

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

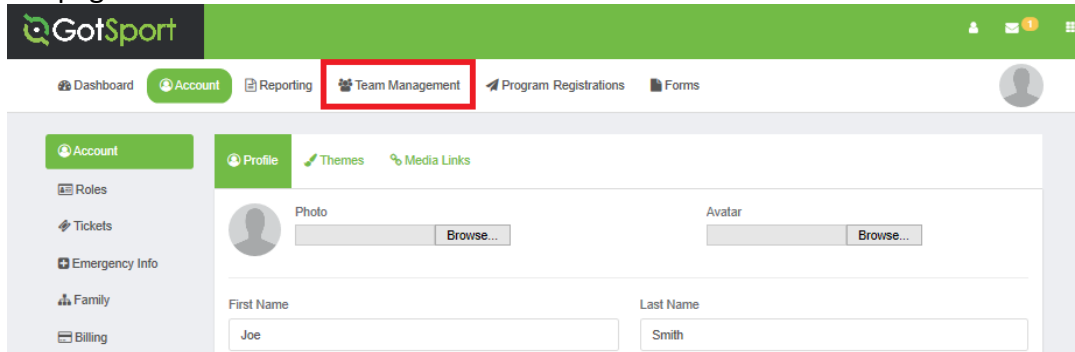
(all information is subject to change 7/10/2020)



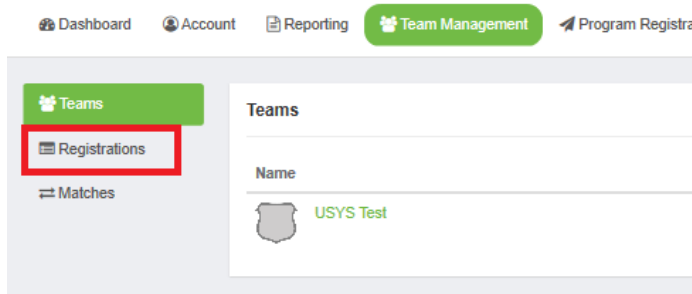
This guide can be used when needing to change the payment method on file with your team application in GotSport. If you have any questions after going through this process, please email Jimmy Sparkman (jsparkman@usyouthsoccer.org).

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.

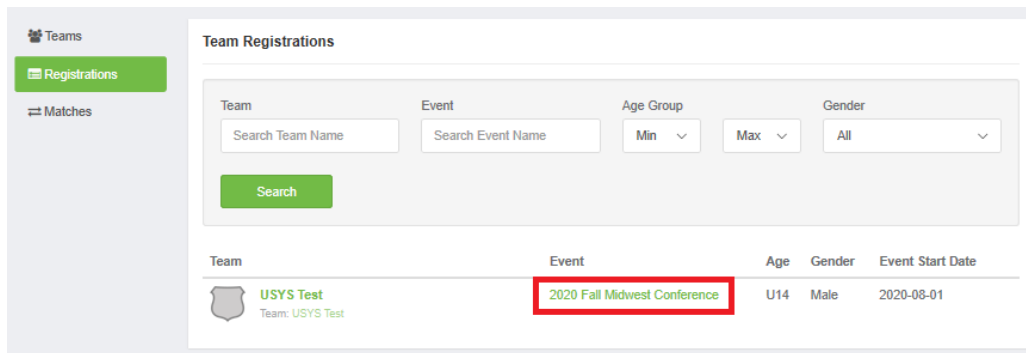
1. [Click here](#) to access the GotSport login page.
2. Once you are logged into your account, click on Team Management in the white menu bar at the top of the page.



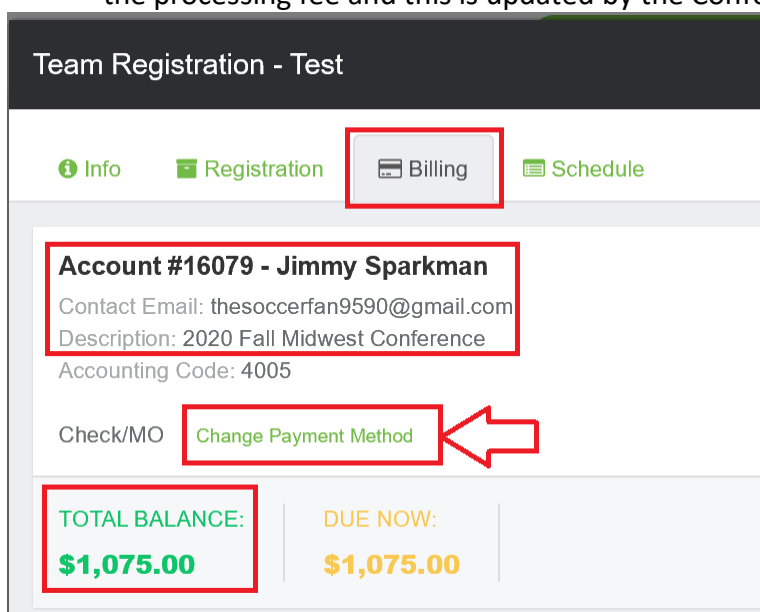
3. Next, click on Registrations on the left menu.



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



5. Click on the Billing tab at the top of the pop-up window. Next, 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.



6. 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.
 - a. **NOTE: Visa, MasterCard, and Discover are accepted. American Express (AMEX) is not an accepted card type for our current processor.**
7. You are done! Cards won't be charged until teams are accepted and placed in divisions on or around July 16.