

Admin Site

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.

Sorting Options		MYL_DEMO Spring 2014 Registrations						Total # of Players: 798 Active Players: 784	
Player	Reg ID	Age	Div			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.

Admin Site

MYL_DEMO Administration - Registration Edit - Google Chrome
myldev.netsos.com/MYL_DEMO/admin/edit_registration_v2.php?show_menu=

Prev Lookup: 6315 Go Registration Edit 6315 League: MYL_DEMO Sort By: Player Name Next

Date/Time : 2009-01-30 13:14 Season: Spring 2014

Registration	Player	Parent 1
<p>Returning Player : <input checked="" type="checkbox"/></p> <p>Reg. Status : Registered</p> <p>Affiliation : [dropdown]</p> <p>Division : Major 60</p> <p>Club : Yankees</p> <p>Coach Prospect : No</p> <p>Age : 12</p> <p>Grade : 4</p> <p>School : [input]</p> <p>Comments : [text area]</p>	<p>Tim Young</p> <p>No Photo</p> <p>DOB: 2/19/2002</p> <p>Gender: Male</p> <p>Phone 1: (555) 719-1240</p> <p>Phone 2:</p> <p>Cell Phone:</p> <p>ID: 2933</p> <p>Email: Tim2933@manageyourleagueTest.com</p> <p>Email 2:</p> <p>Volunteer Preferences</p> <p>Ray Young</p> <p><input type="checkbox"/> Volunteer test</p> <p><input type="checkbox"/> Grill Master General</p> <p><input type="checkbox"/> Field Maintenance</p> <p><input type="checkbox"/> Cashier 1</p> <p>Rebecca Young</p>	<p>Ray Young</p> <p>No Photo</p> <p>Email: Ray8778@manageyourleagueTest.com</p> <p>Work Email:</p> <p>Phone #1: (555) 493-5660</p> <p>Phone #2:</p> <p>Cell Phone:</p> <p>ID: 8778</p> <p>Parent 2</p> <p>Rebecca Young</p> <p>No Photo</p> <p>Email: Rebecca8777@manageyourleagueTest.com</p> <p>Work Email:</p> <p>Phone #1: (555) 351-567</p> <p>Phone #2:</p> <p>Cell Phone:</p> <p>ID: 8777</p>

Custom Fields	Billing Information	Payment Information																										
<p><input type="checkbox"/> Need Jersey</p> <p><input type="checkbox"/> Team Sponsor</p> <p><input type="checkbox"/> Test2</p> <p><input type="checkbox"/> Trap</p> <p><input type="checkbox"/> Skeet</p> <p><input type="checkbox"/> Competitive Clays</p> <p>Notice: Undefined variable: customFieldNameLabelFull in /export/WWW/lms_manageyourleague.com/LMS-</p>	<table border="1"><thead><tr><th>Fee Code</th><th>Amount</th></tr></thead><tbody><tr><td>Registration:</td><td>\$ 132.27</td></tr><tr><td>Facility Services Fee:</td><td>\$ 10</td></tr><tr><td>Total:</td><td>\$ 142.27</td></tr><tr><td>(Non-required) :</td><td>+\$ 48</td></tr></tbody></table> <p>Edit Fees</p>	Fee Code	Amount	Registration:	\$ 132.27	Facility Services Fee:	\$ 10	Total:	\$ 142.27	(Non-required) :	+\$ 48	<table border="1"><thead><tr><th>Payment Type</th><th>Auth #</th><th>Doc #</th><th>Amount</th></tr></thead><tbody><tr><td>Credit Card</td><td>3078</td><td>2281955581</td><td>\$ 125.00</td></tr><tr><td>Total Paid</td><td></td><td></td><td>\$ 125.00</td></tr><tr><td>Balance</td><td></td><td></td><td>\$ 65.27</td></tr></tbody></table> <p>Make Payment</p> <p>↑</p> <p>Button to make payment</p>	Payment Type	Auth #	Doc #	Amount	Credit Card	3078	2281955581	\$ 125.00	Total Paid			\$ 125.00	Balance			\$ 65.27
Fee Code	Amount																											
Registration:	\$ 132.27																											
Facility Services Fee:	\$ 10																											
Total:	\$ 142.27																											
(Non-required) :	+\$ 48																											
Payment Type	Auth #	Doc #	Amount																									
Credit Card	3078	2281955581	\$ 125.00																									
Total Paid			\$ 125.00																									
Balance			\$ 65.27																									

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

Admin Site

Check Number	<input type="text"/>
Amount	<input type="text"/>
Payment Group	Registration ▾
Payment Type	Check ▾
<input type="button" value="Auto Apply"/>	

Registration			
Player	Fees	Paid	Balance
Jerry Young	135.00	175.00	-40.00
Tim Young	190.27	125.00	65.27

Total Balance:	25.27
-----------------------	--------------

Sponsorship			
Player	Fees	Paid	Balance
Jerry Young	0.00	0.00	0.00
Tim Young	0.00	0.00	0.00

Total Balance:	25.27
-----------------------	--------------

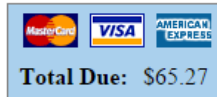
Ecommerce			
Player	Fees	Paid	Balance
Jerry Young	0.00	0.00	0.00
Tim Young	0.00	0.00	0.00

Total Balance:	25.27
-----------------------	--------------

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.

Admin Site

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



Billing Information	
First Name :	<input type="text" value="Ray"/>
Last Name :	<input type="text" value="Young"/>
Address 1 :	<input type="text" value="9547 Lakeside Ave."/>
Address 2 :	<input type="text"/>
City :	<input type="text" value="Williamsville"/>
State :	<input type="text" value="NY"/>
Zip :	<input type="text" value="14221"/>

Card Information	
Card Number :	<input type="text"/>
Card Type :	<input type="text" value="Visa"/>
Expiration Date :	<input type="text" value="1"/> / <input type="text" value="2015"/>
CSC/CVV :	<input type="text"/>

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

Unique solution ID: #1068
Author: MYL
Last update: 2015-11-24 20:51