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How do I apply a payment to a registration?

You can apply a payment to a registration from the registration edit window. You get there by navigating to registration>registration list. This will show you everyone who has registered for the current season. From there, you click the reg id of the player that you want.

Player	Reg ID	Age	Divi				Player Phone	Parent 1	Parent 2
Young, Ron	6361	8	Rookies 1		Cardinals	country parkway	(555) 260-1188	Young, Betty	Bailey, Amanda
Registered									
Anderson, Dennis	6738	15	Seniors - Frontier			south High	(555) 483-6577	Anderson, Pat	Anderson, Laura
Phillips, Mark	6737	13	Seniors - Frontier			Transit Middle	(555) 489-4214	Phillips, Donald	Phillips, Christine
Williams, Dennis	6736	9	Minors - AAA	AMERICAN	Yankees	Maple West	(555) 394-1151	Williams, Al	
Williams, Bryan	6735	9	Minors - AAA	AMERICAN	Yankees	Maple West	(555) 576-6430	Williams, Al	
Cambell, Andrew	6734	5	Rookies 1			Country Parkway	(555) 926-9487	Cambell, Amanda	
Ross, Christopher	6752	14	Seniors - Frontier			pinnacle charter school	(555) 692-183	Ross, Al	Ross, Doris
Evans, Al	6720	6	Rookies 1		Royals	Maple West Elementary	(555) 689-3786	Evans, Jeff	Evans, Deb
Edwards, David	6733	15	Seniors - Frontier				(555) 585-8168	Edwards, Daniel	Edwards, Christine
Howard, Juan	6732	9	Minors - AAA	NATIONAL	Mets	St. Peter Paul	(555) 932-6041	Howard, Arthur	Howard, Maria
Stewart, George	6731	13	Seniors - Frontier				(555) 450-8675	Stewart, Steve	
Cooper, Matt	6729	12	Major 60	NATIONAL	Braves		(555) 318-4658	Cooper, John	Cooper, Debra
Miller, Joseph	6739	13	Seniors - Frontier			Mill Middle	(555) 966-9854	Miller, Linda	
King, Carl	6740	11	Major 70			Maple West	(555) 582-9673	King, Andrew	Miller, Deb
Taylor, Thomas	6751	5	Rookies 1			forest elementary	(555) 609-1763	Taylor, David	
Taylor, Frank	6750	8	Minors - AA	NATIONAL	Mets	forest elementry	(555) 218-1889	Taylor, David	
Stewart, Juan	6749	14	Seniors - Frontier			Williamsville South High School	(555) 368-749	Stewart, Larry	Stewart, Jessica
Ross, Michael	6748	8	Minors - AA		testerz	St.Gregs	(555) 102-9569	Ross, Doug	Ross, Doug
Lopez, Thomas	6747	6	Rookies 1		Athletics	Maple East	(555) 835-	Lopez, Stephanie	

Once on the registration edit window, you can select make payment in the payment information section.

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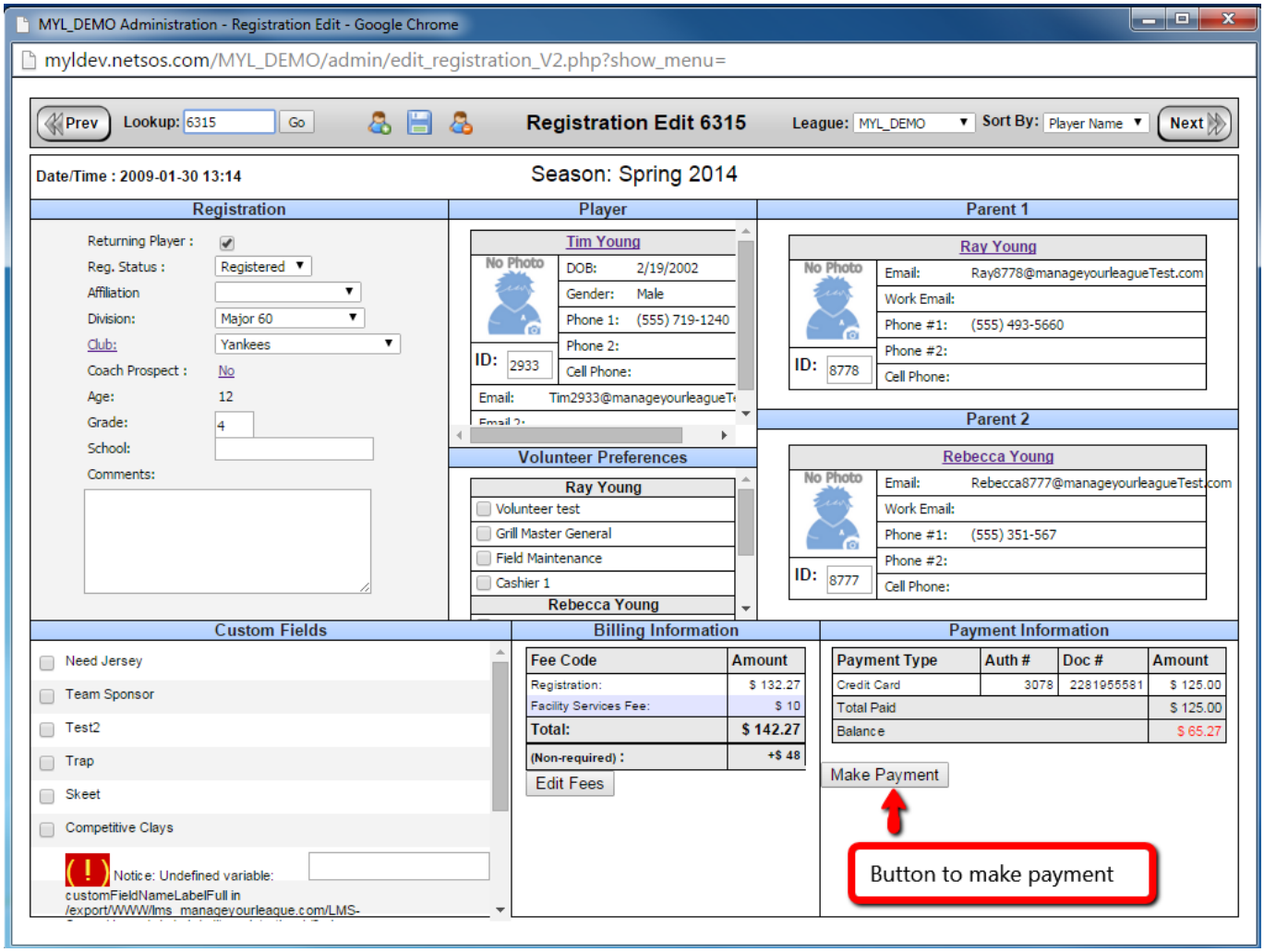

