



SportzSoft Solutions

OLA Registrars Guide

OLA Governing Body (Insurance) Fees

This guide has been developed to assist the OLA registrars with the management and payment of outstanding OLA Insurance fees.

Insurance fees are automatically pulled out of a club's Peloton account when a player or volunteer registers with their club. Only one fee is processed per registrant, so if a player or volunteer registers for more than one product, the system only processes Governing Body fees once.

Governing Body Fees cannot be processed if:

- The club doesn't process credit card payments
- There are several volunteer registrations which have an associated OLA fee but no funds are collected
- The club's Peloton account is empty because the Peloton funds have been transferred to the club bank account

How Do I Know Which Registrations Have Been Paid?

If you login to SportzSoft Admin, and go to REPORTS, you can find a Governing Body Fees report under the ACCOUNTING section. This shows a summary of all Governing Body fees processed for your club by season.

Be sure to review registrations and Governing Body fees **for each season** on the report. Because registrations are different for each season, and each season could potentially have different fees, you will need to review your fees on a season by season basis.

1 Reporting

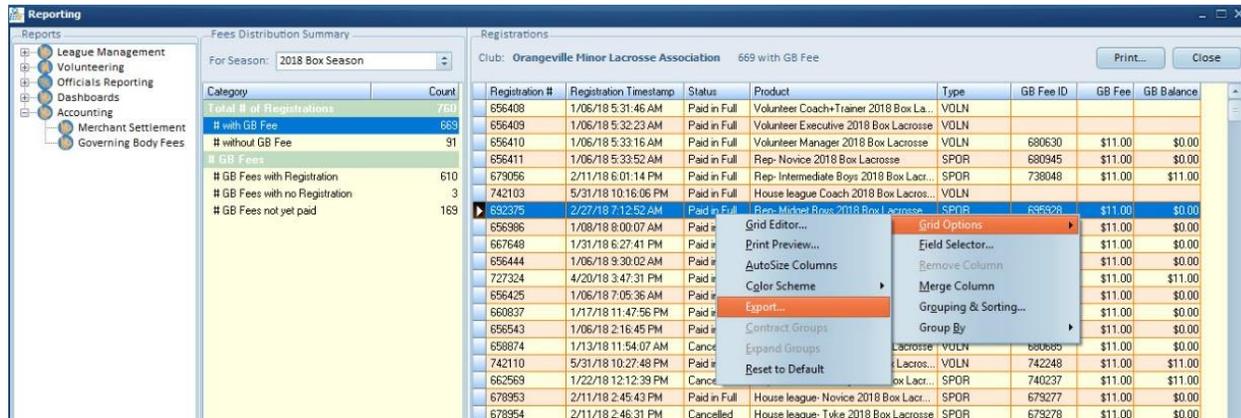
2 Governing Body Fees

3 Select your season. There is a separate report for each season

Category	Count
Total # of Registrations	760
# with GB Fee	663
# without GB Fee	91
# GB Fees	
# GB Fees with Registration	610
# GB Fees with no Registration	3
# GB Fees not yet paid	169

