

## Accepting Players who have paid via Credit Card

When you mark a player as "Accepted" this triggers the system to charge a pending credit card authorization.

Here are the steps I recommend for managing and accepting players who have paid via credit card:

### Step 1: Payment Management:

- Search for **Pending Applications & Credit Card**
- Click the "Paid" check box next to all players who show a green check mark ✓ in the pay avail column.
- Click Save Application Chances. (This will identify who has paid via credit card and is ready to be marked as Accepted.)

**Application Payment Management** Page Size: 25 [v] [Reset]

Select League Select Club Media Type

Select Play Type Select Gender Select Age Group Application Status Accepted Paid Pay Plan  
All Play Types [v] All Genders [v] All Age Groups [v] Pending Applications [v] All [v] All [v] All [v]

Payment Receive Date Range Payment Type Search By Search For:  
[ ] To [ ] Credit Card [v] Last name, First Name [v] [ ] [Search]

PP = order with payment plan.  
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PAID	ACCEPTED	Player Name [v]	Order No	Player ID	Fees	Paid	Due	Pay Avail
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aepfelbacher, Nikolas	<u>1-440156</u>	19808-041521	\$65.00	\$0.00	\$65.00	✓

**example:**

Player: Nikolas Aepfelbacher

**Application Payment Management** Page Size: 25 [v] [Reset]

Select Play Type Select Gender Select Age Group Application Status Accepted Paid Pay Plan  
All Play Types [v] All Genders [v] All Age Groups [v] Pending Applications [v] All [v] All [v] All [v]

Payment Receive Date Range Payment Type Search By Search For:  
[ ] To [ ] Credit Card [v] Last name, First Name [v] [ ] [Search]

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PAID	ACCEPTED	Player Name [v]	Order No	Player ID	Fees	Paid	Due	Pay Avail
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Aepfelbacher, Nikolas	<u>1-440156</u>	19808-041521	\$65.00	\$0.00	\$65.00	✓

**Step 2: Player Look Up:**

a. Go to Player Look Up and Search for **Pending All Applications** AND **Paid= YES**

The screenshot shows the 'Player Lookup' interface. At the top, there are controls for 'Page Size' (set to 25), a 'Reset' button, and a 'Report' dropdown menu. Below this are several filter sections: 'Select Play Type' (All Play Types), 'Select Gender' (All Genders), 'Select Age Group' (Select Age Group), 'Application Status' (Pending All Applications), and 'AcceptedPaid' (All, Yes). There is also a 'State Assoc. Disciplinary Filter By Disciplinary Status' section with a search box. The 'Application Date' section has 'From' and 'To' date pickers. A legend indicates: green checkmark = Paid, red X = Not Paid, and a circled 'A' = Accepted By Another League. The table below has columns: PAID, ACCEPTED, AGE/LEGAL, Player Name, League/Club City, Player ID, Birthdate, Appl Date, and PlayLevel. One player is listed: Aepfelbacher, Nikolas, MTSC, Portland, 19808-041521, 12/21/1998, 5/11/2008 10:18:00 AM, Fall Rec Soccer. The PAID column has a green checkmark, and the ACCEPTED column has an empty box. Buttons for 'save application changes' and 'email selected players' are at the bottom.

b. The Players that show a green check for “Paid” ✓ should be marked as “Accepted”. This will trigger the system to automatically charge these pending credit card authorizations:

This screenshot is identical to the one above, but the 'ACCEPTED' checkbox for the player 'Aepfelbacher, Nikolas' is now checked. The legend and other interface elements remain the same.

Players marked as Accepted & Age Legal will now be available for rostering to teams.