



Payment Manager

User Guide and Screen Shots

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1.0 – Opening Payment Manager

When you first log in as a Club Manager you will be presented with this screen.

The screenshot shows the SportCard Club Manager interface for Stanhope Junior Foooty. The header includes the SportCard logo and the text "Member ID - 116". The main content area is divided into two columns of navigation links. Below this is a summary table with two rows: "Total Members" with a value of 2 and a "View Members" link, and "Total Contributions to Club" with a value of \$17.58.

Welcome stanhope- Stanhope Junior Foooty		Member ID - 116
Manage Club Members	Update My Profile	
Manage Accounts	Upload Club Logo	
Change Password	Club FAQ's	
Marketing Support	Payment Manager	
Club Income	Site and Communication Manager	
Total Members	2	View Members
Total Contributions to Club	\$17.58	

Click on the Payment Manager link, make sure you allow Pop-ups first.

Payment Manager and other features of the SportCard platform use layered Pop-ups, if you do not have your Pop-up blocker turned off you cannot use all the features of the site.



2.0 The Payment Manager screen

Payment Manager

Stanhope Junior Footy

Filters

Paid	Surname	Product	Team
--Select--	Select	Select	Select

[Add a New Player](#) [Upload Players](#) [Reports](#) [Manage/Add Product](#) [Upload File](#)

You can change payment status by clicking on the players "Paid by" column if they have paid the club directly.

Search for a Players or Members Name [Search](#)

Player Name	Team	Product	Member Name	Date Paid	Player Details	Payment Details	Paid by	Send reminder
<input type="checkbox"/> Aaron Butt	U11	Registration	Peter Butt	1/17/2008	UPDATE	View	Credited	Send
<input type="checkbox"/> Aaron Butt	U11	Jersey	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Sox	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Shorts	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Cap	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Bob Tunks	U15	Registration	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Jersey	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Sox	Jim Tunks	1/18/2008	UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Shorts	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Cap	Jim Tunks	1/17/2008	UPDATE	View	Paid By SportCard	Send
<input type="checkbox"/> Fred Smith	U10	Registration	Duncan Sharpe	1/18/2008	UPDATE	View	Credited	Send
<input type="checkbox"/> Fred Smith	U10	Jersey	Duncan Sharpe	1/18/2008	UPDATE	View	Paid By Cash	Send
<input type="checkbox"/> Fred Smith	U10	Sox	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/> Fred Smith	U10	Shorts	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/> Fred Smith	U10	Cap	Duncan Sharpe		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Registration	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Jersey	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Sox	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Shorts	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Cap	James Byte	1/17/2008	UPDATE	View	Paid By SportCard	Send

[Send email to all](#) [Delete Member/s](#)

Credits can only be given to Credit Card payments made via SportCard
Click on the Paid by column to create a Member credit.
For further help please read the Payment Manager FAQ's

[Close Window](#)

When you first log in you will see a screen similar to this, although without any members or products.

The main areas to note on this screen are :-

Top blue bar – which contains your filtering options, because there will be many players, teams and products you will be using these a lot to keep your screen view simple.

Top row of buttons – which are your management controls. They allow you to add products, players and PDF files to the site, as well as link to the reporting module for downloads.

The middle of the screen – is where your players and information is displayed about which products they have purchased, not purchased, do not require and how they paid.



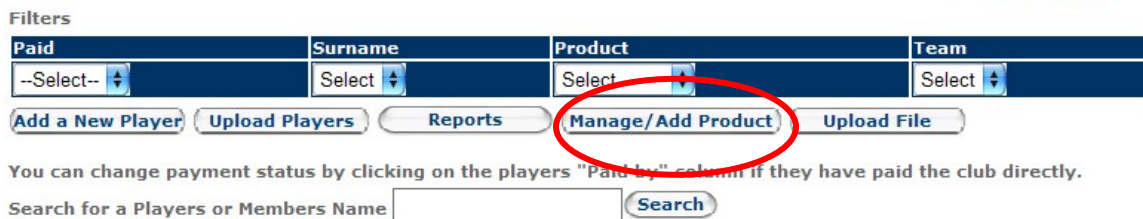
This area also lets you modify player details, view single transaction information, record Cash or Credit Card payments, give Credits and send a quick reminder to those late payers.

The bottom of the page – where there are 2 more buttons for Sending emails to multiple members or deleting members from the database.

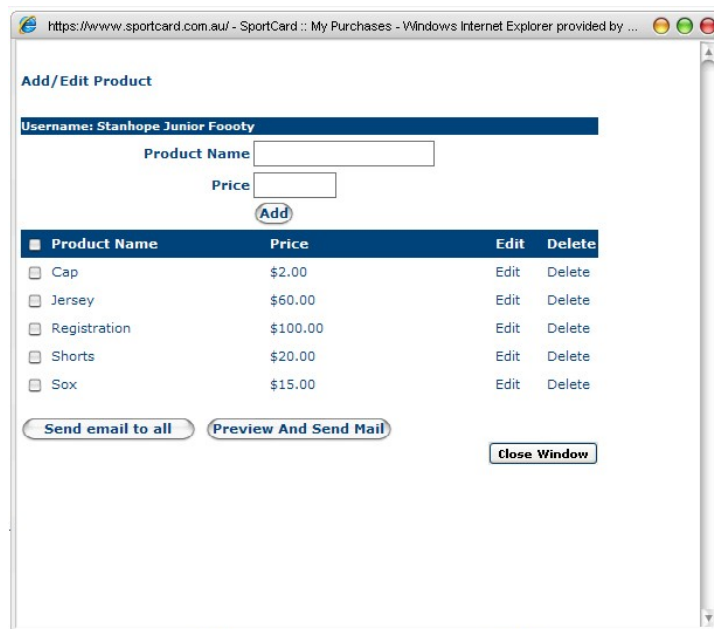
3.0 Taking your first steps – Adding Products

We recommend that you add at least 1 product before you add any members. This is because the system will automatically send an email to each member, asking them to check the club shop, when you add them to the site. If you have not added any products they will go to an empty shop page.

