

CLUB ADMINISTRATOR RESOURCES

How to Monitor and Manage Club Billing

There are 3 types of league-associated billing you will experience in GotSport:

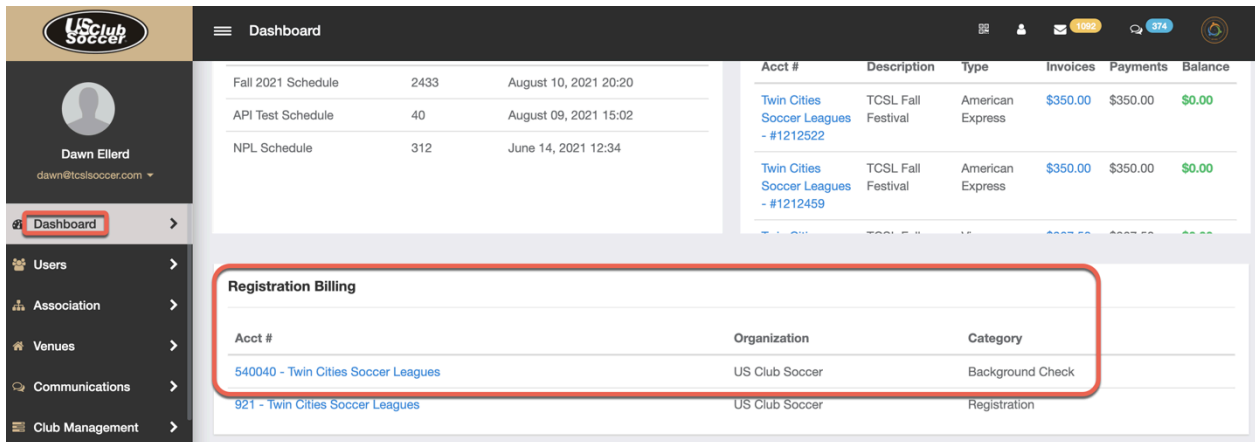
- All Background Check Billing for Managers and Coaches– US Club Soccer
- All Manager and Coach Membership Billing – US Club Soccer
- NPL & TCSL Seasonal Leagues player registration - US Club Soccer
- Event (Tournament) Registrations – Twin Cities Soccer League

Note: League fees are invoiced outside of GotSport and sent directly to each club. Please contact us at info@tclsoccer.com if you have questions about league billing.

The Background Check Billing Account can be accessed by scrolling down your Club Dashboard page to find the Registration Billing box.

****ALL coach and manager background checks will be billed through GotSport, regardless of league.****

[Detailed Steps – How to Create and Add Funds to a Background Check Billing Account](#)



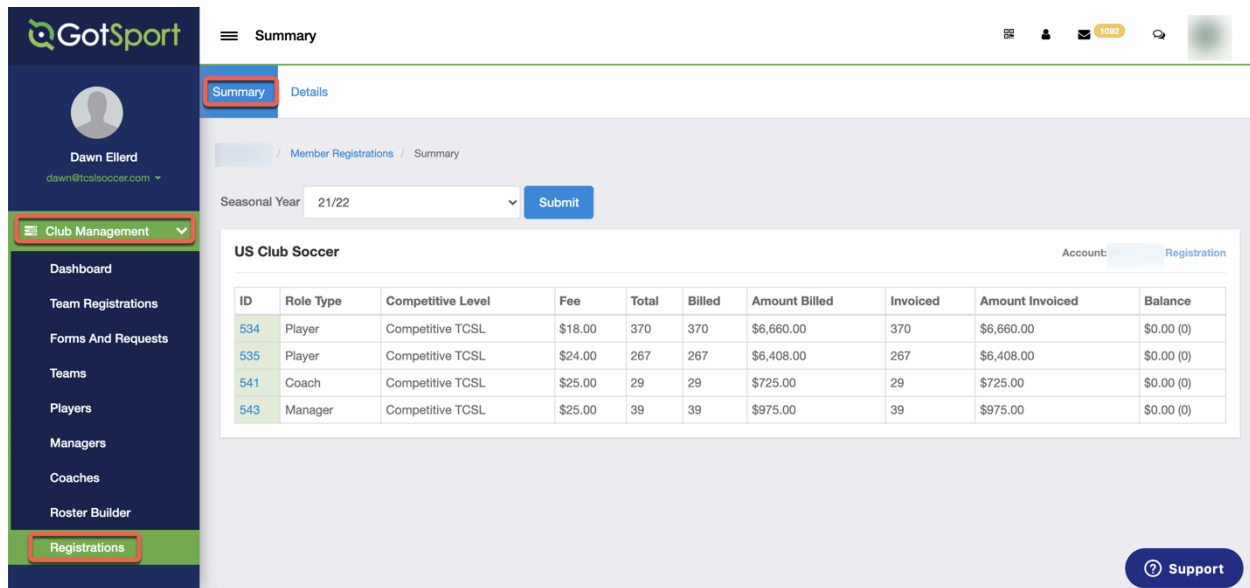
The screenshot shows the US Club Soccer dashboard. On the left is a navigation menu with 'Dashboard' highlighted. The main content area is divided into two sections. The top section shows a schedule with columns for event name, count, and date. The bottom section, titled 'Registration Billing', contains a table with the following data:

