

# Paying a GotSport Invoice – Conference Hosted Weekend

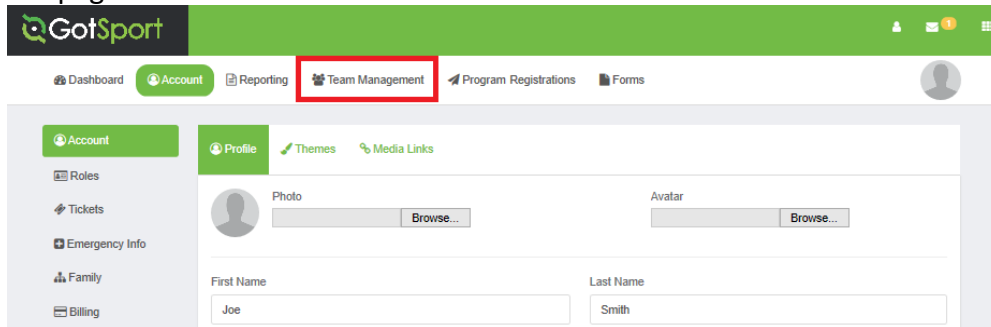
*(all information is subject to change 1/15/2021)*



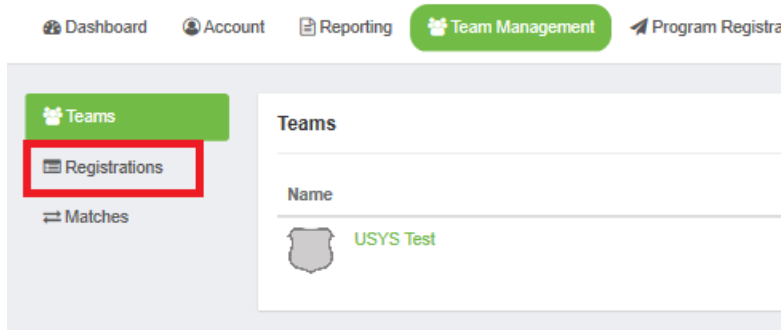
This guide can be used when needing to pay an invoice for a Conference Hosted Weekend. If you have any questions after going through this process, please email Jimmy Sparkman ([jsparkman@usyouthsoccer.org](mailto:jsparkman@usyouthsoccer.org)).

**THIS CAN ONLY BE DONE BY THE USER THAT REGISTERED THE TEAM FOR CONFERENCE. IF YOU DID NOT REGISTER THIS TEAM YOURSELF, PLEASE REACH OUT TO THE PERSON WHO DID AS THEY ARE THE ONLY ONES WHO CAN CHANGE BILLING INFORMATION.**

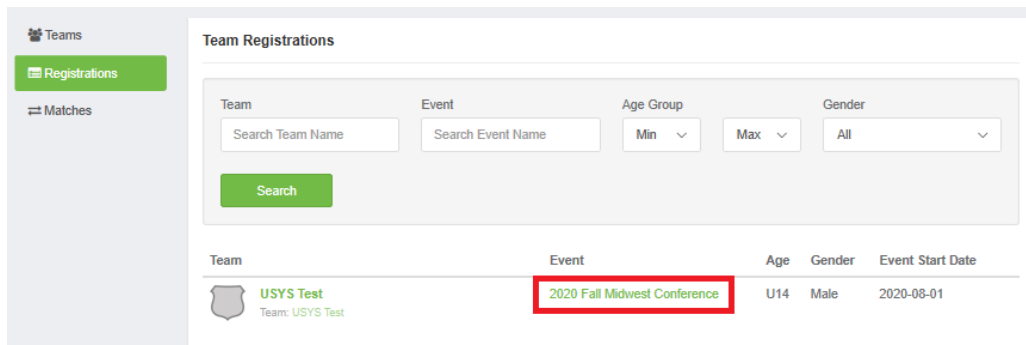
1. [Click here](#) to access the GotSport login page.
2. Once you are logged into your account, click on Team Management in the white menu bar at the top of the page.



3. Next, click on Registrations on the left menu.



4. Locate the team you wish to view. Instead of click on the team name, click on the Event under the Event column.



- Click on the Billing tab at the top of the pop-up window. You will see a list of invoices under the Billing tab. Please focus on the invoice(s) labeled as “[Location] Event and Referee Fees – [Team Name].” These are the invoice(s) that are due. If you have more than one invoice, this is because there are more than one team tied to this billing account playing in the Conference Hosted Weekend. If paying by check, proceed to Step 6. If planning to pay by credit card, skip to Step 7.

The screenshot displays the Billing tab for Account #97551 - Jimmy Sparkman. At the top, there are navigation tabs: Info, Registration, Billing, Roster, Scheduling Requests, and Schedule. Below the tabs, account details are listed: Contact Email (jsparkman@usyouthsoccer.org), Description (2020 Fall Midwest Conference), Accounting Code (4005), Make Checks Out To, Payment Address (US), and Payment Method (Check/MO with a Change Payment Method link). A summary section shows a TOTAL BALANCE of \$340.00 and a DUE NOW amount of \$0.00. Below this is an Invoices section with a Total of \$340.00. A table lists the invoice details:

ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Payment
442693	09/25/2020	St. Louis Showcase Event and Referee Fees -	<input type="checkbox"/>	No	340.00	▼

- If you are paying by check, please download the payment form on the Conference website under the Conference Hosted Weekend drop-down and fill out the information based on your billing information within GotSport.
- If you plan to pay by credit card, click on the green Change Payment Method link next to the existing payment method.
  - PLEASE NOTE: The balance that you see in this step may be subject to change depending on if the Conference staff have updated your amount owed. Credit card payments must pay extra to cover the processing fee and this is updated by the Conference staff. The processing 3.25% plus \$0.15 per transaction.
- On the next screen, you will see a drop-down at the top of the page. Be sure you select Credit Card on this drop-down list. You will need to complete this page with the credit card information. Once all the information is entered and accurate, click Change Payment Method at the bottom of the page.
  - DO NOT CLICK THE “PAY NOW” BUTTON. This will charge your card immediately. DO NOT CLIC THE “PAY NOW” BUTTON.**
  - NOTE: Visa, MasterCard, and Discover are accepted. American Express (AMEX) is not an accepted card type for our current processor.**
- You are done! Cards won’t be charged until the week of the Conference Hosted Weekend.