



Tournament Module Guide: Application Management

Guide 2 of 3

March 2022

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About this Guide

This Tournament & Gaming Management Guide provides Tournament Directors and/or League Coordinators with an overview of how to manage applications and tournaments within the Sports Connect for Associations Tournament & Gaming Module.

This guide focuses on managing tournaments within the Tournament & Gaming Module. We outline tournament/league application lookup and management processes, approving applications and other key functions for managing your tournament. This is guide 2 of 3.

We also provide TIPS and NOTES throughout this guide, to assist you in the use of the Sports Connect NGB/State Platform.

Last Update: March 2022

Applying for a Tournament

Inviting Teams to Apply

Once your Tournament has been published, you are ready to invite Teams to participate and apply. Copy and share the domain name created during the configuration process to begin accepting applications.

TIP: Consider updating the Content pages/tags of your tournament website to build excitement and encourage teams to participate. Providing details around location, time and scoring practices are examples of content you may wish to include.

Configurations

Your organization's rules and tournament and application configurations will determine who can apply and how, and which teams can participate.

Tournament Configuration:

- **Show on Public Tournament League List:** This determines if the tournament will be visible on the public list. **NOTE: This is set by a Stack Sports team member.**
- **Show is Compete Connect App?** This determines if the tournament will be visible on the Sports Connect App. **NOTE: This is set by a Stack Sports team member.**
- **Uses only Registration Teams:** If yes, only teams that have been created within the Sports Connect Association system can apply. This includes teams that have been submitted to Sports Connect for Associations from the Sports Connect for Leagues and Clubs solution. **No public teams will be permitted to submit applications.**

Application Configuration:

- **Min # players:** Minimum number of players a team can have in order to apply.
- **# Team Contacts Required:** Minimum number of team admins required to be submitted on the application.
- **Application Requires Head Coach:** Requires a Head Coach on the roster to submit the application.
- **Application Requires Team Manager:** Requires a Team Manager on the roster to submit the application.
- **All required info must be inputted before submitting the application:** Mandates that all required information must be filled out before Team Admin can submit application.
- **Allow league registrar to batch apply teams:** Allows League Registrar to apply multiple teams at once instead of Team Admins submitting individual applications for each team. (This process is referred to as "batch applying" or "declaring multiple teams.") We also offer this functionality at the club level.
- **Accept teams from the checked season, team and playtype only:** Choose the Season, Play Type, and Team Status that you are accepting applications from. Teams who do not match the criteria will not be permitted to apply.

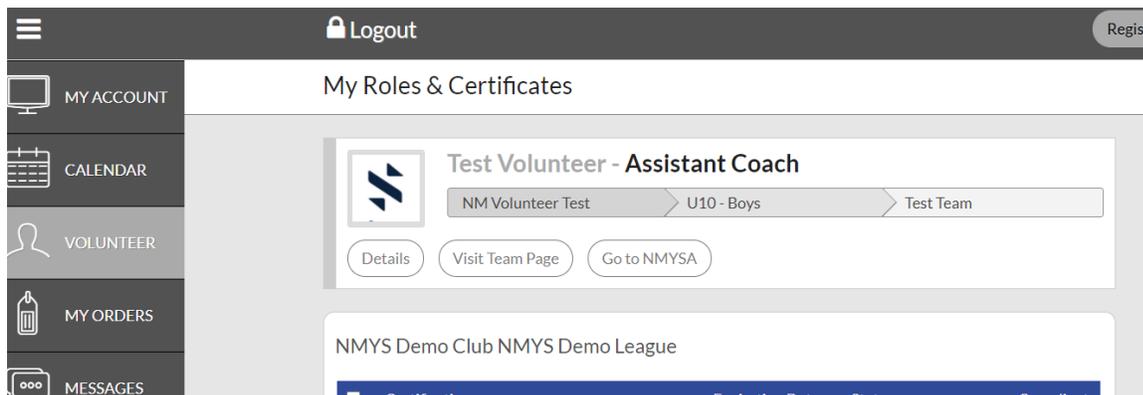
Application Options

Teams registered within the Connect system can be applied to a tournament/ league play by either a Team Admin (Head Coach, Assistant Coach, or Team Manager) or by the Registrar of their league/club.

