

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.

📅 SportzSoft - Grangeville Hinor Lacrosse Association (1D #4071)														
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SportzSoft Port 📓 Reporting 📃 🗆 🗙														
Active Seasons In	Reports	-Fees Distribution Summary		Registrations										
-System Release	League Management Volunteering Officials Reporting	For Season: 2018 Box Season	\$	Club: Orangeville Minor Lacrosse Association 669 with GB Fee Print.										
Registrations	Dashboards	Category	Count	Registration #	Registration Timestamp	Status	Product	Туре	GB Fee ID	GB Fee	GB Balance			
Fixes	Accounting	Total # of Registrations	760	656408	1/06/18 5:31:46 AM	Paid in Full	Volunteer Coach+Trainer 2018 Box La							
1. LOOKing at an a	Merchant Settlement	# with GB Fee	669	656409	1/06/18 5:32:23 AM	Paid in Full	Volunteer Executive 2018 Box Lacrosse	VOLN		L				
Registrations	Governing Body Fees	# without GB Fee	91	656410	1/06/18 5:33:16 AM	Paid in Full	Volunteer Manager 2018 Box Lacrosse	VOLN	680630	\$11.00	\$0.00			
Enhancements	4	II GB Fees		656411	1/06/18 5:33:52 AM	Paid in Full	Rep-Novice 2018 Box Lacrosse	SPOR	680945	\$11.00	\$0.00			
1. Changing the p		# GB Fees with Registration	610	679056	2/11/18 6:01:14 PM	Paid in Full	Rep-Intermediate Boys 2018 Box Lacr	SPOR	738048	\$11.00	\$11.00			
Registrations		# GB Fees with no Registration	3	742103	5/31/18 10:16:06 PM	Paid in Full	House league Coach 2018 Box Lacros	VOLN						
Enhancements	hancements	# GB Fees not yet paid	169	692375	2/27/18 7:12:52 AM	Paid in Full	Rep-Midget Boys 2018 Box Lacrosse	SPOR	695928	\$11.00	\$0.00			
1. Ability to resto				656986	1/08/18 8:00:07 AM	Paid in Full	Rep-Novice 2018 Box Lacrosse	SPOR	672143	\$11.00	\$0.00			
Registrations				667648	1/31/18 6:27:41 PM	Paid in Full	Rep- Pee Wee 2018 Box Lacrosse	SPOR	676041	\$11.00	\$0.00			
Fixes	2		3	656444	1/06/18 9:30:02 AM	Paid in Full	Rep- Tyke 2018 Box Lacrosse	SPOR	672056	\$11.00	\$0.00			
1. Registrations su			727324	4/20/18 3:47:31 PM	Paid in Full	Volunteer Manager 2018 Box Lacrosse	VOLN	730703	\$11.00	\$11.00				
		Select your season. There is a separate report for each season		656425	1/06/18 7:05:36 AM	Paid in Full	Rep- Pee Wee 2018 Box Lacrosse	SPOR	672051	\$11.00	\$0.00			
-Support Ticke				660837	1/17/18 11:47:56 PM	Paid in Full	Rep-Bantam Boys 2018 Box Lacrosse	SPOR	714420	\$11.00	\$0.00			
				656543	1/06/18 2:16:45 PM	Paid in Full	Rep-Bantam Boys 2018 Box Lacrosse	SPOR	672073	\$11.00	\$0.00			
New Ticket				658874	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	\$11.00			
Ticket # Applic				662569	1/22/18 12:12:39 PM	Cancelled	Rep-Intermediate Boys 2018 Box Lacr	SPOR	740237	\$11.00	\$11.00			
				C70052	2/11/10/2-4E-42 DM	Paid in Full	House league Maying 2019 Paul age	CDOD	670277	#11.00	\$0.00			