To add products to the site is quick and easy



Press the Manage/Add Product button and a new screen will Pop-up





To add a product enter the products name into first text box and the price into the second text box and press Add.

The product will then appear in the list below.

To add another product repeat this process.

When you have finished adding products close the window to return to the main Payment Manager page.

3.1 Editing product details

To Edit a products name or price click on "Edit" next to the product you wish to change and modify the details, when you press Add the product will be updated in the product list.

4.0 Adding Players to your database

***Note that adding members to Payment Manager is not the same as joining SportCard. Members must elect to join SportCard separately either via the email or from the Club shop page. To be able to pay online your members must first join SportCard, for all other activities they do not need to join.*

There are 2 ways to add players to your database.

4.1 Using the Add a New Player button

Filters

Paid	Surname	Product	Team
--Select	Select	Select	Select

Add a New Player Upload Players Reports Manage/Add Product Upload File

You can change payment status by clicking on the players "Paid by" column if they have paid the club directly.

Search for a Players or Members Name Search

Press the Add a new player button to open the player manager pop-up.



https://www.sportcard.com.au/?id=18&valid=- SportCard :: ADD A NEW MEMBER - Windows Internet E...

Add New Player
Please complete the form below to register a new player

First name: Justin *
Last Name: Byte *
Team: U11 *
Parent / guardian / member name
First Name: James *
Last Name: Byte *
Address: 53 Dirgle *
Suburb: Stanhope Gardens *
State: NSW +
Postcode: 2768 *
Email Address: Support@sportcard.com.au *

Add New Player Reset Close Window

Fill in all the details on the page to complete the registration process.

***Note that the top two fields are for the PLAYER NAME.*

For players under 18 years of age the Parent or Guardians name must be entered into the correct text boxes. Where the player is over 18 years of age you may enter the same name in both areas.

When you have completed the form press "Add New Player" to enter the player into your database. Repeat this process for as many players as you wish.

After each player is added an email will be sent to the nominated email address advising the Parent/Guardian or Player of their entry into the database and the availability of the Shop page.

The email recipient can choose to remove themselves from your database, join the program, visit your Club shop or do nothing at all.

4.2 Uploading large numbers of members

Where there are a large number of players and one by one entry is not practical we have provided an Upload capability

Filters

Paid	Surname	Product	Team
--Select--	Select	Select	Select

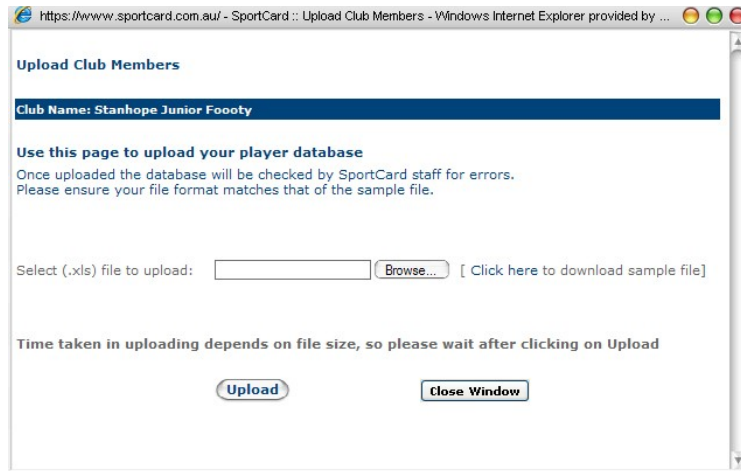
[Add a New Player](#)
[Upload Players](#)
[Reports](#)
[Manage/Add Product](#)
[Upload File](#)

You can change payment status by clicking on the players "Paid by" column if they have paid the club directly.

Search for a Players or Members Name [Search](#)

This allows Club Managers to add as many members as you need to the Payment Manager system.

When you press "Upload Players" a new pop-up will appear.



Search for your player database file by using the "Browse" button, select the file and press the "Upload" button.

File upload times vary depending upon your network connection speed and the size of the file. Please be patient if your file is large and connection speed slow.

Once the upload is complete close the pop-up.

***Note – SportCard checks each file upload before it is entered into our systems. It may take between 24 and 48 hours for your database of members to be available.*

Files **MUST** be uploaded in the correct layout or they will be rejected by our operators.

PlayerFirstName	PlayerLastNam	Team	Address	Suburb	State	PostCode	Email	ParentFirstName	ParentLastName

You can download the correct layout as a .XLS file from the sample link.



https://www.sportcard.com.au/ - SportCard - Manage Club Members - Windows Internet Explorer provided by Yahoo7

Payment Manager

Stanhope Junior Foooty

Filters

Paid	Surname	Product	Team
--Select--	Select	Select	Select

[Add a New Player](#) [Upload Players](#) [Reports](#) [Manage/Add Product](#) [Upload File](#)

You can change payment status by clicking on the players "Paid by" column if they have paid the club directly.

