

In order to edit your payment plan payment you will log into the account by using User Login on the left hand side. Once you are logged in please follow the next few steps:

## To update a payment plan installment:

1) Click on 'Payment Edit' under your player's name

The screenshot shows the 'My Account' page for Paul Combs. It includes sections for 'My Info', 'Family Members', and 'Registration Applications'. A red arrow points to the 'Payment Edit' link under the 'Anna Combs' registration application.

| Name       | Club                        | Application Status | Playlevel  | Age | Application Date | Forms |
|------------|-----------------------------|--------------------|------------|-----|------------------|-------|
| Anna Combs | Affinity Sports League - 01 | Pending            | D3 Academy | U08 | 11/20/2014       | E     |

2) By clicking 'Payment Edit' you will be able to select the payment plan you wish you update by clicking on the check box on the left hand side. You will then be able to select a payment method from the drop down.\*

The screenshot shows the 'Make/Edit Application Payment' page. It includes a table of payment plans and a 'Payment Method' dropdown menu. A red arrow points to the 'Payment' section, and another red arrow points to the 'Payment Method' dropdown menu.

| Method                              | Type          | Chk#/CC#       | Exp. | Status | Auth.  | Conv. | Fee  | App. | To Order |
|-------------------------------------|---------------|----------------|------|--------|--------|-------|------|------|----------|
| <input checked="" type="checkbox"/> | Check Plan #1 | 11/21/2014 111 | /    | Open   | 116.67 | 0.00  | 0.00 |      |          |
| <input type="checkbox"/>            | Check Plan #2 | 12/15/2014 111 | /    | Open   | 116.67 | 0.00  | 0.00 |      |          |
| <input type="checkbox"/>            | Check Plan #3 | 01/15/2015 111 | /    | Open   | 116.66 | 0.00  | 0.00 |      |          |

Applied Total: 0.00

| Product   | Promo Code | Qty | Price  |
|---|------------|-----|--------|
| Anna Combs, Registration Fee, Under 8 ,D3 Academy |            | 1   | 350.00 |

1 item(s) totaling: 350.00  
Order Total: 350.00  
Total Due: 350.00

Payment Method: Choose One  
Discover  
Mastercard  
Visa  
Check

\*Please make sure that you update a payment one at a time, if you select all you be make one full payment.

- 3) Select your method of payment and input all required fields.
- 4) Once select your payment method and hit continue you will get a payment summary page where you submit.

**Payment Summary**

**Please Confirm The Payment Information Below**  
 Then click the "Submit Payment" button below to confirm the payment. If this page is incorrect please press the "Back To Payment Page" button to return to the payment page to make a new payment option.

| Product Sku                           | Order#    | Product/Fee                           | Amount Due           |
|---------------------------------------|-----------|---------------------------------------|----------------------|
| R-RFT-R-RFT-U7-A                      | 2-1539358 | Registration Fee, Under 8 ,D3 Academy | Anna Combs, \$350.00 |
| <b>Total Amount to be Authorized:</b> |           |                                       | <b>\$116.67</b>      |

<< Back To Payment Page      Submit Payment

- 5) After submitting you will get a notification on the screen that your payment has been accepted.

**Thank You**

Thank you for your payment. Please click the "<< back to my account" to return to the My Account home page.

<< back to my account

## To pay your balance in full:

- 1) Click on 'Payment Edit' under your player's name

The screenshot shows the ASL (Affinity Sports League) website interface. The user is logged in as Paul Combs. The 'My Account' section is active, displaying personal information and family members. Below this, the 'Registration Applications' table is visible, showing a pending application for the 2014-2015 season. A red arrow points to the 'Payment Edit' link under the player's name in the table.

| Name       | Club                        | 2014-2015 Principle Season | Application Status | Playlevel | Age        | Application Date | Forms |
|------------|-----------------------------|----------------------------|--------------------|-----------|------------|------------------|-------|
| Anna Combs | Affinity Sports League - 01 | Pending                    | D3 Academy         | U08       | 11/20/2014 |                  |       |

2) By clicking 'Payment Edit' you will be able to select all check boxes together so you can pay in full. You will then be able to select a payment method from the drop down.

**Status**  
Order #: 2-1539358  
Order Date: 11/20/2014 9:48:39 AM  
Status: Open  
Status Reason: New Order

| Method                              | Type          | Chk#/CC#       | Exp. | Status | Auth.  | Conv. Fee | App. To Order |
|-------------------------------------|---------------|----------------|------|--------|--------|-----------|---------------|
| <input checked="" type="checkbox"/> | Check Plan #1 | 11/21/2014 233 | /    | Open   | 116.67 | 0.00      | 0.00          |
| <input checked="" type="checkbox"/> | Check Plan #2 | 12/15/2014 111 | /    | Open   | 116.67 | 0.00      | 0.00          |
| <input checked="" type="checkbox"/> | Check Plan #3 | 01/15/2015 111 | /    | Open   | 116.66 | 0.00      | 0.00          |
| Applied Total:                      |               |                |      |        |        | 0.00      | 0.00          |

**Items Ordered**

| Product   | Promo Code | Qty | Price  |
|---|------------|-----|--------|
| ✓ Anna Combs, Registration Fee, Under 8 ,D3 Academy |            | 1   | 350.00 |

1 item(s) totaling: 350.00  
Order Total: 350.00  
Total Due: 350.00

**Payment Method\***  
Choose One  
Discover  
Mastercard  
Visa  
Check

3) Select your method of payment and input all required fields.

4) The Payment Summary will reflect the total amount you will pay.

**Payment Summary**

Please Confirm The Payment Information Below  
Then click the "Submit Payment" button below to confirm the payment. If this page is incorrect please press the "Back To Payment Page" button to return to the payment page to make a new payment option.

| Product Sku      | Order#    | Product/Fee                                      | Amount Due |
|------------------|-----------|--|------------|
| R-RFT-R-RFT-U7-A | 2-1539358 | Registration Fee, Under 8 ,D3 AcademyAnna Combs, | \$350.00   |

Total Amount to be Authorized: \$350.00

<< Back To Payment Page      Submit Payment

5) After submitting you will get a notification on the screen that your payment has been accepted.

**Thank You**

Thank you for your payment. Please click the "<< back to my account" to return to the My Account home page.

<< back to my account