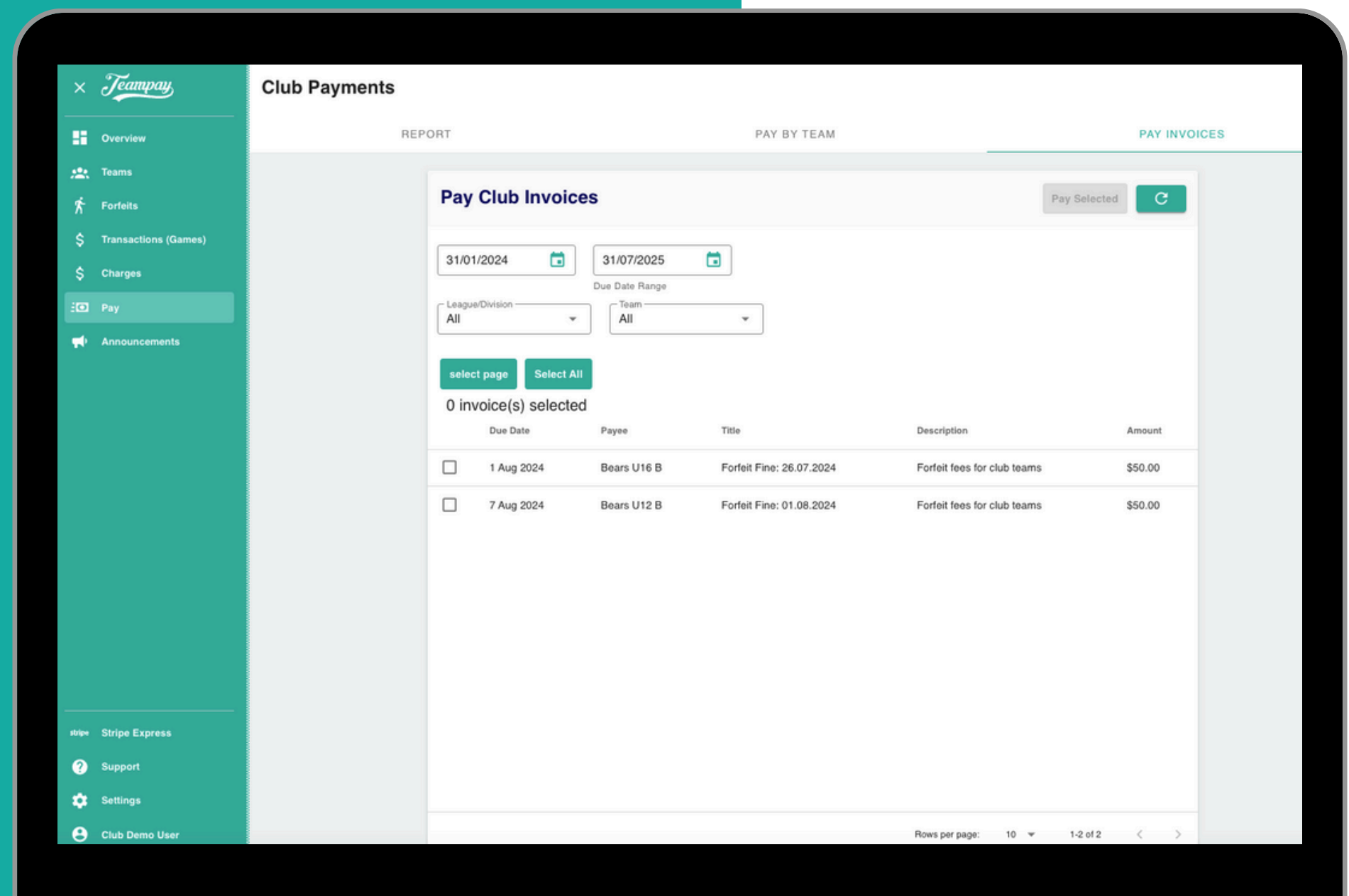