How to accept Cash/Check payments with an Corporate Amex Credit Card

A parent needs to go through the whole application and leave it pending in the cart. Then a Region Admin (RC) can come in and make the payment for the $17.50 with an AMEX Corporate card and mark the regions fees as paid with cash or check.

1.   Go to "**Common**" then "**Search & Manage Users**". Find the families account.

2.   Once the account has been found, click "**Manage Accounts**" then "**View Accounts**".

3. Now go to the cart on the top right corner next to the "**Register Now**" button.

4. Next you will see a cart summary, click "**Continue**".

5.	The Player "**Program Information**" will appear. Click "**Continue**" at the bottom of the screen.

6.	Admin adjust the "Paid in Full" field to $17.50 as the amount they want to put on the Amex Credit Card and click "**Continue**".

7.	Once you do this, go through and enter the credit card information and complete check out. You will now have a new order from the "**Orders**" tab, that is pending.

To update the system with payments they have accepted in cash/check, first, click on "**Orders**" on your tool bar.
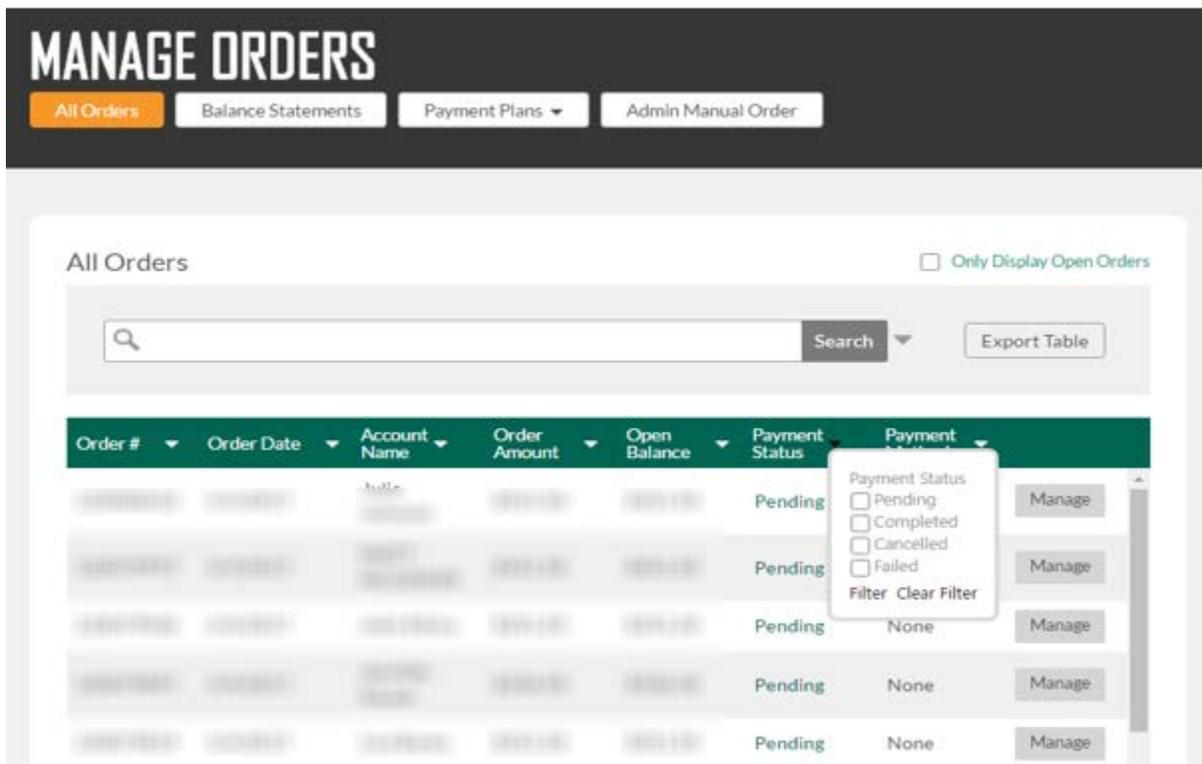

8.   You will now see the "Manage Orders" screen.

** Make sure to check the box in the upper right corner to "Only show Open Orders".

9.   Search for the specific order. **** You can also filter to narrow down the search.**

10. Click on "Manage" next to the order to update the payment status.

11. You will see the following screen. Click on "Received Payments" to accept payment.

12. In the Payment Options for Registration section, enter the amount you received for the order. *Note: If the order has multiple players associated with it, then you can divide the received payment among the players however you like.

13. Scroll down and select the appropriate **Payment Type**. *Note: If you received a check, then the Reference/Memo section is a good place to put the check number and any other notes.

14. Select either Yes or No for the Email Confirmation option (this will be sent to the account holder's primary email address).

15. Click **Submit**.

If you do need further assistance please call the Blue Sombrero Support Center at 866-258-3303. Or you can also send an email to support@bluesombrero.com.