

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.

MYL_DEMO Spring 2014 Registrations										Total # of Players: 798 Active Players: 784	
Sorting Options		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 elementary	(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			Athletic	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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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 : <input type="text"/></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 type="text"/></p> <p>Comments : <input type="text"/></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: <input type="text"/></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																											
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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.

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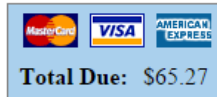
Ecommerce			
Player	Fees	Paid	Balance
Jerry Young	0.00	0.00	0.00
Tim Young	0.00	0.00	0.00

Total Balance:	25.27
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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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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
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