



August 23, 2018

NJ Youth Soccer Club Fees Process

The information below outlines how players and coaches are charged, managed, and paid for by NJYS clubs to the state office. Please refer to the screen shot at the bottom of the document for a detailed view of the club fee and payment summary screen.

- 1) **Registration setup:** Ensure 'member type' setting on each event category (family and coach) is set to the appropriate program i.e. travel or recreational. As players and coaches register, this member type will be applied upon confirmation of the registration. This adds the appropriate charge of \$15 or \$9 per player/coach to the overall club balance.
 - If you have members with a status of 'none' applied or the incorrect type (member type was not set correctly when registration opened), select 'Find' player and look at the member type column. You can select multiple players at once or select all > bulk actions > change member type.

Actions for Selected Participants - 10 Participants Selected

Bulk Change Member Type

Select the desired member type and click the button above to change it for the selected players.

-Choose-

-Choose-
ODP
Recreational
TOPSoccer
Travel

ers

Bulk Actions for Selected Participants



- You can also change the member type on your event if you have the wrong one applied. [Click here for more information.](#)
 - <http://www.njyslive.com/doclib/NJ%20%20Updating%20Member%20Types%202017.pdf>
 - Updating a category/event member type will not retroactively apply to players already registered, so you'll need to 'Find' those players and manually update existing registrations.
- 2) **Registration management:** If a player or coach is no longer affiliated with your club, rejecting their registration will deduct their fee from the club balance. To reject a player, 'Find' the player, select their financial information, reject, and update status. To reject a coach, 'Find' the coach, click on their name and click 'Rejected' in the Registrant Details. You can always re-confirm if needed. Keep in mind that rejecting a registration will also remove them from any roster they are assigned to. In addition, if a background check has already been submitted for a coach you are not permitted to reject them. *****You can only reject a player/coach if they have never been active in your club.***
- 3) **Club fee tab:** In order to see a breakdown of the overall club balance, select the club fees tab. This shows a total of how many players in each age group are confirmed. Coaches are lumped together. To see a detailed view of which players and coaches are being charged, click on that specific line item under Participant Fees.



CLUB FEES

Club Fee & Payment Summary

Treasurer: Richie Rich
Email: bling@email.com

Club Fees

Age	Member Type	Participant Fees	Amount
U-07	Travel	2 Players @ \$15.00 Per Player	\$30.00
U-08	Travel	1 Players @ \$15.00 Per Player	\$15.00
U-09	Travel	1 Players @ \$15.00 Per Player	\$15.00
U-10	Travel	2 Players @ \$15.00 Per Player View Details	\$30.00
U-11	Travel	3 Players @ \$15.00 Per Player	\$45.00
U-12	Travel	4 Players @ \$15.00 Per Player	\$60.00
U-13	Travel	5 Players @ \$15.00 Per Player	\$75.00
U-14	Travel	2 Players @ \$15.00 Per Player	\$30.00
Coach	N/A	9 Coaches @ \$15.00 Per Coach	\$135.00
Player Total:			\$300.00
Coach Total:			\$135.00
Background Check Total:			\$0.00
Total Fees:			\$435.00
Payments/Adjustments:			\$0.00
Balance:			\$435.00

[Print Invoice](#) [Pay By Credit](#)

- 4) **Payment:** To pay for your club balance, select print invoice or pay by credit. Credit card payments will automatically be applied and adjust your balance. Checks sent into the NJYS state office will be applied upon receipt. Any previous payments and adjustments made will be reflected on the club fees screen. As best practice, please keep a copy of your invoice with each payment made.

If you have paid your balance and notice a new charge, it is likely because of new registrations in your club. By looking at the invoice you previously saved, you can determine which age group had an increase in players and click to view the registration dates. If you are certain you have not had any new registrations, the increase is likely due to a player in your club being registered first in another club and that club rejecting their registration. This action automatically applies the fee to the next club the player registered to. For example, Player Joe registers to multiple clubs to attend their tryouts - first to Club A, then to Club B. Player Joe decides to go play at Club B. Club A is currently being charged for Player Joe because he registered first with them, and member fees are only applied once for the



seasonal year. Club A must reject Player Joe, then the fee gets applied to Club B.

Please refer to your previously saved invoice to determine which age group increased in total number of players, and please work with NJYS/US Soccer Connect to determine which player was added to the overall balance.

U.S. SOCCER CONNECT

File Edit Admin

Add Folder Add Team Find Assign Participant Assign Coach Website Builder Help Resources

EVENTS LEAGUES LOCATIONS **CLUB FEES** Select club fees tab

2016-2017 Season
2017-2018 Season
 2018-2019 Season

Make sure current season is selected

Treasurer: Treasurer
 Email: treasurer@money.com

Club Fee & Payment Summary

Club Fees

Age	Member Type	Participant Fees	Amount
Coach	N/A	265 Coaches @ \$15.00 Per Coach	\$3,975.00

Payments & Adjustments

Transaction Type	Transaction Date	Description	Amount
Totals			
		Player Total:	\$0.00
		Coach Total:	\$3,975.00
		Background Check Total:	\$0.00
		Total Fees:	\$3,975.00
		Payments/Adjustments:	
		Balance:	\$3,975.00

If you click on this area it will provide a breakdown of each participant you are being billed for

If paying by check, please be sure to include copy of invoice **Print Invoice** **Pay By Credit** If you would like to pay by credit card, please click the 'pay by credit' button



Additional Support

1. To access additional resources for registration management through the NJ Youth Soccer Help Center, please [click here](#).
2. To access the Stack Sports support database, please [click here](#).
3. For questions on how to use the Stack Sports Club and League Connect Product to manage your registration events, please contact (866) 892-0777 - press 2, press 1, and then press 3.

For any additional questions for NJ Youth Soccer regarding registration, please contact Samantha LaManna at (609) 336-2024 or sam@njyouthsoccer.com.

We wish you the best of luck this upcoming season!