Apply a Team to a Tournament as a Team Admin

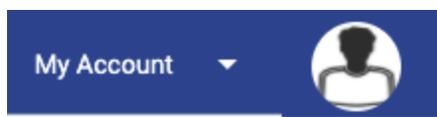
Additional Steps for organizations using Sports Connect for Leagues and Club for season management.

1. Log into Sports Connect for Leagues and Clubs and visit your My Account page.
2. Choose the Volunteer option on the left side of the page and click Go to “National Governing Body” (this may display the name of your parent association).



NOTE: If you do not have an account on the association, the button to take you there will be grayed out. You will need to establish an account by going to the association platform website, and perform a password reset via SSO (Single Sign On). To do this you will need to make sure the same email that was used on the club account, is used for this password reset.

3. Log into Sports Connect for Associations and/or access by clicking “Go to National Governing Body.”
4. Navigate to your My Account.



5. Choose the Teams tab and select Apply to Tournament next to the team name.

Teams Tournament & Schedule Apps.

Team	Team Id	Season	View
Pom United - GU10	0101-04RG11-0005	Fall 2021-2022	▶ Team Info ▶ Apply to Tournament

- From the “Tournaments Open for Registration” dropdown menu select the tournament you wish to apply for and click the Register button.

To register for a tournament, select the tournament you wish to apply for and then click the Register button.

Tournaments Open For Registration

Select A Tournament

This team is not registered to play in any tournaments

- Complete the application information and choose Register.

Apply Teams to a Tournament as a League Registrar or Club Registrar

The Sports Connect system allows registrars to apply one or multiple teams (batch apply) to a tournament on behalf of their league. Batch apply is available when the tournament configuration allows it.

Single Team

- Log into Sports Connect for Associations
- Choose Teams and Team Look-up from the main navigation.
- Search for the team you wish to apply to the tournament.
- Click on the name of the team.
- Choose the Tournament tab.
- From the Tournaments Open For Registration dropdown, select the tournament in which you are applying.

To register for a tournament, select the tournament you wish to apply for and then click the Register button.

Tournaments Open For Registration

Select A Tournament

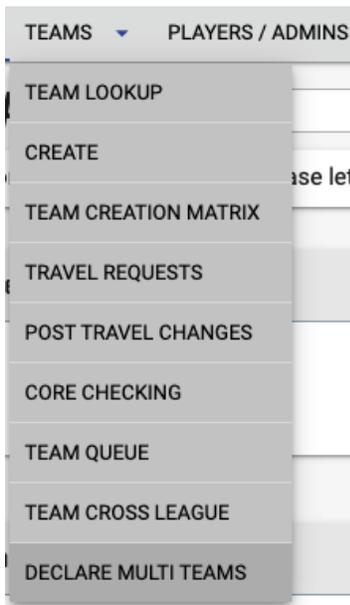
This team is not registered to play in any tournaments

7. Click the Register button.
8. Complete the application information and choose Register.

Declaring Multiple Teams

This process is often referred to as “batching applying” or “declaring multiple teams” into a tournament/ league play. If the tournament/ league play is configured to allow batch applications, Registrars can apply a group of teams at once into a tournament.

1. Log into Sports Connect for Associations
2. Choose Teams and Declare Multi Teams from the main navigation.



3. Select tournament and league name from dropdown menus.
4. Click Start Application.

Tournament and League

Please select a tournament league to declare multiple teams.

Tournament and League*

Registration League*

*Required

- The screen will display options to search and select teams to apply to the selected league or tournament.
- Checkboxes across from teams you wish to apply. Once selections have been made, click Apply Teams.