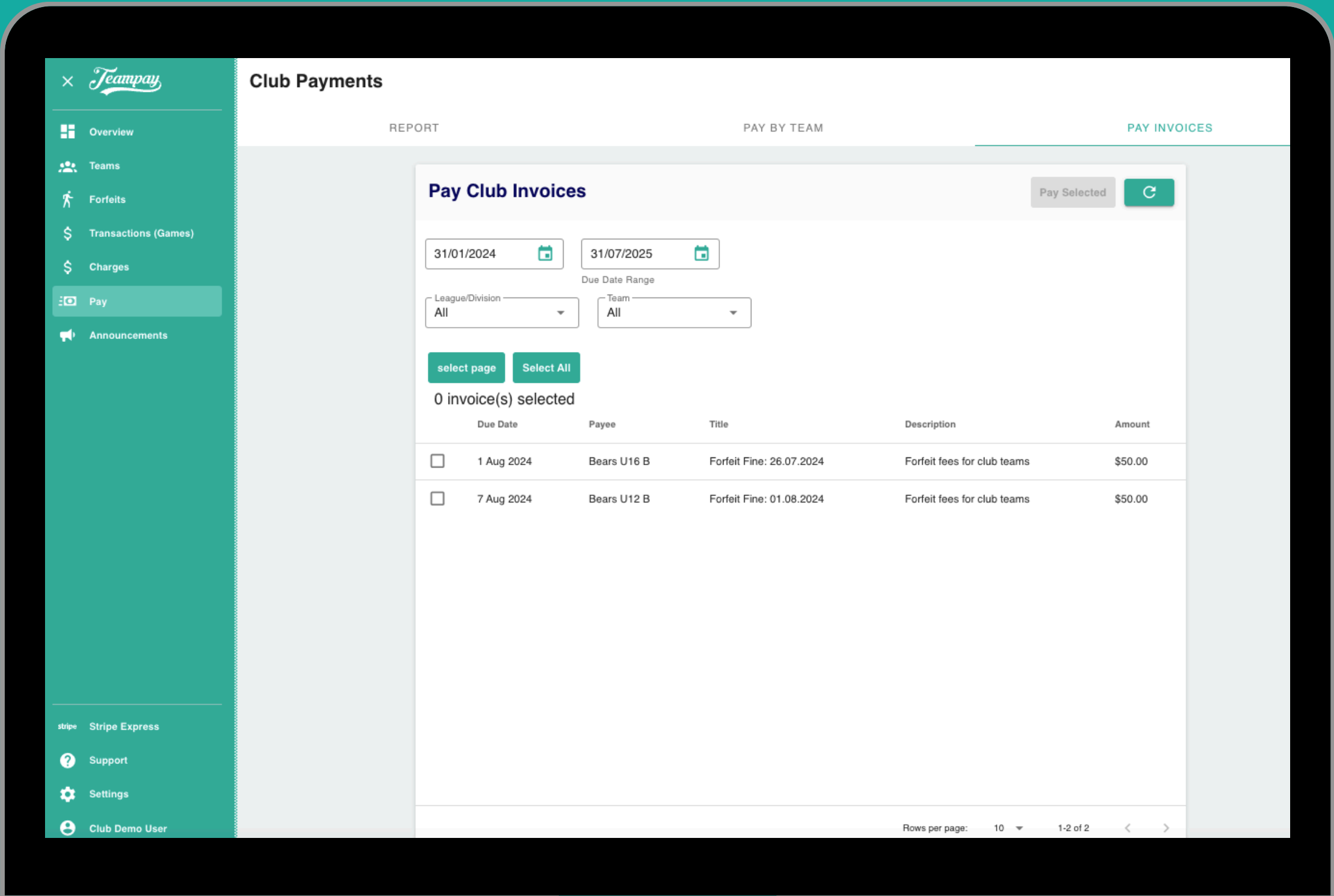Pay Club Invoices