Search for a Players or Members Name [Search](#)

<input type="checkbox"/>	Player Name	Team	Product	Member Name	Date Paid	Player Details	Payment Details	Paid by	Send reminder
<input type="checkbox"/>	Aaron Butt	U11	Registration	Peter Butt	1/17/2008	UPDATE	View	Credited	Send
<input type="checkbox"/>	Aaron Butt	U11	Jersey	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Sox	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Shorts	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Cap	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Bob Tunks	U15	Registration	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Jersey	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Sox	Jim Tunks	1/18/2008	UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Shorts	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Cap	Jim Tunks	1/17/2008	UPDATE	View	Paid By SportCard	Send
<input type="checkbox"/>	Fred Smith	U10	Registration	Duncan Sharpe	1/18/2008	UPDATE	View	Credited	Send
<input type="checkbox"/>	Fred Smith	U10	Jersey	Duncan Sharpe	1/18/2008	UPDATE	View	Paid By Cash	Send
<input type="checkbox"/>	Fred Smith	U10	Sox	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Fred Smith	U10	Shorts	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Fred Smith	U10	Cap	Duncan Sharpe		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Registration	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Jersey	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Sox	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Shorts	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Cap	James Byte	1/17/2008	UPDATE	View	Paid By SportCard	Send

[Send email to all](#) [Delete Member/s](#)

Credits can only be given to Credit Card payments made via SportCard
Click on the Paid by column to create a Member credit.
For further help please read the Payment Manager FAQ's

[Close Window](#)

Taskbar: Inbox - Thunderbird, Adobe Photoshop CS3..., SportCard :: Club Equip..., https://www.sportcard.com.au/

Now you have your player (customer) database ready to purchase and all your products online your members can now purchase them online and you can manage all your transactions through our system.



5.0 Members making a purchase

There are 3 ways for you to accept, credit, track and manage member purchases through Payment Manager

1. Through the members version of your Club shop page
** Note - Credits cannot be provided from this page.
2. By the Club manager entering Credit card details into Payment Manager
3. By Cash and entering the details into Payment Manager for tracking and reporting

5.1 Members Club Shop page

Stanhope Junior Footy

Invoice No. - PL00006
Date - 1/18/2008
SportCard ABN No - 63 120 621 981

As a SportCard member, you have the option to pay for the following items from your club.
If you are not a SportCard member yet, please click [here](#) to join before completing the form.

[Find Out More>>](#)
Registration form

Product	Fee	Required	Not Required
Cap	\$2.00	<input type="checkbox"/>	<input type="checkbox"/>
Jersey	\$60.00	<input type="checkbox"/>	<input type="checkbox"/>
Shorts	\$20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sox	\$15.00	<input type="checkbox"/>	<input type="checkbox"/>
Total			\$ 20

Pay by PayPal
 Pay by Credit card

Player Name: Aaron Butt
SportCard Member Number: check for member validity
Amount: \$ 20(inc GST)
Name on Card:
Type of Card: Visa
Credit Card Number:
Security code (CVV2):
Expiry Date: Jan 2008

* denotes required field

By pressing Submit you agree to the Terms and Conditions of the transaction. SportCard acts only as a payment service provider. If you are not a member of the club concerned or believe you have been sent to this page in error please contact - join@sportcard.com.au

[Privacy Policy](#) [Terms & Conditions](#) [Advertise with us](#) [Partners Login](#)

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The members club shop page is their own version of your club shop and displays products that are available to that member.

At the start all products are available to all members. As members pay for items or decide they are not required, items are removed from their Club Shop page.



For example:- if a member has already purchased a jersey, shorts and socks, those items will not be shown again to that member the next time they go to the page.

To purchase an item the member must select the product using the check boxes next to each item. They may select Required or Not Required and then proceed to the payment process.

If you are not a SportCard member yet, please [click here](#) to join before completing the form.



Product	Fee	Required	Not Required
Cap	\$2.00	<input type="checkbox"/>	<input type="checkbox"/>
Jersey	\$60.00	<input type="checkbox"/>	<input type="checkbox"/>
Shorts	\$20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sox	\$15.00	<input type="checkbox"/>	<input type="checkbox"/>
Total			\$ 20

5.1.1 Members can find this page only from the links in emails you send them. This is a part of our tracking solution to ensure each members files are correct.

5.1.2 Once they are at the Club Shop page they can decide to purchase online using PayPal, Visa or Mastercard.

Transactions paid via this page incur a 5.0% fee, which pays for the web site service we provide and the banking transaction fees. There is NO charge for recording cash or cheque purchases. See section 5.3 below.

***Note – on some browsers this product selection does not total the value of the products. We are working to resolve this error. It is fully functional in all current versions of Internet Explorer.*

5.1.3 Members can also decide to tag the product as Not Required which will show in your Payment Manager main page.

A member who has set a product as Not Required can no longer be communicated to about that item.

5.1.4 Members must join SportCard to use their Credit Card or PayPal.

Once a member makes an online purchase through the Payment Manager site they will be emailed a statement from the system to confirm their purchase. The invoice number will be recorded in the Club Manager Reporting page or can be seen by clicking on "View" on the main page.



5.2 Club Manager using members Credit Card details

The club manager can process a credit card payment through the Payment Manager site if they are given the members credit card details.

Please ensure you read the Payment Manager Terms and Conditions.

To open the Club payment page click on the words "Not Paid" in the Paid by column

Player Name	Team	Product	Member Name	Date Paid	Player Details	Payment Details	Paid by	Send reminder
<input type="checkbox"/> Aaron Butt	U11	Registration	Peter Butt	1/17/2008	UPDATE	View	Credited	Send
<input type="checkbox"/> Aaron Butt	U11	Jersey	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Sox	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Shorts	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Cap	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Bob Tunks	U15	Registration	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Jersey	Jim Tunks		UPDATE	View	Not Required	Send

In the Paid by column you will see various messages about the payment process

1. **Not Paid** – means there has been no transaction yet for this product
2. **Not Required** – the member has gone to the club shop page and selected Not Required
You cannot process a payment for product that has been set as Not Required
3. **Paid by Cash** – the member has paid the club directly with cash and you have used Payment Manager to record the purchase
4. **Credited** – you have processed a credit through Payment Manager, either as Cash returned to the member or as a Credit Card payment from your SportCard club account. Once a credit has been given no further action can be recorded for this product.