Acct #	Organization	Category
540040 - Twin Cities Soccer Leagues	US Club Soccer	Background Check
921 - Twin Cities Soccer Leagues	US Club Soccer	Registration

Player Membership Billing for Minnesota NPL and TCSL seasonal league players occurs in GotSport through Roster Builder and can be monitored as outlined below.

Coach and Manager Membership Billing for Minnesota NPL and TCSL seasonal leagues is also initiated from the Roster Builder page, and can be monitored and reports generated from the Registrations tab under Club Management.

The Summary tab gives an overview.



Summary

Summary Details

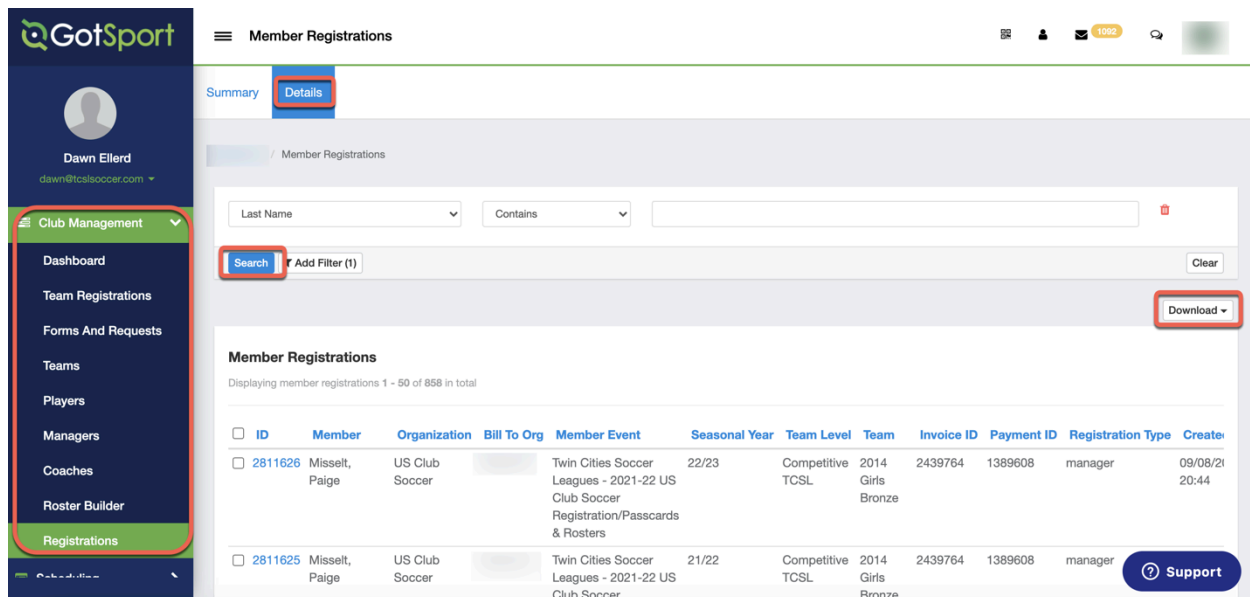
Member Registrations / Summary

Seasonal Year: 21/22

US Club Soccer Account: Registration

ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced	Balance
534	Player	Competitive TCSL	\$18.00	370	370	\$6,660.00	370	\$6,660.00	\$0.00 (0)
535	Player	Competitive TCSL	\$24.00	267	267	\$6,408.00	267	\$6,408.00	\$0.00 (0)
541	Coach	Competitive TCSL	\$25.00	29	29	\$725.00	29	\$725.00	\$0.00 (0)
543	Manager	Competitive TCSL	\$25.00	39	39	\$975.00	39	\$975.00	\$0.00 (0)

And the Details tab lets you search by individual. The Download button on this page lets you download specific content for reporting.