Process Payment

From the menu bar on the far left, begin by clicking on the Pay tab

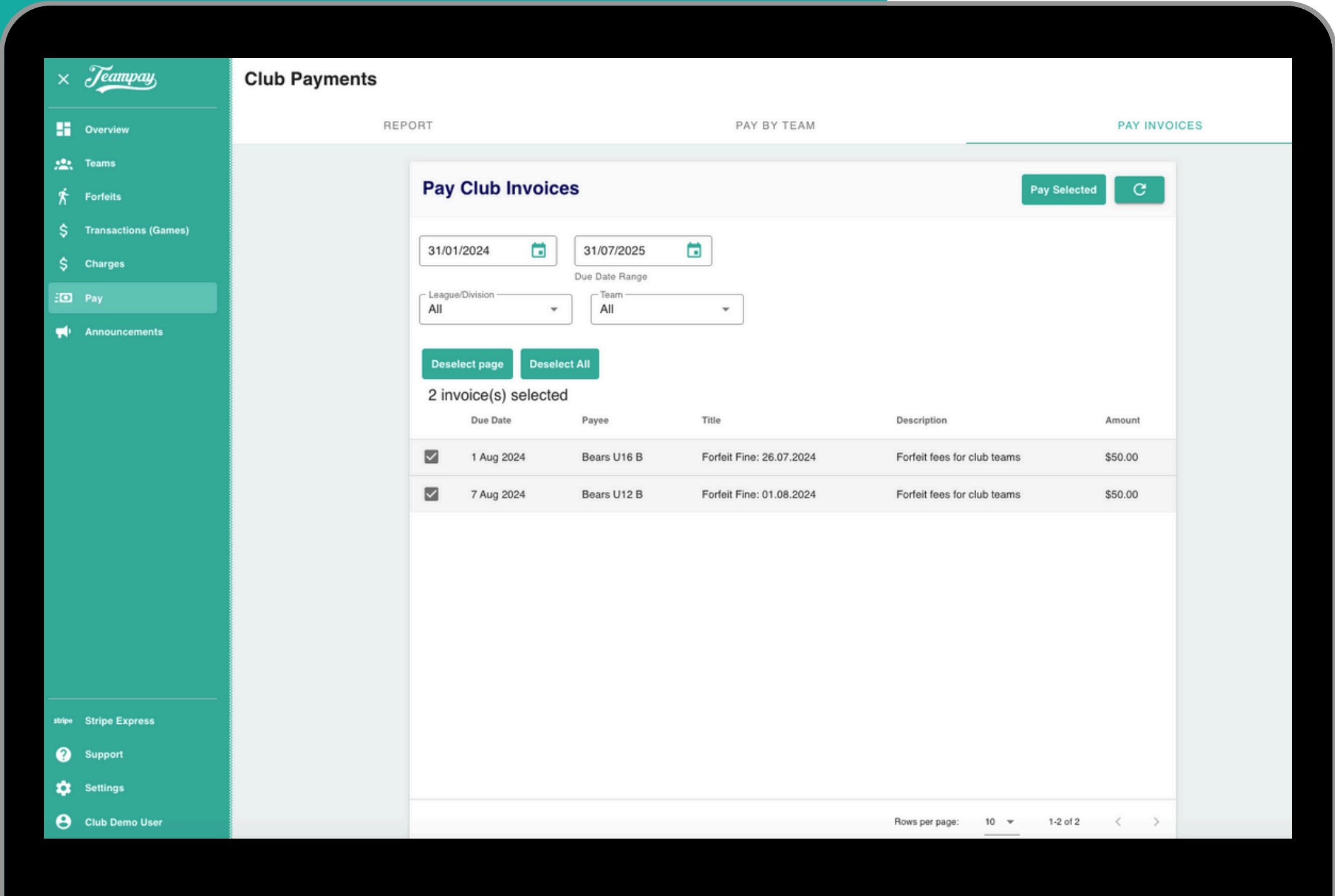At the very top of the screen, select Pay Invoices