Clicking on Not Paid will open the pop-up

On this page you can select the products the member wishes to pay for and process the payment by filling out the credit card details as provided to you.

The member **MUST** be a SportCard member before you process the payment. If they are not a member you can enter the member details by clicking on the link above the product selection area.

Once you have filled out the details the payment is processed and recorded. The pop-up will close and you will return to main page.

*** Note in some browsers you may need to close and re-open the main page to change the displayed status.*

Once the payment has been processed an email statement will be sent to the member.

Transactions incur a 5.0% fee, which pays for the web site service we provide and the banking transaction fees. There is **NO** fee for recording cash or cheque transactions.



5.3 Recording Cash payments with Payment Manager

You can use Payment Manager as a Cashbook. This is a **free** service offered to allow your club to manage any and all payments of products and services.

To create and record a Cash Payment, be in the main Payment Manager page and click on "Not Paid" in the Paid by column for the member.

Player Name	Team	Product	Member Name	Date Paid	Player Details	Payment Details	Paid by	Send reminder
<input type="checkbox"/> Aaron Butt	U11	Registration	Peter Butt	1/17/2008	UPDATE	View	Credited	Send
<input type="checkbox"/> Aaron Butt	U11	Jersey	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Sox	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Shorts	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Cap	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Bob Tunks	U15	Registration	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Jersey	Jim Tunks		UPDATE	View	Not Required	Send

This will open the Clubs payment pop-up and allow you to select the products the member is purchasing.

SportCard Payment Manager

Stanhope Junior Foooty

TAX INVOICE NO - PL00006
Date - 1/19/2008
SportCard ABN No - 63 120 621 981

Club Managers may use this form to enter credit card payments.

If the payer is not a SportCard member yet, please click here to enter their details..

Product	Fee	Required
Jersey	\$60.00	<input type="checkbox"/>
Registration	\$100.00	<input type="checkbox"/>
Shorts	\$20.00	<input type="checkbox"/>
Sox	\$15.00	<input type="checkbox"/>
Total		\$ 0

Pay Via Cash

Pay by Credit card

Player Name: Justin Byte

SportCard Member Number: check for member validity

Amount: \$ 0 (inc GST)

Name on Card:

Type of Card: Visa

Credit Card Number:

Security code (CVV2):

Expiry Date: Jan 2008

* denotes required field



To process a cash payment select all the products the members is purchasing then "Pay by Cash" and press "Submit". An email statement will then be sent to the member recording the payment.

The pop-up window will close and the players status for those items selected will be changed on the main page to Paid by Cash.

*** Note in some browsers you may need to close and re-open the main page to change the displayed status.*

There is no transactional fee for recording a cash payment.

5.4 Processing a Credit through Payment Manager

It is possible to process a Credit Card credit to a member who has paid through the Payment Manager system with a Credit Card only. This can only be done if there are sufficient funds in your club account.

It is also possible to record a credit where Cash has been given to the member directly from the club for any or all items.

To create a credit for an item you must be on the main page of Payment Manager.

Payment Manager

Stanhope Junior Foooty


Filters

Paid	Surname	Product	Team
--Select--	Select	Select	Select

You can change payment status by clicking on the players "Paid by" column if they have paid the club directly.

Search for a Players or Members Name

<input type="checkbox"/>	Player Name	Team	Product	Member Name	Date Paid	Player Details	Payment Details	Paid by	Send reminder
<input type="checkbox"/>	Aaron Butt	U11	Registration	Peter Butt	1/17/2008	UPDATE	View	Credited	Send
<input type="checkbox"/>	Aaron Butt	U11	Jersey	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Sox	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Shorts	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Cap	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Bob Tunks	U15	Registration	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Jersey	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Sox	Jim Tunks	1/18/2008	UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Shorts	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Cap	Jim Tunks	1/17/2008	UPDATE	View	Paid By SportCard	Send
<input type="checkbox"/>	Fred Smith	U10	Registration	Duncan Sharpe	1/18/2008	UPDATE	View	Credited	Send
<input type="checkbox"/>	Fred Smith	U10	Jersey	Duncan Sharpe	1/18/2008	UPDATE	View	Paid By Cash	Send
<input type="checkbox"/>	Fred Smith	U10	Sox	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Fred Smith	U10	Shorts	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Fred Smith	U10	Cap	Duncan Sharpe		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Registration	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Jersey	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Sox	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Shorts	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Cap	James Byte	1/17/2008	UPDATE	View	Paid By SportCard	Send

Credits can only be given to Credit Card payments made via SportCard
 Click on the Paid by column to create a Member credit.
 For further help please read the Payment Manager FAQ's 

Credits can be recorded or given to any purchase with the following conditions

- 5.4.a Payments made by Credit card can be credited by credit card, if there are sufficient funds in your Club account.
- 5.4.b Payments made by Credit Card can be credited by cash paid directly from the club and recorded in Payment Manager.
- 5.4.c Payments made by PayPal can only be credited by cash paid directly from the club and recorded in Payment Manager.
- 5.4.d Payments made by Cash can only be credited by cash paid directly from the club and recorded in Payment Manager.

To process a Credit click on "Paid by SportCard" or "Paid by Cash" in the Paid by column.