This takes you to a window where you can enter their payment info.

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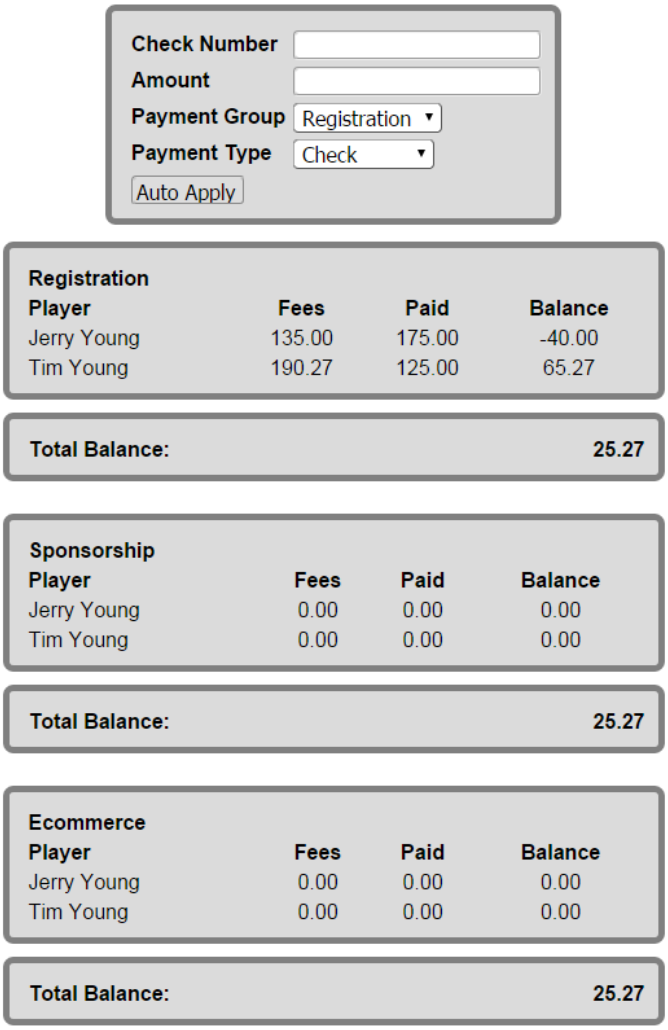

Put in the account number and amount, as well as select which payment group you want to apply it to then click auto apply.If you select credit card for payment type, that takes you to the credit card authorization from where you can put in their credit card information.

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Admin Site

Player	Total Fees	Paid	Due
Tim	$190.27	$125.00	$65.27

Total Due: $65.27

Billing Information

First Name :	Ray
Last Name :	Young
Address 1 :	9547 Lakeside Ave.
Address 2 :	
City :	Williamsville
State :	NY
Zip :	14221

Card Information

Card Number :	
Card Type :	Visa
Expiration Date :	1 / 2015
CSC/CVV :	

Make Payment

Put in the information and click make payment to charge the credit card and apply payment.

Unique solution ID: #1068
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