Member Registrations

Summary Details

Member Registrations

Last Name Contains

Member Registrations

Displaying member registrations 1 - 50 of 858 in total

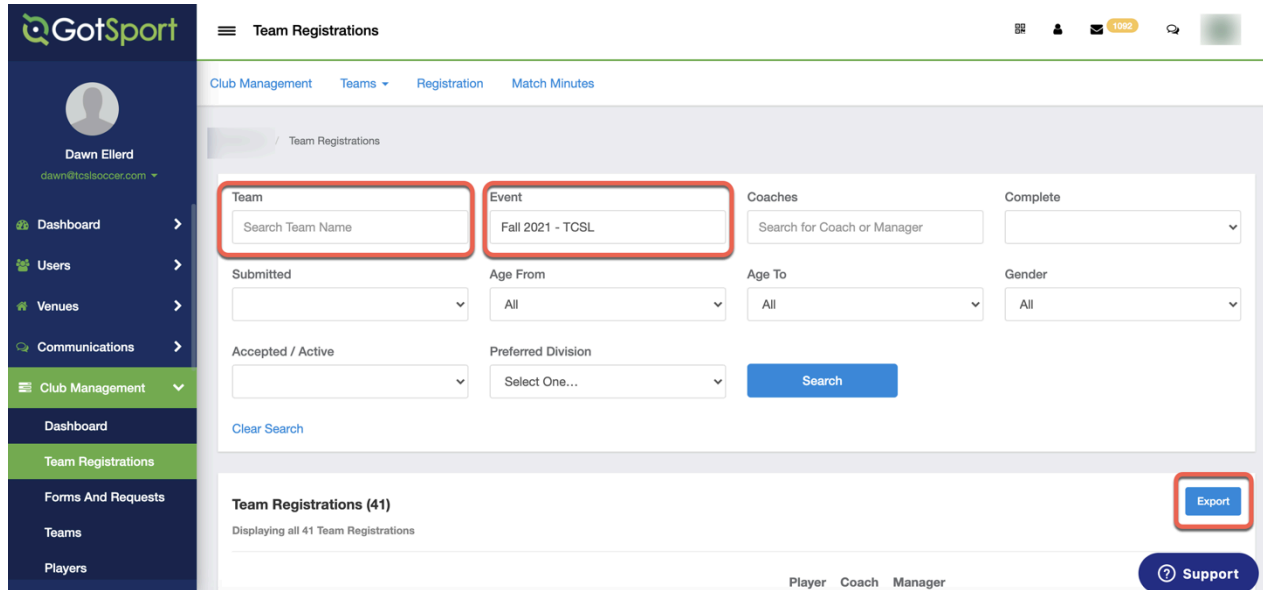
<input type="checkbox"/>	ID	Member	Organization	Bill To Org	Member Event	Seasonal Year	Team Level	Team	Invoice ID	Payment ID	Registration Type	Create
<input type="checkbox"/>	2811626	Misselt, Paige	US Club Soccer		Twin Cities Soccer Leagues - 2021-22 US Club Soccer Registration/Passcards & Rosters	22/23	Competitive TCSL	2014 Girls Bronze	2439764	1389608	manager	09/08/21 20:44
<input type="checkbox"/>	2811625	Misselt, Paige	US Club Soccer		Twin Cities Soccer Leagues - 2021-22 US Club Soccer	21/22	Competitive TCSL	2014 Girls Bronze	2439764	1389608	manager	

Other Helpful Hints:

[Detailed Steps – How to Delete an Unpaid Membership from Your Cart](#)

[Detailed Steps – How to Cancel a US Club Soccer Membership](#)

Event Registrations can be accessed from the Team Registrations tab under Club Management. Here you can filter to view which teams are registered for specific events, export spreadsheets of which events your teams are scheduled for and other useful bits of data.



The screenshot displays the GotSport web application interface for Team Registrations. On the left is a dark blue sidebar with the user profile 'Dawn Ellerd' and a menu including Dashboard, Users, Venues, Communications, Club Management (highlighted), and Teams. The main content area has a breadcrumb trail: Club Management > Teams > Registration > Match Minutes > Team Registrations. A search filter form is visible with the following fields: Team (Search Team Name), Event (Fall 2021 - TCSL), Coaches (Search for Coach or Manager), Complete (dropdown), Submitted (dropdown), Age From (All), Age To (All), Gender (All), Accepted / Active (dropdown), and Preferred Division (Select One...). A blue Search button is located below the filters. At the bottom right of the filter area, an Export button is highlighted with a red box. Below the filters, the page shows 'Team Registrations (41)' and 'Displaying all 41 Team Registrations'. At the bottom right, there is a Support button.

League registrations will be billed directly to the club outside of GotSport, as will clubs that bulk register teams for TCSL events. Individual team registrations will be paid through GotSport, either to the club card on file in the system (if a team is registered individually by a club administrator) or to the card entered at time of registration.

[How to Update Payment Information for a Team's Event Registration](#)