Tournament
Fall 2021 Beach Area Soccer Recreational League

Registration League
Brigade

Select a Club **Select Play Levels** **Select Gender**

Select Age Group **Filter By Status** **Select Team Name/Team ID**

<input checked="" type="checkbox"/>	Team ID	Team Name	Age	Gender	Club Name	Players	Admins	Status
<input checked="" type="checkbox"/>	0102-01RG12-0001	Brigade Club - Pirates	Under 12	Girls	Brigade - 01	0	0	Not Applied
<input checked="" type="checkbox"/>	0102-01RG12-0002	Brigade Club - GU12 Padres	Under 12	Girls	Brigade - 01	0	0	Not Applied
<input checked="" type="checkbox"/>	0102-01RG12-0003	Brigade Club - GU12 Pelicans	Under 12	Girls	Brigade - 01	0	0	Not Applied
<input checked="" type="checkbox"/>	0102-01RG12-0004	Brigade Club - GU12 Popes	Under 12	Girls	Brigade - 01	0	0	Not Applied
<input checked="" type="checkbox"/>	0102-01RG12-0005	Brigade Club - GU12 Principals	Under 12	Girls	Brigade - 01	0	0	Not Applied

- The Submit screen will display all the teams you have selected on the previous page. If a team was selected in error, click the Remove link across from the team name to eliminate them from this list. Once the list of teams has been verified, click Submit Applications.
- Teams have now been submitted into the tournament/ league play. You may click on the order number to pay or submit payment information at a later time by going to the Team's tournament tab. NOTE: Payment requirements and options may vary.

Apply a Non-Registered Team to a Tournament

Your organization may choose to allow non-registered teams (e.g. teams from a neighboring town or state) to participate in your tournament.

If your organization allows this, a non-registered team would visit the tournament web page, and choose the Apply Team link.



Once selected the team admin or registrar will complete the online application process for consideration in the tournament. **NOTE: Teams may be asked to provide additional information including contact details, previous tournament experience and results, a copy of their roster and make a payment.**

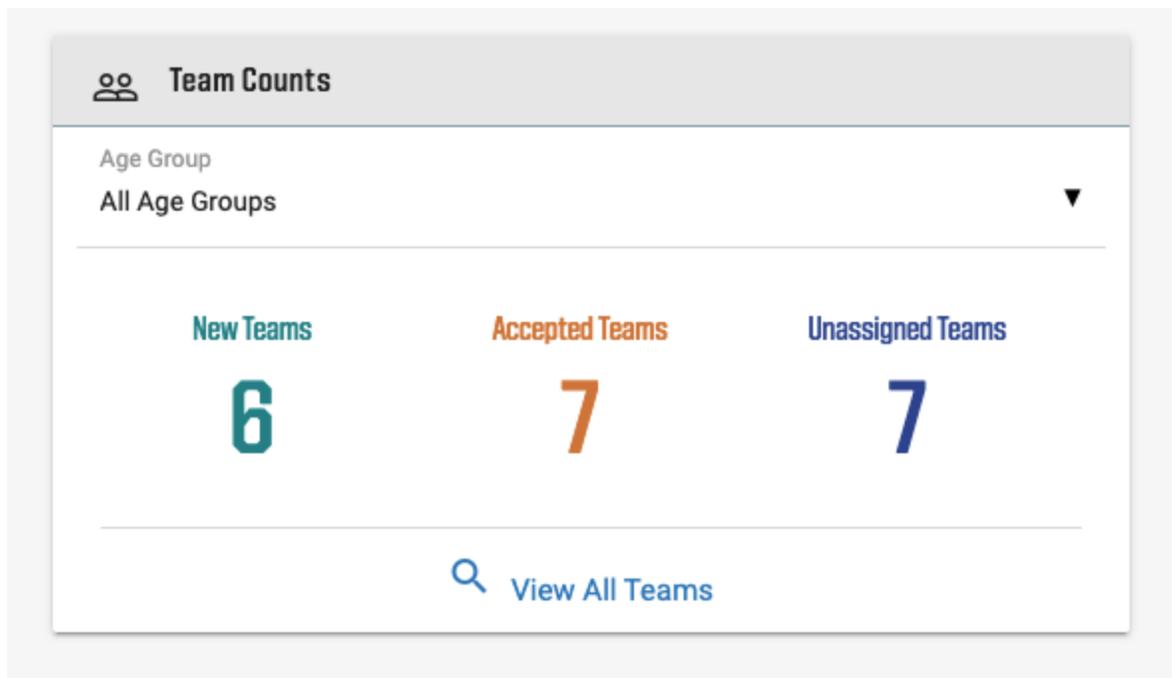
Tournament Dashboard

As a Tournament Director, upon logging into Sports Connect, you will be taken to your Tournament's Dashboard. **NOTE: If you serve multiple roles in your organization you may need to navigate to your Tournament to view the Tournament Dashboard.**

This Dashboard serves as the launching point for configuring and managing your tournament and includes the tournament dropdown menu, the tournament navigation, a Team Counts Widget and Bulletin Board Widget which displays only when content has been added by your Association.