<input type="checkbox"/> Bob Tunks	U15	Sox	Jim Tunks	1/18/2008	UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Shorts	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Cap	Jim Tunks	1/17/2008	UPDATE	View	Paid By SportCard	Send
<input type="checkbox"/> Fred Smith	U10	Registration	Duncan Sharpe	1/18/2008	UPDATE	View	Credited	Send
<input type="checkbox"/> Fred Smith	U10	Jersey	Duncan Sharpe	1/18/2008	UPDATE	View	Paid By Cash	Send
<input type="checkbox"/> Fred Smith	U10	Sox	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/> Fred Smith	U10	Shorts	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/> Fred Smith	U10	Cap	Duncan Sharpe		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Registration	James Byte		UPDATE	View	Not Paid	Send

The Credit window will open and depending on how the member paid and the value in your club account you will be given the option to record a Cash credit or a Credit Card credit.

You may only raise a credit for 1 item at a time as they are selected from the Payment Manager main page.

https://www.sportcard.com.au - SportCard :: Payment Options - Mozilla Firefox

SportCard Payment Manager Credits

Stanhope Junior Footy

TAX INVOICE NO - CPL00006
Date - 1/20/2008
SportCard ABN No - 63 120 621 981

Club Managers may pay a credit from their club account to a member. Your club account must have enough funds to ensure the full value of the credit. The SportCard service fee for the transaction cannot be credited

Listed below are the payments this member has made through SportCard that can be credited

Your Club Account has \$17.58

Product	Fee
Cap	\$2.00
Total	\$ 2

Pay Via Cash
 Credit the members credit card

Player Name: Bob Tunks
 SportCard Member Number:
 Amount: \$ 2(inc GST) *
 Name on Card: *
 Type of Card: *
 Credit Card Number: *
 Security code (CVV2): *
 Expiry Date: *

* denotes required field

5.4.e Cash Credit

When the credit window opens select "Pay via Cash" and then Submit.

***Note Depending on how the member paid or the value in your club account this maybe the only option available.*

5.4.f Credit Card credits

When the credit window opens select "Credit the members credit card".



Complete the credit card details as recorded during the purchase process.
***Note Only the card that was used to make the purchase can be credited.*

Press "Submit"

Once the process has been completed the window will close and you will be returned to the Payment Manager main page.

The member status will be changed to Credited.

***Note Once a credit has been recorded no further action can be taken for this item with that member.*

6.0 Communicating with members

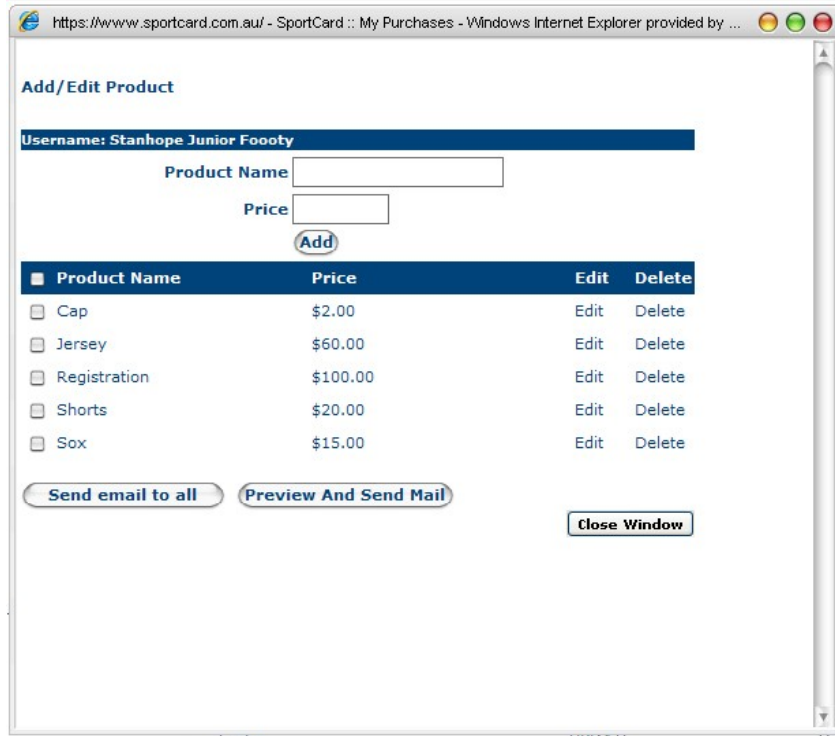
There are a variety of different ways to communicate to your members about new products, payments and services.

1. Product announcements
 - a. Using the standard template provided by SportCard
 - b. Creating you own email with graphics (requires some knowledge of HTML)
2. Payment reminders and generic announcements to multiple members
3. Payment reminders to individual members for single products

6.1 Product announcements

You may make announcements to all members in the Payment Manager database of one or many products from the Manage/Add products page.

To send an email to all members open the Manage product pop-up by pressing the "Manage/Add products button".



Select the products you wish to announce by clicking on the check boxes next to each product name.

Payment Manager provides two options for email content.

6.1.a Standard email to all members

Once you have selected the products you wish to announce press "Send email to all"

This will then send the following email to all members registered with Payment Manager.

Dear **MemberName**,

We have added **Product1, Product2.....**, to the Yourclubname shop page.

If you would like to pay for any of these items please click here to go to the **YourClubName** shop to make a purchase.

Thank you for your support of our club.