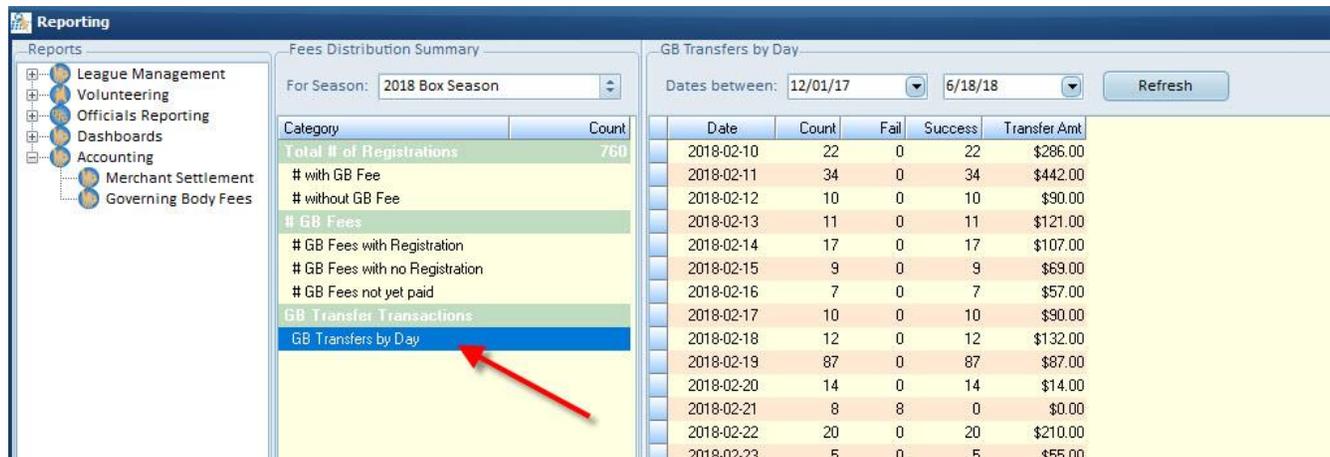
Registration #	Registration Timestamp	Status	Product	Type	GB Fee ID	GB Fee	GB Balance
656408	1/06/18 5:31:46 AM	Paid in Full	Volunteer Coach+Trainer 2018 Box La...	VOLN			
656409	1/06/18 5:32:23 AM	Paid in Full	Volunteer Executive 2018 Box Lacrosse	VOLN			
656410	1/06/18 5:33:16 AM	Paid in Full	Volunteer Manager 2018 Box Lacrosse	VOLN	680630	\$11.00	\$0.00
656411	1/06/18 5:33:52 AM	Paid in Full	Rep- Novice 2018 Box Lacrosse	SPDR	680945	\$11.00	\$0.00
679056	2/11/18 6:01:14 PM	Paid in Full	Rep- Intermediate Boys 2018 Box Lacr...	SPDR	738048	\$11.00	\$11.00
742103	5/31/18 10:16:06 PM	Paid in Full	House league Coach 2018 Box Lacros...	VOLN			
692375	2/27/18 7:12:52 AM	Paid in Full	Rep- Midget Boys 2018 Box Lacrosse	SPDR	695928	\$11.00	\$0.00
656986	1/09/18 8:00:07 AM	Paid in Full	Rep- Novice 2018 Box Lacrosse	SPDR	672143	\$11.00	\$0.00
656748	1/31/18 6:27:41 PM	Paid in Full	Rep- Pee Wee 2018 Box Lacrosse	SPDR	676041	\$11.00	\$0.00
656444	1/06/18 9:30:02 AM	Paid in Full	Rep- Tyke 2018 Box Lacrosse	SPDR	672056	\$11.00	\$0.00
727324	4/20/18 3:47:31 PM	Paid in Full	Volunteer Manager 2018 Box Lacrosse	VOLN	730703	\$11.00	\$11.00
656425	1/06/18 7:05:36 AM	Paid in Full	Rep- Pee Wee 2018 Box Lacrosse	SPDR	672051	\$11.00	\$0.00
680837	1/17/18 11:47:56 PM	Paid in Full	Rep- Bantam Boys 2018 Box Lacrosse	SPDR	714420	\$11.00	\$0.00
656543	1/06/18 2:18:45 PM	Paid in Full	Rep- Bantam Boys 2018 Box Lacrosse	SPDR	672073	\$11.00	\$0.00
659874	1/13/18 11:54:07 AM	Cancelled	Volunteer Executive 2018 Box Lacrosse	VOLN	680685	\$11.00	\$0.00
742110	5/31/18 10:27:48 PM	Paid in Full	House league Coach 2018 Box Lacros...	VOLN	742248	\$11.00	\$11.00
662969	1/22/18 12:12:39 PM	Cancelled	Rep- Intermediate Boys 2018 Box Lacr...	SPDR	740237	\$11.00	\$11.00
679057	2/11/18 6:01:14 PM	Paid in Full	Rep- Intermediate Boys 2018 Box Lacr...	SPDR	679077	\$11.00	\$0.00

If you need to export this to a spreadsheet to analyze, just right click, GRID OPTIONS, and then EXPORT.



GB Fee Transfers by Day

You can also monitor the GB Fee transfers by Day report which shows the transfer of funds from your club Peloton account to the OLA's Peloton account.