Team Counts Widget

The Team Counts Widget provides a quick snapshot of new teams, teams with applications in the status of New; accepted teams, teams that have been accepted into the tournament, and unassigned teams, teams that have been accepted that have not yet been assigned to a schedule.



To view the team groups in more detail, mouse over the number in the widget, and then choose More Details and you will be taken to the Team Lookup screen and a full list of teams that meet the selected criterion.

You may also filter these criteria by Age Groups.

Managing Applications

As the tournament director you will be responsible for reviewing and approving tournament applications.

Application Lookup

Application Lookup allows you to search and manage team applications and includes several options for filtering and locating the applications you wish to manage. For example, you may only wish to see New Applications or view applications that have been Accepted. **TIP: To quickly access all teams with new Applications, use the Team Counts Widget from the Tournament Dashboard.**

1. Choose Application and Team App Lookup from the tournament level main navigation.
2. Select from the various filters and search criteria.

Team Application Lookup

Age Group: BU12 Flight: All Teams Flight Preference: -- Choose -- Page Size: 25 Type of Search: Application Lookup

Search By: Team Name Search For: Application Status: New Search Show All

2 Applications Found

Email Selected Applications SMS Selected Applications Bottom of page Print Page Save Changes

Age Group	Team Name	Team Code	Start Date	Preferred Flight	Assigned Flight	Submit Date	Status	Entry Status	Club
<input type="checkbox"/>	BU12 Dynamos	0101-00RB00-0000	10/27/2021			10/27/2021	New	Late	
<input type="checkbox"/>	BU12 Pomeranian Un - BU12	0101-04RB13-0007	10/7/2021			10/7/2021	New	Late	Pomeranian United

Email Selected Applications SMS Selected Applications Top of page Print Page Save Changes

- Age Group: Dropdown menu allows you to choose All or specific Age Groups
 - Flight: Dropdown menu allows you to choose All or specific Flights
 - Flight Preferences: Dropdown menu allows you to choose the flight preference selected during the application process.
 - Page Size: Number of applications to display on the screen
 - Type of Search: Allows you to choose the type of search
 - Application Lookup: Team information based on application status
 - Team Stat: Team stats for current competition
 - Team Roster: Team Roster information
 - Appl & League Lookup: Allows you to view the League and application
 - Pay Status: Authorized, Over Paid, Paid, Under Paid, UnPaid
 - Search By: Team Name, Team ID, League Name, Order #, Application #, or Credit Card Transaction #
 - Search For: enter a keyword
 - Application Status: New, Pending, Accepted, Waitlist, Dropped, Rejected, Deleted, Withdrawn or Unregistered
3. Once you have selected your filters and search criteria, choose Search to display your results.
 4. To access the details of the team's application, click on the name of the team.

Emailing Selected Applicants

During your tournament, you may have a need to email your applicants. The Sports Connect system allows you to email applicants directly from the Team Application Lookup screen.

1. Choose Application and Team App Lookup from the tournament level main navigation.
2. Select from the various filters and search criteria.
3. Once your results are displayed, check the box beside the applicant.