Kind Regards
YourClubName

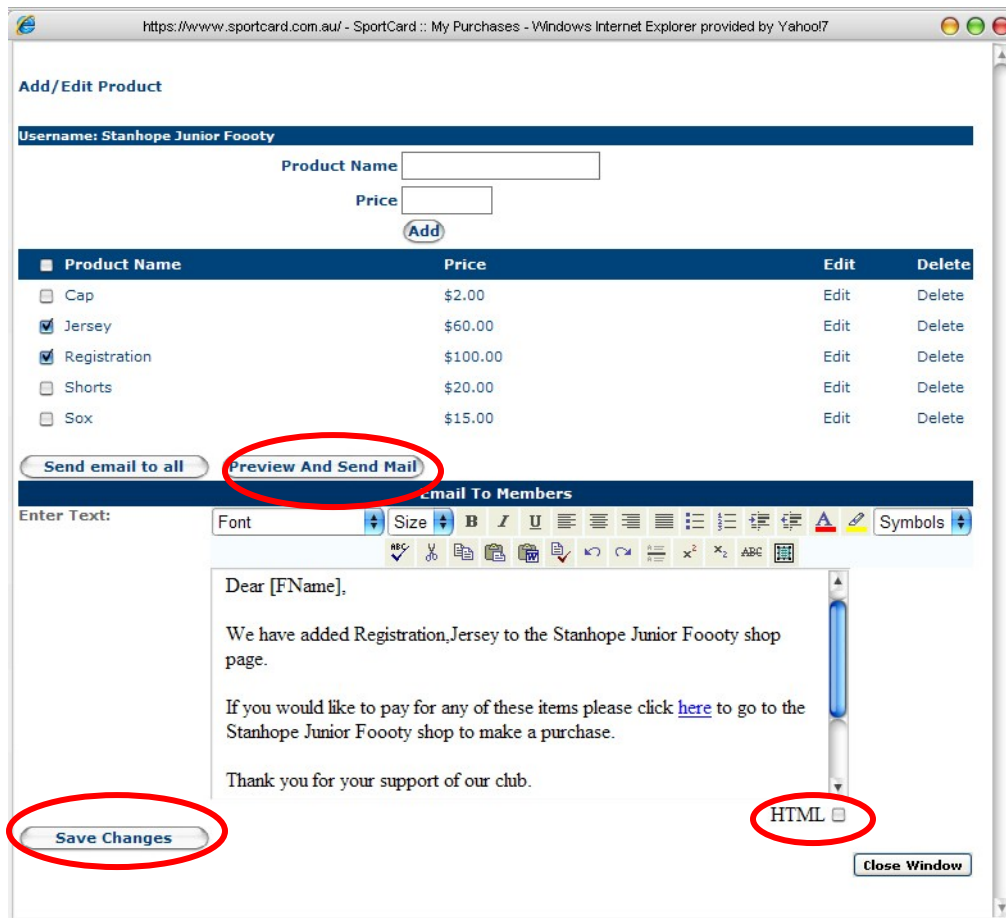


The number of products in the email will be set by the products you selected.

6.1.b Edit and send your own email to members

To edit the standard email or create you own email to send to members

Go to the Manage/Add products pop-up screen.



Select the products you wish to announce and then press "Preview and Send Mail".

This will open the editing box beneath the product selection window.

You may enter and modify text using the text editor or paste text from a Word document.

When you have finished editing the text press "Save Changes" to send the email to all members.



6.1.b.1 Adding images to your email

You may add images to your email, this will require some basic HTML editing capabilities and any image files you wish to add to your email being hosted on a server that is connected to the internet.

To add an image or create an email using HTML select the HTML check box on the right hand side of the page.

This will display the email in the text box as HTML code.

To add an image type in the following where you want to see the image in the email

```

```

Where the following

Yourwebaddress = the address where the file is stored :- example www.sportcard.com.au

Filedirectory = the directory on your web site where the file is stored (if required)

Filename.gif = the full filename of your image

X = the width in pixels of your image

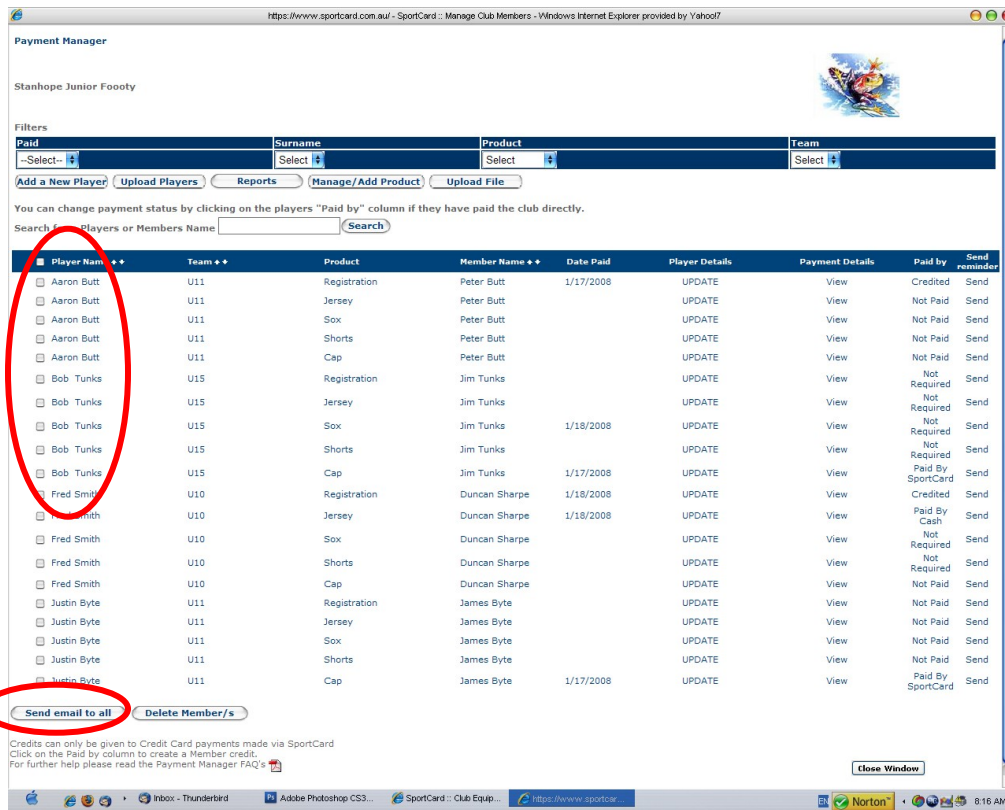
Y = the height in pixels of your image

To check that the image has been found, uncheck the HTML check box. If you have the correct address you should see the image displayed in the preview pane.