Reporting											- 🗆
Reports	Fees Distribution Summary		Registrations								
League Management Volunteering	For Season: 2018 Box Season	\$	Club: Orangev	ille Minor Lacrosse Ass	ociation 6	69 with GB Fee				Print	Close
Officials Reporting	Category	Count	Registration #	Registration Timestamp	Status	Product		Туре	GB Fee ID	GB Fee	GB Balance
Accounting	Total # of Flegistrations	760	656408	1/06/18 5:31:46 AM	Paid in Full	Volunteer Coach+Trainer 2018	Box La	VOLN			
Merchant Settlement	# with GB Fee 6		656409	1/06/18 5:32:23 AM	Paid in Full	Volunteer Executive 2018 Box Lacrosse		VOLN	1		
Governing Body Fees	# without GB Fee	91	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	8 5:33:52 AM Paid in Full Rep-Novice 2018 Box Lacrosse SPO		SPOR	680945	\$11.00	\$0.00	
	# GB Fees with Registration	610	679056	2/11/18 6:01:14 PM	Paid in Full	Rep-Intermediate Boys 2018	Box Lacr	SPOR	738048	\$11.00	\$11.00
	# GB Fees with no Registration	3	742103	5/31/18 10:16:06 PM	Paid in Full	House league Coach 2018 Box Lacros		VOLN			
	# GB Fees not yet paid	169	692375	2/27/18 7:12:52 AM	Paid in Full	Ren-Midnet Roys 2018 Rox L	acinsse	SPOR	695928	\$11.00	\$0.00
			656986	1/08/18 8:00:07 AM	Paid in	de <u>G</u> rid Editor de <u>Print Preview</u> de <u>AutoSize Columns</u> de <u>Cglor Scheme</u>	Grid	Grid Options		\$11.00	\$0.00
			667648	1/31/18 6:27:41 PM	Paid ir		Eield			\$11.00	\$0.00
			656444	1/06/18 9:30:02 AM	Paid in		Rem	nove Column		\$11.00	\$0.00
			727324	4/20/18 3:47:31 PM	Paid in		Mer	rae Column		\$11.00	\$11.00
			656425	1/06/18 7:05:36 AM	Paidir		Engle column			\$11.00	\$0.00
			660837	1/17/18 11:47:56 PM	Paidir	схроп	Gro	puping a sorting		\$11.00	\$0.00
			656543	1/06/18 2:16:45 PM	Paid in	Contract Groups	Gro	up <u>B</u> y	•	\$11.00	\$0.00
			658874	1/13/18 11:54:07 AM	Cance	Expand Groups	Lacrosse	VULN	680685	\$11.00	\$0.00
			742110	5/31/18 10:27:48 PM	Paidir	Reset to Default	Lacros	VOLN	742248	\$11.00	\$11.00
			662569	1/22/18 12:12:39 PM	Cance		ox Lacr	SPOR	740237	\$11.00	\$11.00
			678953	2/11/18 2:45:43 PM	Paid in Full	House league Novice 2018 B	lox Lacr	SPOR	679277	\$11.00	\$0.00
0				2/11/18 2:46:31 PM	Cancelled	House league- Tuke 2018 Box	k Lacrosse	SPOR	679278	\$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.

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Reports	Fees Distribution Summary	GB Transfers by Day						
League Management Volunteering Officials Reporting Dashboards Accounting	For Season: 2018 Box Season	\$	Dates between:	12/01/17	6	6/18/1	8 💌	Refresh
	Category	Count	Date	Count	Fail	Success	Transfer Amt	
		760	2018-02-10	22	0	22	\$286.00	
Merchant Settlement	# with GB Fee		2018-02-11	34	0	34	\$442.00	
Governing Body Fees	# without GB Fee		2018-02-12	10	0	10	\$90.00	
			2018-02-13	11	0	11	\$121.00	
	# GB Fees with Registration		2018-02-14	17	0	17	\$107.00	
	# GB Fees with no Registration		2018-02-15	9	0	9	\$69.00	
	# GB Fees not yet paid		2018-02-16	7	0	7	\$57.00	
			2018-02-17	10	0	10	\$90.00	
	GB Transfers by Day		2018-02-18	12	0	12	\$132.00	
		~	2018-02-19	87	0	87	\$87.00	
			2018-02-20	14	0	14	\$14.00	
		< l	2018-02-21	8	8	0	\$0.00	
			2018-02-22	20	0	20	\$210.00	
			2018-02-23	5	0	5	\$55.00	

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.

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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.



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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