Team Application Lookup

Age Group: BU12 Flight: All Teams Flight Preference: -- Choose -- Page Size: 25 Type of Search: Application Lookup

Search By: Team Name Search For: Application Status: Accepted Search Show All

3 Applications Found

Email Selected Applications SMS Selected Applications Bottom of page

Age Group	Team Name	Team Code	Preferred Flight	Assigned Flight	Submit Date	Status	Accepted	Club
<input checked="" type="checkbox"/>	BU12	Dynamos	0101-00RB00-0000		10/27/2021	Final Acceptance	10/27/2021	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	BU12	Flash	0101-00ZZ00-0000	Division 1 Boys U12	10/27/2021	Final Acceptance	10/27/2021	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	BU12	Pom United Rec Co-Ed U12	0101-04RB12-0010		10/7/2021	Final Acceptance	10/7/2021	<input type="checkbox"/> <input type="checkbox"/> Pomeranian United

Email Selected Applications SMS Selected Applications Top of page

Print Page Save Changes

4. Choose Email Selected Applications.
5. An email editor will display.

Email Tournament Applications

To complete your email please proceed by inputting

From Name
From Email Address
Subject
CC (If Any, emails must be separated by ;). If the CC email is not in Affinity system, then the macros won't get replaced.
Body (text)
To the left of the email form is a list of macros. You can insert these into the body of your email. place your cursor in the body area and then click on the macro you want to insert into the email body. The system will add this information to your email. You may not use any part of the word "truncate" or "scrip" in the email body. Please review your message and substitute any words that contain this word or sequence of letters for another word.

- {AgeGroup}
- {FullTeamName}
- {TeamID}
- {AmtPaid}
- {BondAmount}
- {FirstName}
- {MiddleInitial}
- {LastName}
- {Suffix}
- {Alias}
- {Email}
- {Address1}
- {Address2}
- {City}
- {StateCode}
- {PostalCode}
- {HomePhone}
- {WorkPhone}
- {CellPhone}
- {TournamentName}
- {TournamentShortName}
- {EventDate}
- {ApplyEarlyDate}
- {HotelCutoffDate}
- {ApplyOntimeDate}
- {ApplyCutoffDate}
- {AcceptAcknowledgeDate}
- {EventCheckinDate}

<< Back

From Name*
Beach Director

From Email Address*
[]

CC Email
[]

Subject*
{TournamentName} Application Message

Attachment **File name with letters and numbers only and no space**
[]

Body*

{TournamentName}
{AgeGroup} {FullTeamName}
{TeamID}

{FirstName} {LastName}:
Message regarding tournament.

Sincerely,
Tournament Director

Words:10 Characters:137

<< Back Send

Please wait 2-5 seconds until words counting is complete, then click send.

*Required

Place a check next to each recipient that should receive a copy of the e-mail.

Send To

Users	
<input checked="" type="checkbox"/> Dave Dynamite Dynamos	<input checked="" type="checkbox"/> Steve Shazam Flash

6. Enter the details for your email including who the message is from and the subject.
7. Enter your message in the “Body” section of the email editor
8. Confirm the users that will receive the email message. To remove a recipient, simply uncheck their name.
9. Click Send to send your message.

Texting Selected Applicants

The Sports Connect system allows you to text applicants directly from the Team Application Lookup screen (when the applicant has opted-in to receive text messages). **NOTE: Opting in to receive text messages is not required when an email address is. If you have an urgent message for applicants, use the email option.**

1. Choose Application and Team App Lookup from the tournament level main navigation.
2. Select from the various filters and search criteria.
3. Once your results are displayed, check the box beside the applicant.
4. Choose SMS Selected Applications.

SMS Message Users

To complete your SMS text please proceed by inputting

Message: Text cannot exceed 160 characters

Note: SMS record must be in the system in order to receive text message.

You may not use any part of the word "truncate" or "script" in the sms message. Please review your message and substitute any words that contain this word or sequence of letters for another word.

From Name*
Affinity Sports

From Address*
noreply@sportsaffinity.com

Message*

Write your message within 160 characters.

<< Back Send

*Required

Place a check next to each recipient that should receive a copy of the SMS message.

Send To

 **Users**

Dave Dynamite(7604022378@vtext.com)

5. Enter the details for your message including the message content.
6. Confirm the users that will receive the text message. To remove a recipient, simply uncheck their name.
7. Click Send to send your message.

Updating Application Status

The Sports Connect system offers several out of the box application status options. Your organization will determine which status options you will use during the application review and acceptance process.

1. Choose Application and Team App Lookup from the tournament level main navigation.
2. Select from the various filters and search criteria. **TIP: Be sure to select an Application Status to display and update an application's status.**
3. Once your results are displayed, mouse over the team's status.
4. This will display a dropdown menu.

