Add Team Fees

You can apply team fees to collect financials for the Spring season without having your members register again.

1. Locate the team in your folder tree

2. Scroll to the Coaches & Players section, click the "Add Team Fees or Credits" button.

   Add Team Fees or Credits

3. Select your revenue code (*if you'd like a new revenue code like "Spring Fees" created, reach out to Support and they can add that for you*), select the date, add a comment (for internal purposes) and input the amount to be applied to each player's family account.
   a. Support line 1-866-726-4131, or live chat/message through HELP > RESOURCES

4. You can select all players on the team or choose which players to apply the fee to. Click the "Apply Fee to Selected Team Members" button, then select the "Submit Fees to Team Members Account" to confirm.

** Be sure to use the helpful info guide boxes to guide you through this process.

How do I add fees or apply credits to team members? +

What are team fees and credits, revenue code, and date? +

Your members will then be able to access their member account through your club's front facing registration website, clicking the MEMBER LOGIN button at the top, and entering their username and password.

Managing balances owed and payments can all be done through the MANAGE BILLING button on the Registrants tab. As always, the financial reports available through REPORTS > FINANCIALS in the upper right hand corner.