

Changing the Payment Method or Credit Card on File for an Application - Team

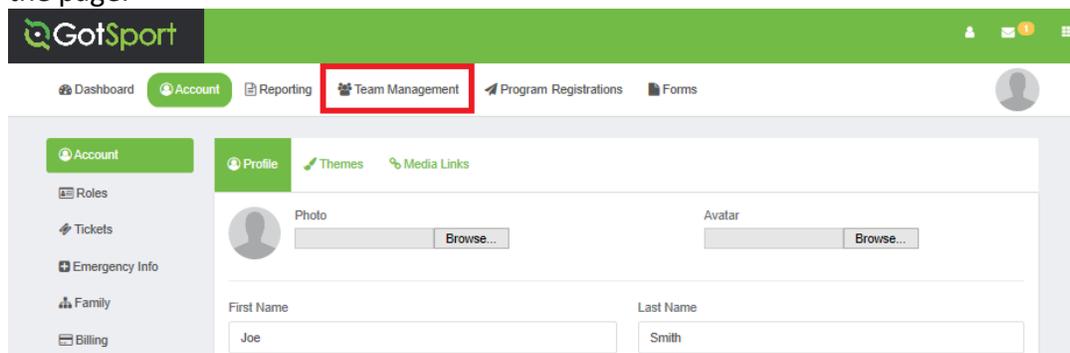


This guide can be used when needing to change the payment method on file with your team application in GotSport. If you have any questions after going through this process, please email Jimmy Sparkman (jsparkman@usyouthsoccer.org).

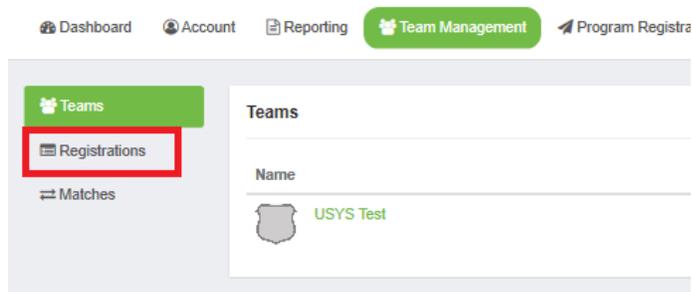
If you are changing the payment method on file with your application, please start at Step 1.

If you are changing the credit card on file with your application, please skip to Step 2.

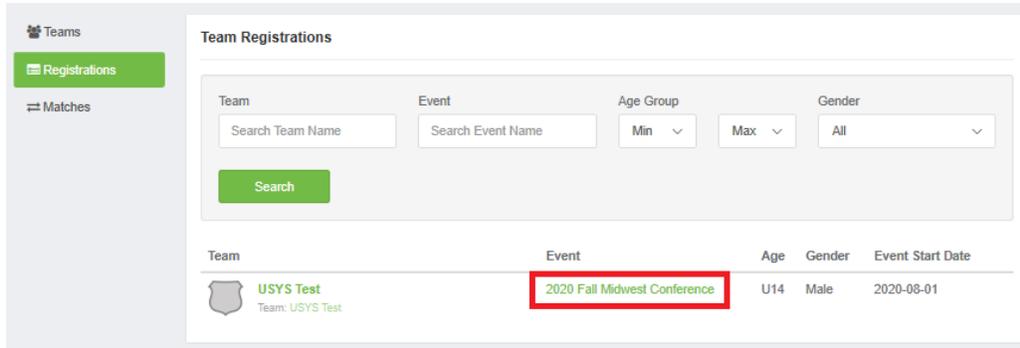
1. Before beginning this process, you will need to contact a member of the Conference staff to inform them on your intent to change your payment method on file. Please provide them with the Conference you are registered for, the state association your team is affiliated with, along with the account number, team name and gender/age group on file with your application. For instructions on how to locate this information, follow steps 2 through 6 of this guide. Once you have received a response from the Conference, proceed to Step 2. Do not proceed to Step 2 until you heard a response from the Conference about changing your payment method.
2. Once you have received the OK from the Conference to change your payment method, please [click here](#) to access the GotSport login page.
3. Once you are logged into your account, click on Team Management in the white menu bar at the top of the page.



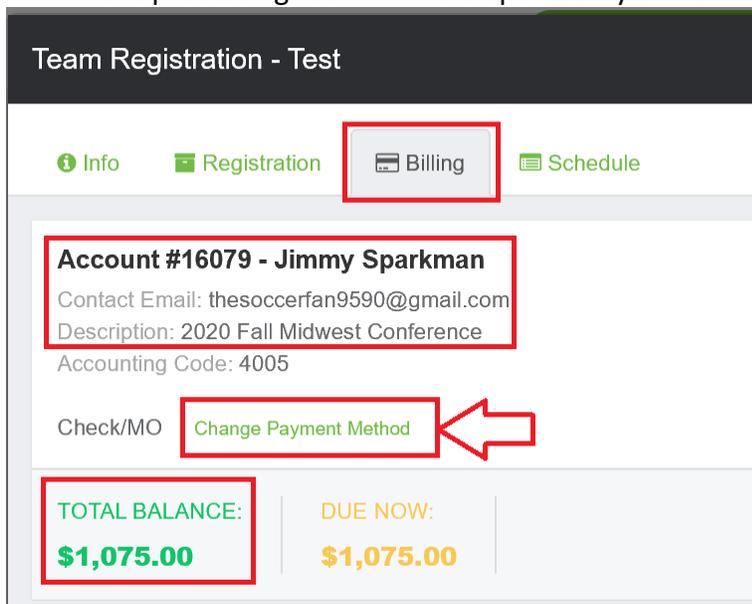
4. Next, click on Registrations on the left menu.



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



6. Click on the Billing tab at the top of the pop-up window. On this screen you will immediately see your name, email, Account Number, the event you applied for, the payment method, and a balance. If you are gathering this information to provide to the Conference as part of Step 1, please make a note of the event you applied for, Account Number, and the team name, gender, and age group. Otherwise, click on the green Change Payment Method link next to the existing payment method.
 - a. 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.



7. 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.
8. Once you have clicked Change Payment Method in Step 7, **you will need to notify the Conference contact you've been in touch with that you have done so.** There are a few steps on the Conference side that have to be followed to finalize this change of payment method, including changing the amount owed on file with your billing account if it wasn't already done so prior to you changing your payment method.