Team Application Lookup

Age Group: BU12 | Flight: All Teams | Flight Preference: -- Choose -- | Page Size: 25 | Type of Search: Application Lookup

Search By: Team Name | Search For: | Application Status: New | Search | Show All

2 Applications Found

Email Selected Applications | SMS Selected Applications | Bottom of page | Print Page | Save Changes

Age Group	Team Name	Team Code	Start Date	Preferred Flight	Assigned Flight	Submit Date	Status	Entry Status	Club
BU12	Dynamos	0101-00RB00-0000	10/27/2021			10/27/2021	New	Late	
BU12	Pomeranian Un - BU12	0101-04RB13-0007	10/7/2021			10/7/2021	New	Late	Pomeranian United

Email Selected Applications | SMS Selected Applications | Top of page | Print Page | Save Changes

5. Update the application status using the dropdown menu and choose Save Changes.
NOTE: Use the Post Status Change option to notify teams via email when their application status changes.

Application Detail

To view your tournament applications in more detail, click on the name of the application you wish to view. You will automatically be taken to the application review tab.

The **Review** tab will allow you to view a summary of the application. This tab will also allow you to accept payment and view the payment coupon/receipt/invoice.

Team Info | Contacts | Team Results | Player Roster | Disciplinary | Comments | **Review**

Review Application | Print Page | Pay by Credit Card | Payment Coupon

Shown below is the application that this user submitted.

Appl. #	From	App Start Date	Submit Date	Submitted By	Accepted Date	Private Status	Posted Status
13465665	Reg	10/7/2021 14:40	10/7/2021 14:40	Erica League	10/07/2021	Accepted	Accepted

To see specific application details, choose from the various tabs. **NOTE: The tabs available for view are based on the team and player application settings.**

- **Team Info:** View the basic team details including name, jersey colors, gender, age group, preferred flight, season place, preferred game dates, time, and day, and blackout dates.
- **Contacts:** Displays applicant contact information.
- **Team Results:** Displays results for any tournaments configured in Sports Connect for Associations that this team participated in. **NOTE: this may be blank if this team is a new participant.**
- **Player Roster:** Displays the team roster.
- **Disciplinary:** Displays any players with a disciplinary status assigned.
- **Comments:** Displays any comments added during the application process.

Post Status Change

Post Status Change is used to notify Teams of changes to their application status. It is also used to update the teams listed on the Tournament webpage when your configuration is set to show teams in a specific status(es).

Once you have completed updating the status of your applicants (i.e. Final Acceptance), you can update them via the Post Status Change.

1. Choose Application and then Post Status change from the main navigation.

Post Status Changes

Shown below are a list of all applications where the current status (as defined by changes made in the *Application Lookup*) is different from the posted status. Check all of the teams you would like posted and hit submit to notify the teams of their updated status.

<input type="checkbox"/>	<input checked="" type="checkbox"/> Age Group	Team Name	Proposed	Posted Status
<input type="checkbox"/>	GU12	Brigade Club - GU12 Popes	Final Acceptance	Wait List

2. Check the box beside the team/applicant you wish to update.
3. Choose Post Status Change.
4. You will then be asked to confirm your changes. The team's updated status will be officially posted to the public tournament page and an email will be sent to the team's administrators.

Rank Waitlist

If your tournament reaches participant capacity, the Sports Connect System does allow for a waitlist option. In addition to the waitlist option, as the tournament director, you will have the option to rank teams/applicants on the waiting list and search for and accept the higher ranked teams first.

1. To rank your waiting list, choose Application and then Rank Waitlist from the main navigation.
2. Choose your Age Group and Flight for the waitlisted teams you wish to rank.

Waitlist Ranking

[Print Page](#)

As soon as you enter a new ranking for a waitlist application and move the focus out of the text box (by pressing tab for example,) the rank of the application will be updated.