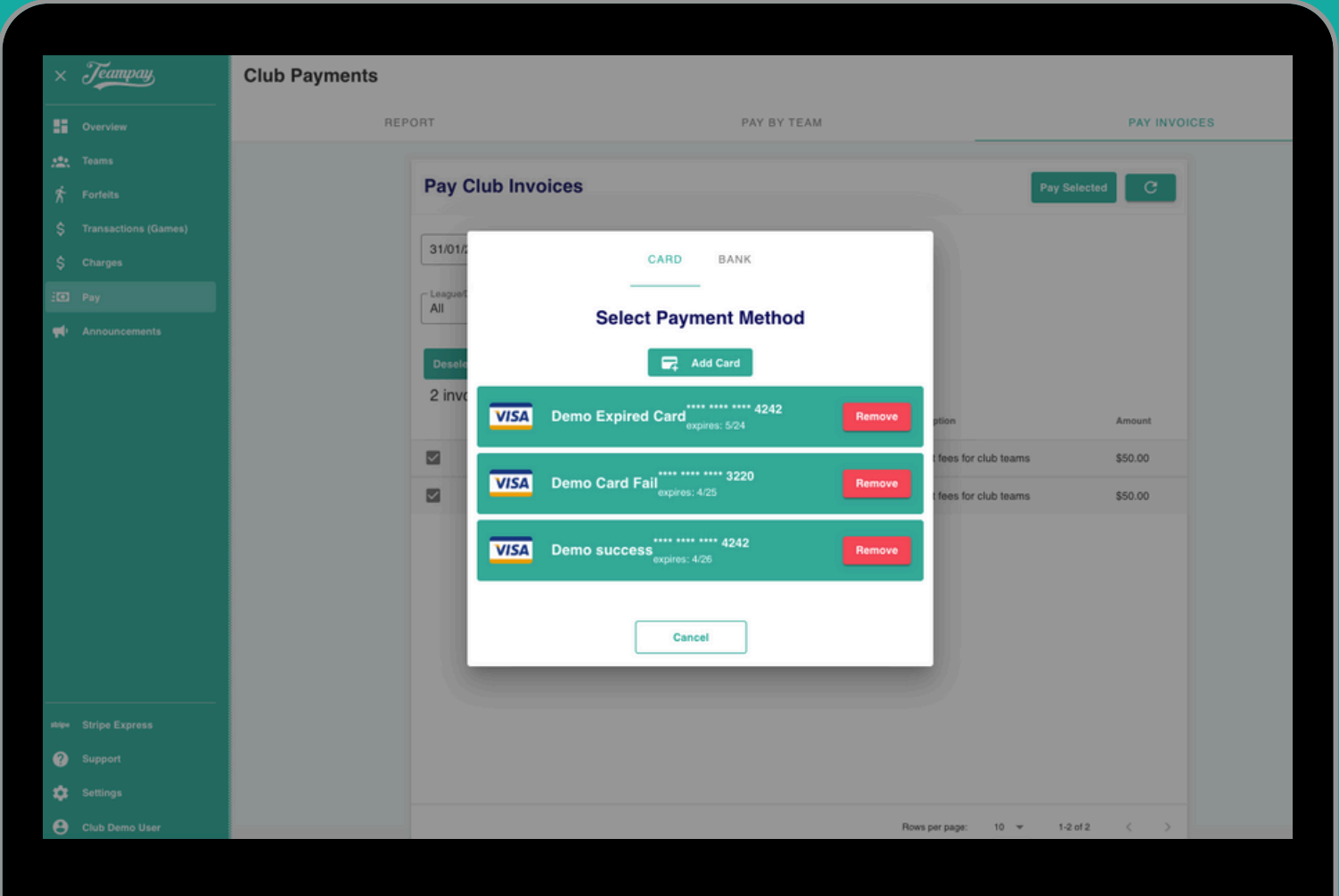This will then display a list of all invoices that are due to be paid

