a>

**Payments** Total: \$0.00

**Questions?** Email [jcannon@fysa.com](mailto:jcannon@fysa.com) or submit a [support ticket](#) to FYSA.