Age Group

Boys U12

Flight

Division 1 Boys U12

Boys U12 - Division 1 Boys U12

Ranked Teams

Position	Team Name	Team ID	Submitted	Time	Move To
----------	-----------	---------	-----------	------	---------

Boys U12 - Division 1 Boys U12

Unranked Teams

Team Name	Team ID	Submitted	Time	Move To
Dynamos	0101-00RB00-0000	10/27/2021	13:14	
Flash	0101-00ZZ00-0000	10/27/2021	14:50	

[Update Rankings](#)

3. Enter the rank with "1" being the highest rank beside the team/applicant.

Boys U12 - Division 1 Boys U12

Unranked Teams

Team Name	Team ID	Submitted	Time	Move To
Dynamos	0101-00RB00-0000	10/27/2021	13:14	2
Flash	0101-00ZZ00-0000	10/27/2021	14:50	1

[Update Rankings](#)

4. Choose update Rankings.
5. Your ranked teams will now display in the ranking order entered.

Boys U12 - Division 1 Boys U12

Ranked Teams

Position	Team Name	Team ID	Submitted	Time	Move To
1	Flash	0101-00ZZ00-0000	10/27/2021	14:50	
2	Dynamos	0101-00RB00-0000	10/27/2021	13:14	

Application Player Lookup

As the Tournament Director, there can be instances when you will need to look up a specific player on one of your registered teams. The Sports Connect system allows you to easily access an individual player's profile.

1. Choose Application from the main navigation menu and then choose Player Lookup.
NOTE: If your tournament allows for teams outside of your organization to play, the applicant will need to add their roster during the application process.
2. Enter the search criteria
 - Age Group
 - Flight
 - Position Played
 - State
 - ODP Status
 - Disciplinary Filter By
 - Search by: Player Name, Team Name, League Name, Club Name or Team ID
 - Search Text: Enter the text you wish to search for based on the Search By field.
 - Show all will show all players

Application Player Lookup Search

Age Group: BU12 | Flight: -- Choose -- | Position Played: -- | State: -- | ODP Status: -- | Page Size: 25

Disciplinary Filter By: | Search by: Player Name | Search text: smith | Search | Show All

Email Selected Players | Print Page | 1 Matching Player(s) (1 - 1) of 1

Player Name	ID Num	Team Name	ODP Status	Position
Smith, Shiloh Birth Date: 01/02/2010	31390-461947 Team Code	Speedsters League		Right Forward

Print Page (1 - 1) of 1

3. To view the player information, click on the name of the player. **NOTE: You will use Player Settings in the application configuration process to indicate which player fields will display.**

Application Admin Lookup

As the Tournament Director, there can be instances when you will need to look up a specific admin on one of your registered teams. The Sports Connect system allows you to easily access an admin's contact information and other details.

1. Choose Application from the main navigation menu and then choose Admin Lookup.
2. Enter your search criteria.
 - Age Group
 - Flight
 - Affiliation
 - State
 - Team Role
 - Disciplinary Filter by
 - Search by: Admin Name, Team Name, Club Name, or Team ID
 - Search Text: Enter the text you wish to search for based on the Search By field.
 - Show all will show all admins

Application Admin Lookup Active

Age Group: GU12 | Flight: -- Choose -- | Affiliation: -- | State: -- | Team Role: -- | Page Size: 25

Disciplinary Filter By: -- | Search by: Admin Name | Search text: -- | Search | Show All

Email Selected Admins | Print Page (1 - 2) of 2

<input checked="" type="checkbox"/>	Admin Name	Team Name	App Status	Team Code	League	Team Role
<input type="checkbox"/>	Terrible, Thomas	The Terribles	New	0101-00TB00-0000		Team Manager
<input type="checkbox"/>	Zimm, Baxter	Pom United - GU10	Final	0101-04RG11-0005	The Canine League (Erica Training)	Head Coach

Email Selected Admins | Print Page (1 - 2) of 2

3. To view the admin details, click on the admin's name. This will display their contact information. You will also be able to access the team's application details by clicking on the subtabs (Team Info, Team Results, Player Roster, Disciplinary, Comments, Review)

Application Payments

If your tournament configuration is not set to automatically process credit card payments when applying to your tournament or you wish to accept other forms of payment (i.e. check) the Sports Connect System will allow you to accept, capture and track those payments and orders.