Select invoices to pay

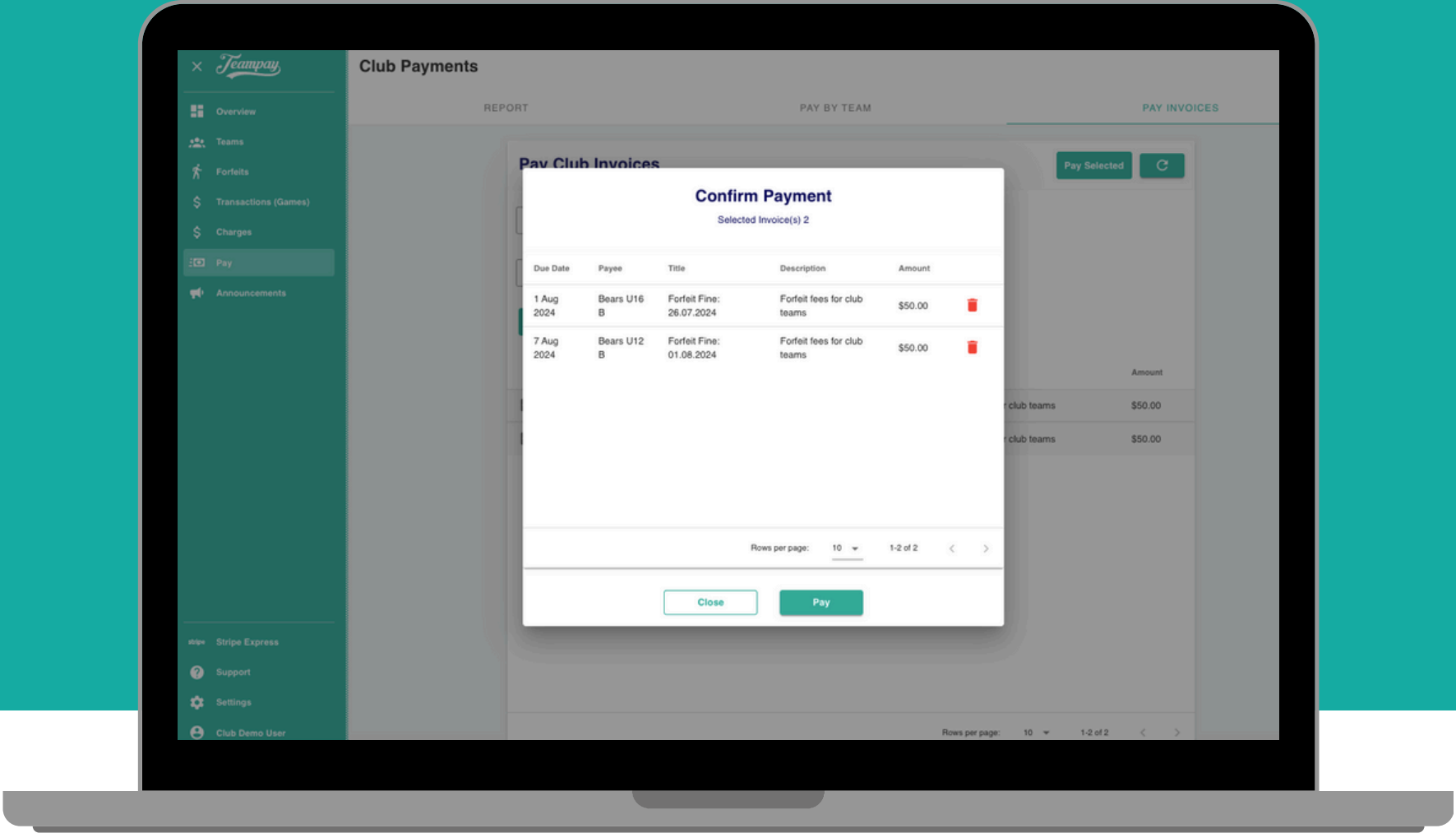Use the tick box to select the invoices you wish to pay

When ready click 'Pay Selected' in the top right corner

Club Payments

REPORT   PAY BY TEAM   PAY INVOICES

Pay Club Invoices

Pay Selected

31/01/2024   31/07/2025
Due Date Range

League/Division
All

Team
All

Deselect page   Deselect All

2 invoice(s) selected

	Due Date	Payee	Title	Description	Amount
☑	1 Aug 2024	Bears U16 B	Forfeit Fine: 26.07.2024	Forfeit fees for club teams	$50.00
☑	7 Aug 2024	Bears U12 B	Forfeit Fine: 01.08.2024	Forfeit fees for club teams	$50.00

Rows per page: 10   1-2 of 2

Overview
Teams
Forfeits
Transactions (Games)
Charges
Pay
Announcements

Stripe Express
Support
Settings
Club Demo User

Process Payment

Choose your payment method and when ready select 'Pay' to process the payment

Payment Approved

This will then process the payment. A Payment Successful screen will then appear confirming it has gone through