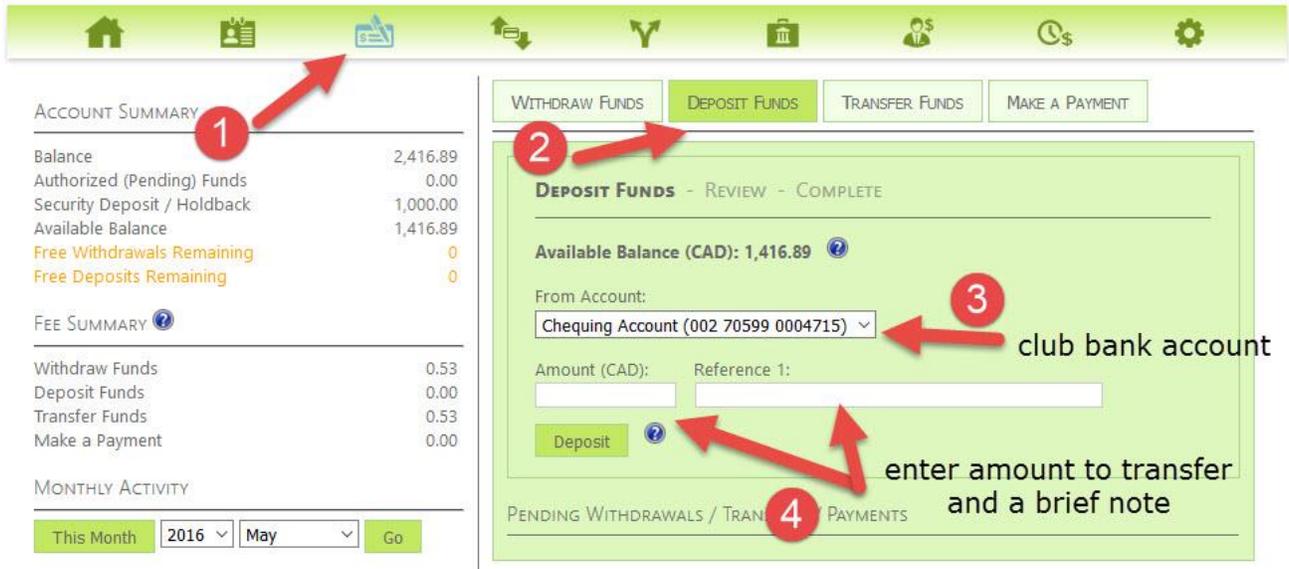
Ensuring There Are Adequate Funds in your Peloton Account for OLA Fee Payment

The SportzSoft system transfers funds from your online Peloton account to the OLA Peloton account. For some clubs that have already transferred all their funds from their Peloton account to their club bank account, we may need you to transfer funds back from your bank account to your Peloton account so the OLA fees can be paid.

If you need to do this, it is very simple. Just login to your Peloton Account, and transfer the required funds.

The transfer you are making is FROM your club bank account up to your Peloton account. As such you are 'depositing' funds to your Peloton account from your bank account.

Once you are logged into your Peloton account, click on the 'cheque book' image at the top. Then click on the DEPOSIT FUNDS tab, select your chequing account in the 'from account', and then enter the total amount to transfer in the 'amount' field. You can also add a brief note to detail what the transfer is for.



ACCOUNT SUMMARY

Balance	2,416.89
Authorized (Pending) Funds	0.00
Security Deposit / Holdback	1,000.00
Available Balance	1,416.89
Free Withdrawals Remaining	0
Free Deposits Remaining	0

FEE SUMMARY

Withdraw Funds	0.53
Deposit Funds	0.00
Transfer Funds	0.53
Make a Payment	0.00

MONTHLY ACTIVITY

This Month | 2016 | May | Go

DEPOSIT FUNDS - REVIEW - COMPLETE

Available Balance (CAD): 1,416.89

From Account:
Chequing Account (002 70599 0004715)

Amount (CAD): Reference 1:

Deposit

PENDING WITHDRAWALS / TRANSFERS / PAYMENTS

Conclusion

We hope you enjoy using the SportzSoft Online Registration system. If you have any comments or suggestions, we would be happy to hear from you!

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