***Note - Be aware that editing certain parts of the email may cause the links to function incorrectly. Please be very careful when adding or changing any parts of the email to ensure that you do not disable these links.*

6.2 Sending payment reminders and generic announcements to multiple members

To send an email about a specific product/s to a group of members or team. Open the Payment Manager main page.



Payment Manager

Stanhope Junior Foooty

Filters

Paid: Surname: Product: Team:

[Add a New Player](#) [Upload Players](#) [Reports](#) [Manage/Add Product](#) [Upload File](#)

You can change payment status by clicking on the players "Paid by" column if they have paid the club directly.

Search for Players or Members Name: [Search](#)

<input type="checkbox"/> Player Name	Team	Product	Member Name	Date Paid	Player Details	Payment Details	Paid by	Send reminder
<input type="checkbox"/> Aaron Butt	U11	Registration	Peter Butt	1/17/2008	UPDATE	View	Credited	Send
<input type="checkbox"/> Aaron Butt	U11	Jersey	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Sox	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Shorts	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Aaron Butt	U11	Cap	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Bob Tunks	U15	Registration	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Jersey	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Sox	Jim Tunks	1/18/2008	UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Shorts	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/> Bob Tunks	U15	Cap	Jim Tunks	1/17/2008	UPDATE	View	Paid By SportCard	Send
<input type="checkbox"/> Fred Smith	U10	Registration	Duncan Sharpe	1/18/2008	UPDATE	View	Credited	Send
<input type="checkbox"/> Fred Smith	U10	Jersey	Duncan Sharpe	1/18/2008	UPDATE	View	Paid By Cash	Send
<input type="checkbox"/> Fred Smith	U10	Sox	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/> Fred Smith	U10	Shorts	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/> Fred Smith	U10	Cap	Duncan Sharpe		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Registration	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Jersey	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Sox	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Shorts	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/> Justin Byte	U11	Cap	James Byte	1/17/2008	UPDATE	View	Paid By SportCard	Send

[Send email to all](#) [Delete Member/s](#)

Credits can only be given to Credit Card payments made via SportCard
Click on the Paid by column to create a Member credit.
For further help please read the Payment Manager FAQ's

[Close Window](#)

Using the filters at the top of the page create the product and member selections you need.

Once you have displayed on screen the list of members and products, you can choose to send an email to all members at once or a smaller number of members.

6.2.1 Sending an email to all members displayed

At the top of the player list check the box next to "Player Name" this will select all members in your filtered list.



Press "Send email to all", the following email will be sent.

Dear **Membername**,

We have a range of products available for you on our **Youclubname** online shopping page.

If you would like to purchase any of these items please click here to go to the online store to make a purchase or contact your club manager.

Thank you for your support of our club.

Kind Regards
Youclubname

Members receiving this email can then go directly to the shop page to purchase items.

To select a smaller number of members you must manually select each check box for the player you wish to send a notice too.

6.3 Sending payment reminders to individual members

To send an email to a single member about a specific product is as simple as clicking "Send" on the main Payment Manager page.



Payment Manager

Stanhope Junior Footy

Filters

Paid	Surname	Product	Team
-Select-	Select	Select	Select

[Add a New Player](#) [Upload Players](#) [Reports](#) [Manage/Add Product](#) [Upload File](#)

You can change payment status by clicking on the players "Paid by" column if they have paid the club directly.

Search for a Players or Members Name [Search](#)

<input type="checkbox"/>	Player Name	Team	Product	Member Name	Date Paid	Player Details	Payment Details	Paid by	Send reminder
<input type="checkbox"/>	Aaron Butt	U11	Registration	Peter Butt	1/17/2008	UPDATE	View	Credit	Send
<input type="checkbox"/>	Aaron Butt	U11	Jersey	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Sox	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Shorts	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Aaron Butt	U11	Cap	Peter Butt		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Bob Tunks	U15	Registration	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Jersey	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Sox	Jim Tunks	1/18/2008	UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Shorts	Jim Tunks		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Bob Tunks	U15	Cap	Jim Tunks	1/17/2008	UPDATE	View	Not Required	Send
<input type="checkbox"/>	Fred Smith	U10	Registration	Duncan Sharpe	1/18/2008	UPDATE	View	Credit	Send
<input type="checkbox"/>	Fred Smith	U10	Jersey	Duncan Sharpe	1/18/2008	UPDATE	View	Paid By Cash	Send
<input type="checkbox"/>	Fred Smith	U10	Sox	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Fred Smith	U10	Shorts	Duncan Sharpe		UPDATE	View	Not Required	Send
<input type="checkbox"/>	Fred Smith	U10	Cap	Duncan Sharpe		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Registration	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Jersey	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Sox	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Shorts	James Byte		UPDATE	View	Not Paid	Send
<input type="checkbox"/>	Justin Byte	U11	Cap	James Byte	1/17/2008	UPDATE	View	Paid By SportCard	Send

[Send email to all](#) [Delete Member/s](#)

Credits can only be given to Credit Card payments made via SportCard
Click on the Paid by column to create a Member credit.
For further help please read the Payment Manager FAQ's

[Close Window](#)

This will send the following email to the member

Dear Jim,

We have noticed that you have not yet purchased **productname1** from our **Yourclubname** shop page.