You can close the page when you are finished

*If you are paying with a bank account, you will notice a pending hour glass as the payment awaits approval. You can close the window and once the payment has been approved it will automatically update for you
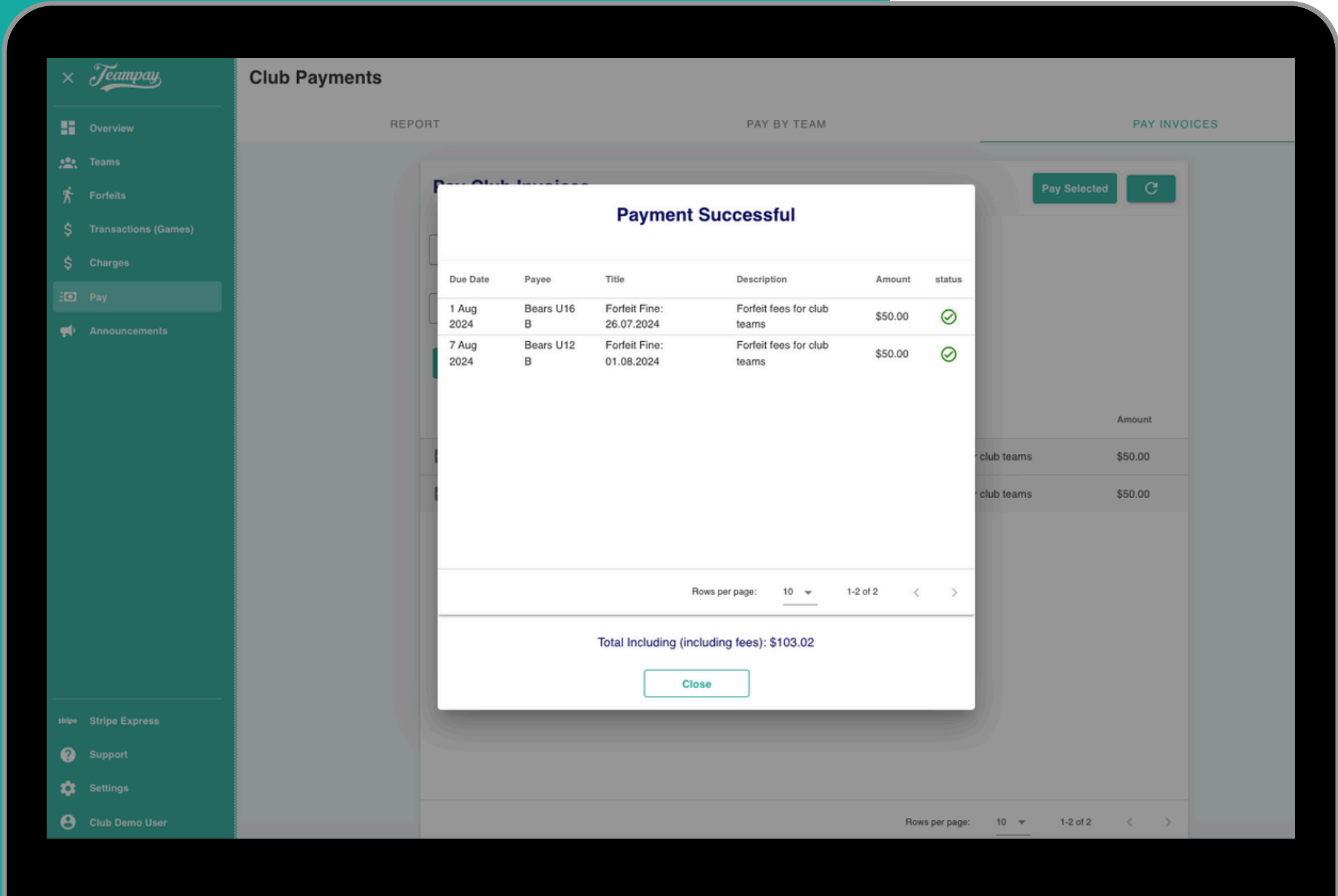
Reports

Your completed invoice payments will filter in to the Club Payment Reports

Click the drop down to see an itemised description of what was paid

You can also Export CSV reports at any time