



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.

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Registration | Website | Orders | Teams | Reports | Schedules | Email | Text

Common

Search & Manage Users
Admin Manual Order
Site Settings
Payment Settings
Roles
Files
Merge Users
Recycle Bin
Support
New Features

USER ACCOUNTS

Use the fields below to search for any existing account. You can search by 1 or many fields at a time.

Account

First Name: Last Name:

2. Once the account has been found, click “Manage Accounts” then “View Accounts”.

User Account (Primary User)

Customer Details

Site Security Role: Additional Contact:

Username: Created Date:

Email: Telephone:

Secondary Email: Cell Phone:

Manage Accounts

Register Now

View Account
Authorize/Unauthorize User
Update Password
Update Role/Permission



- Now go to the cart on the top right corner next to the “Register Now” button.



- Next you will see a cart summary, click “Continue”.

Cart Summary ✕

*Available cart items.

| | | | | | |
|---|---|----------------|------------------------------|----------------|---|
|  | 1 | 2017 Fall Core | B-08U (Birth Year 2010-2011) | Marcelo Romero |  |
| | | | | 122.50 | |
| Division Price | | | | \$ 122.50 | |
| AYSO Membership Fee | | | | \$ 17.50 | |

Subtotal: \$ 140.00

ABOUT SSL CERTIFICATES

[CANCEL](#) [UPDATE](#) [CONTINUE](#)



- The Player “Program Information” will appear. Click “Continue” at the bottom of the screen.

Program Information needed for Caleigh Holland

Emergency Contact First Name* Lacey

Emergency Contact Last Name* Fleeman

Emergency Contact Phone number* 479 856 4072

1 2017 Fall Core > U10-CoEd (8, 9), U10-G (8 & 9) > Caleigh Holland

Cart Summary 2

Registration: \$17.50

Cart Subtotal: \$17.50

View My Cart

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- 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”.

Registration Summary

1 2017 Fall Core > U10-CoEd (8, 9) > Caleigh Holland

Payment Options:

PAY IN FULL \$ 17.50 SELECTED

Registration Breakdown:

| | |
|---------------------|---------|
| Division Price | \$0.00 |
| AYSO Membership Fee | \$17.50 |
| Subtotal | \$17.50 |

Remove from cart

Order Summary

| | | |
|-----------------------|----|-------|
| Registration Subtotal | \$ | 17.50 |
| Total | \$ | 17.50 |
| Due Today | \$ | 17.50 |
| Open Balance | \$ | 0.00 |

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- 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.

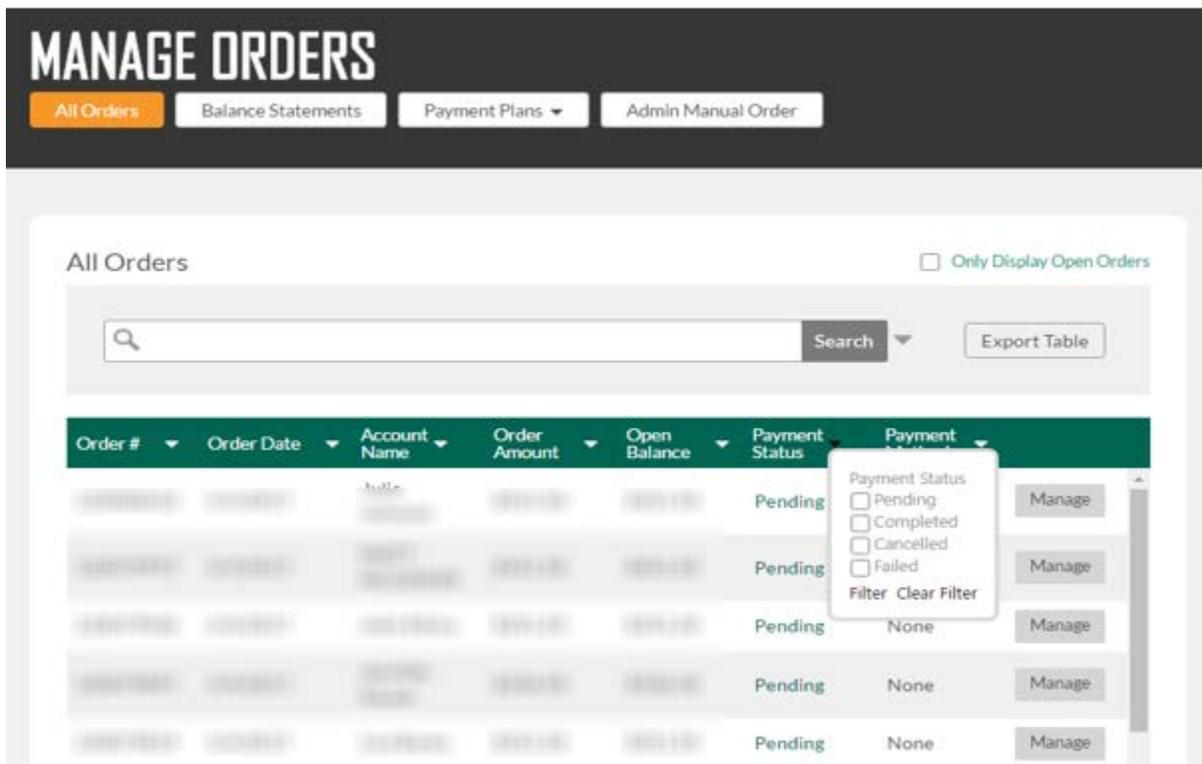


8. You will now see the “Manage Orders” screen.

**** 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.

| Order # | Order Date | Account Name | Order Amount | Open Balance | Payment Status | Payment Method | |
|----------------------|------------|--------------|--------------|--------------|----------------|----------------|------------------------|
| 10000000000000000000 | 10/10/2020 | AYSO | 100.00 | 100.00 | Pending | None | Manage |

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

[Manage Account](#)

Julie Jefferson

Order Status: PENDING

[Billing Details](#) [Print Page](#)

Order Summary

Order Amount: \$100.00

Payment Amount: \$0.00

Total Due: \$100.00

Order Details:

| | | | | | |
|---|-------------------------|------------|---------|---------|--|
| 1 | Item Name / Description | Item Price | Payment | Balance | Edit X Cancel Registration |
|---|-------------------------|------------|---------|---------|--|

Payments [Receive Payments](#)

| Date | Amount | Method | Status | Subscription | Item |
|------|--------|--------|--------|--------------|------|
|------|--------|--------|--------|--------------|------|

Order History

No transfers or cancellations associated with this order.

[Back](#)



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.**

Payment Options for Registrations

 **1** 2017 Fall Core > G-16U (Birth year 2002-2003) > Ariel Naranjo

| Amount | Balance Amount | Payment Options |
|----------|----------------|-------------------------------------|
| \$155.00 | \$137.50 | <input type="text" value="137.50"/> |

Total: \$137.50

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.**

Registration Payment Information

Payment Method* Credit Card  Check/Cash

Payment Amount* \$137.50

Total Payment \$137.50

Open Balance \$0.00

Reference/Memo

Email Confirmation* Yes No

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](tel:866-258-3303). Or you can also send an email to support@bluesombrero.com.