If you would like to pay now via credit card please click here to go to the **Yourclubname** shop to complete your purchase.

Thank you for your support of our club.

Kind Regards
Yourclubname

7.0 Reporting

Payment Manager provides a simple reporting module that allows you to export any range of information you require in .XLS format.

To open the report generator click on the Reports button under the filter controls at the top of the main page.

Filters

Paid	Surname	Product	Team
--Select--	Select	Select	Select

[Add a New Player](#) [Upload Players](#) [Reports](#) [Manage/Add Product](#) [Upload File](#)

You can change payment status by clicking on the players "Paid by" column if they have paid the club directly.

Search for a Players or Members Name [Search](#)


This will open the report window pop-up.

This window looks similar in layout to the main page with the following exceptions.

1. The ability to select a date range for invoices
2. The ability to select an invoice range
3. Invoice numbers are displayed next to each item
4. The Export report button on the bottom of the screen

https://www.sportcard.com.au/?PId=0 - SportCard :: Manage Club Members - Windows Internet Explorer provided by Yahoo7

Payment Manager - Reports



Stanhope Junior Footy
Report Filters

Paid: --Select--
Player Surname: Select
Product: Select
Team: Select

Invoice date range: Day Month Year To Day Month Year
Invoice Number Range: Select From to Select To

Player Name	Team	Product	Member Name	Paid by	Date Paid	Invoice No.
<input type="checkbox"/> Aaron Butt	U11	Registration	Peter Butt	Credited	1/17/2008	PL00001
<input type="checkbox"/> Aaron Butt	U11	Jersey	Peter Butt	Not Paid		
<input type="checkbox"/> Aaron Butt	U11	Sox	Peter Butt	Not Paid		
<input type="checkbox"/> Aaron Butt	U11	Shorts	Peter Butt	Not Paid		
<input type="checkbox"/> Aaron Butt	U11	Cap	Peter Butt	Not Paid		
<input type="checkbox"/> Bob Tunks	U15	Registration	Jim Tunks	Not Required		
<input type="checkbox"/> Bob Tunks	U15	Jersey	Jim Tunks	Not Required		
<input type="checkbox"/> Bob Tunks	U15	Sox	Jim Tunks	Not Required	1/18/2008	PL00005
<input type="checkbox"/> Bob Tunks	U15	Shorts	Jim Tunks	Not Required		
<input type="checkbox"/> Bob Tunks	U15	Cap	Jim Tunks	Paid By SportCard	1/17/2008	PL00002
<input type="checkbox"/> Fred Smith	U10	Registration	Duncan Sharpe	Credited	1/18/2008	PL00004
<input type="checkbox"/> Fred Smith	U10	Jersey	Duncan Sharpe	Paid By Cash	1/18/2008	PL00004
<input type="checkbox"/> Fred Smith	U10	Sox	Duncan Sharpe	Not Required		
<input type="checkbox"/> Fred Smith	U10	Shorts	Duncan Sharpe	Not Required		
<input type="checkbox"/> Fred Smith	U10	Cap	Duncan Sharpe	Not Paid		
<input type="checkbox"/> Justin Byte	U11	Registration	James Byte	Not Paid		
<input type="checkbox"/> Justin Byte	U11	Jersey	James Byte	Not Paid		
<input type="checkbox"/> Justin Byte	U11	Sox	James Byte	Not Paid		
<input type="checkbox"/> Justin Byte	U11	Shorts	James Byte	Not Paid		
<input type="checkbox"/> Justin Byte	U11	Cap	James Byte	Paid By SportCard	1/17/2008	PL00003

click here to create an Excel file report.

To use the report module and create and export of your report design there are a number of options available.

1. To create a report of all members and products, irrespective of what purchases they have made, make no changes to any of the filter options and press "Export Report". This will export every file in the database in .XLS format.
2. To create a filtered report use the drop down filter boxes at the top of the page to narrow the range of output.

The filter options are

- a. Paid – you can select – Paid, Not Paid or Not Required
**Note – Credits are stored as Paid as a transaction has occurred
- b. Player Surname
- c. Product – you may sort by one product at a time
- d. Team – depending on how you setup your team structures this will report by the codes you created
- e. Invoice Date Range – Set the range of dates you wish to search
- f. Invoice Number Range – Set the range of invoice numbers you wish to search.

Note Remember to press "Search" after setting Date or Invoice range.

Unlike the Main Page you cannot select items by clicking on the data itself.



8.0 Troubleshooting

Should data not be reporting correctly please check note the following

1. All log ins have a user timer, if you have not been active on the site for a period you will have been automatically logged out.

Most often pop-ups will appear with the SportCard home page in them rather than the link page.

You must close all pop-ups, go back to the SportCard home page and Log in again to continue working.

2. We are aware that some browsers do not update correctly when pop-ups are closed. If data is not being updated closed the Main page and click on Payment Manager in the log in window. This should reset all data.
3. Club income data is not correct after entering purchases is caused by not refreshing the page data when you return to the main log in page.

You must close the page and sign in again.

4. Sort data shows names and members I have not entered. This is a known bug and will be resolved shortly.
5. Search does not return the correct information. Please log out and sign in again.
6. My members Shop page does not work.

Payment Manager is fully compatible with IE 6 and later. In some browsers, such as Firefox, the addition of selected items does not function correctly.

Please ask you member to use IE 7.0

Further help

Please contact SportCard for help with Payment Manager.

Email anytime for support to admin@sportcard.com.au or support@sportcard.com.au

or call Sydney

(02) 8002 7412 between 9am and 6pm Monday to Friday