Accept and Capture Payments

1. Search for the team in which you wish to process or capture a payment.
2. Choose the name of the team to display the team details and application.

Team Application Lookup

Age Group: BU12 | Flight: All Teams | Flight Preference: -- Choose -- | Page Size: 25 | Type of Search: Application Lookup
 Pay Status: Unpaid | Search By: Team Name | Search For: | Application Status: New | Search | Show All

1 Applications Found

<input type="checkbox"/>	Age Group	Team Name	Team Code	Start Date	Preferred Flight	Assigned Flight	Submit Date	Status	Entry Status	Pay Status	Pay Type	Club
<input type="checkbox"/>	BU12	Roosters		11/29/2021	Division 1 Boys U12			New	-	Unpaid	-	

3. Click on the order number in the payment and order information section.

Roosters - Kihel, HI - Boys U12

(1 of 1)

Review Application
 Shown below is the application that this user submitted.

Appl. #	From	App Start Date	Submit Date	Submitted By	Accepted Date	Private Status	Posted Status
13573080	Public	11/29/2021 15:36	11/29/2021 16:14	Beach Director		New	New

Order#	Fee	Qty	Fees	Paid	Due	Ref.	Date	Status
2-6309003	Entry Fee - BU12	1	\$100.00	\$0.00	\$100.00	\$0.00	11/29/2021 3:36 PM	New Order
			\$100.00	\$0.00	\$100.00	\$0.00		Due: \$100

4. A Payment/Order Detail pop-up window will display. It will include the method of payment selected at the time of the application and give you the option to capture the details of the transaction.

Order Detail

trainingconnect.sportsaffinity.com/orders/ordershow.asp?sessionguid=4634F43F-D906-4E95...

Payment / Order Detail Reload Close

Status	Order #: 2-6309003 Order Date: 11/29/2021 3:36:08 PM	Comments	Status: Open Status Reason: New Order																								
Ship To	Name: Duke Davis Address1: 225 Broadway City/State/Zip: San Diego CA 92101-5005 Country: United States of America H#: (111) 111-1111	Comments	... Click Comments Box to view or add more comments.																								
Payments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Method</th> <th>Type</th> <th>Chk#/CC#</th> <th>Exp.</th> <th>Status</th> <th>Auth.</th> <th>Conv. Fee</th> <th>App. To Order</th> </tr> </thead> <tbody> <tr> <td>⊕ Check</td> <td>Single</td> <td>8765</td> <td>/</td> <td>Open</td> <td>100.00</td> <td>0.00</td> <td>0.00 capture update cancel</td> </tr> <tr> <td colspan="6" style="text-align: right;">Applied Total:</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>			Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order	⊕ Check	Single	8765	/	Open	100.00	0.00	0.00 capture update cancel	Applied Total:						0.00	0.00
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Items Ordered	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Product</th> <th>Promo Code</th> <th>Qty</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>✓ Entry Fee - BU12</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td colspan="4" style="text-align: center;"> <input type="button" value="Add More Products to Order"/> </td> </tr> <tr> <td colspan="3" style="text-align: right;">1 item(s) totaling:</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Order Total:</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Due:</td> <td style="text-align: right;">100.00</td> </tr> </tbody> </table>			Product	Promo Code	Qty	Subtotal	✓ Entry Fee - BU12		1	100.00	<input type="button" value="Add More Products to Order"/>				1 item(s) totaling:			100.00	Order Total:			100.00	Total Due:			100.00
Product	Promo Code	Qty	Subtotal																								
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1 item(s) totaling:			100.00																								
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Total Due:			100.00																								
Add Payment To Order	Payment will be applied to all products checked above. Payment Method* <input type="text" value="Choose One"/>																										

Admin Payment Tool:

5. If payment during the application process was Credit Card and your tournament configuration is set to only capture payments when a team is accepted, you will need to capture the payment manually from the order screen. If you are accepting checks or another payment type, you will need to capture that payment manually from the order screen as well (i.e. mailed check received).
6. Click Capture to process the payment.
7. Once captured, any balance due will be updated and the application status will update to Paid (or the status based on the amount paid).