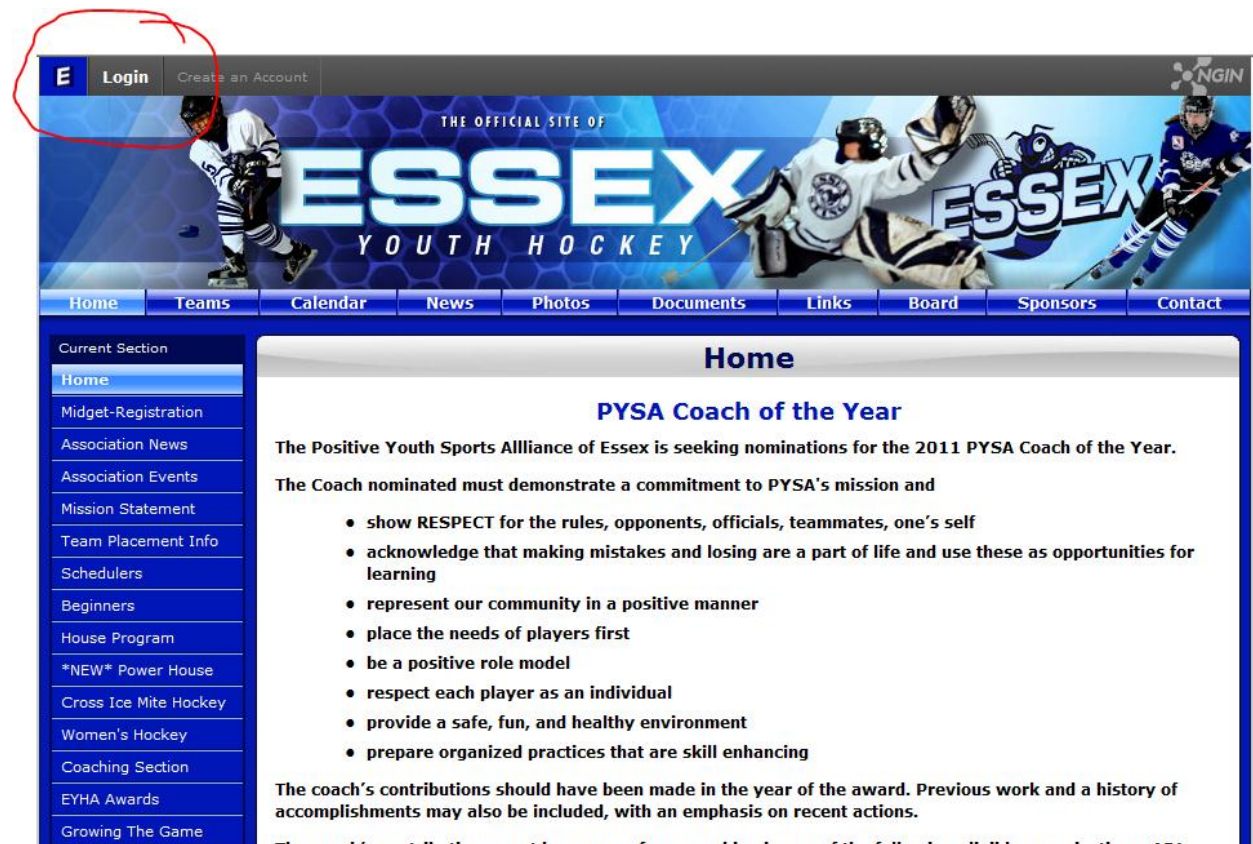


These instructions will guide you through the steps required to use a different credit card than the one initially used at the time of registration. This process is frequently needed if a credit card expires during the payment schedule.

**Note: If you have multiple children registered in EYHA, you will need to repeat these steps for each child and each payment.**

Access the EYHA Web Site – [www.essexyouthhockey.org](http://www.essexyouthhockey.org)

**Login** to the site – select the **Login** link on the top left corner of the site



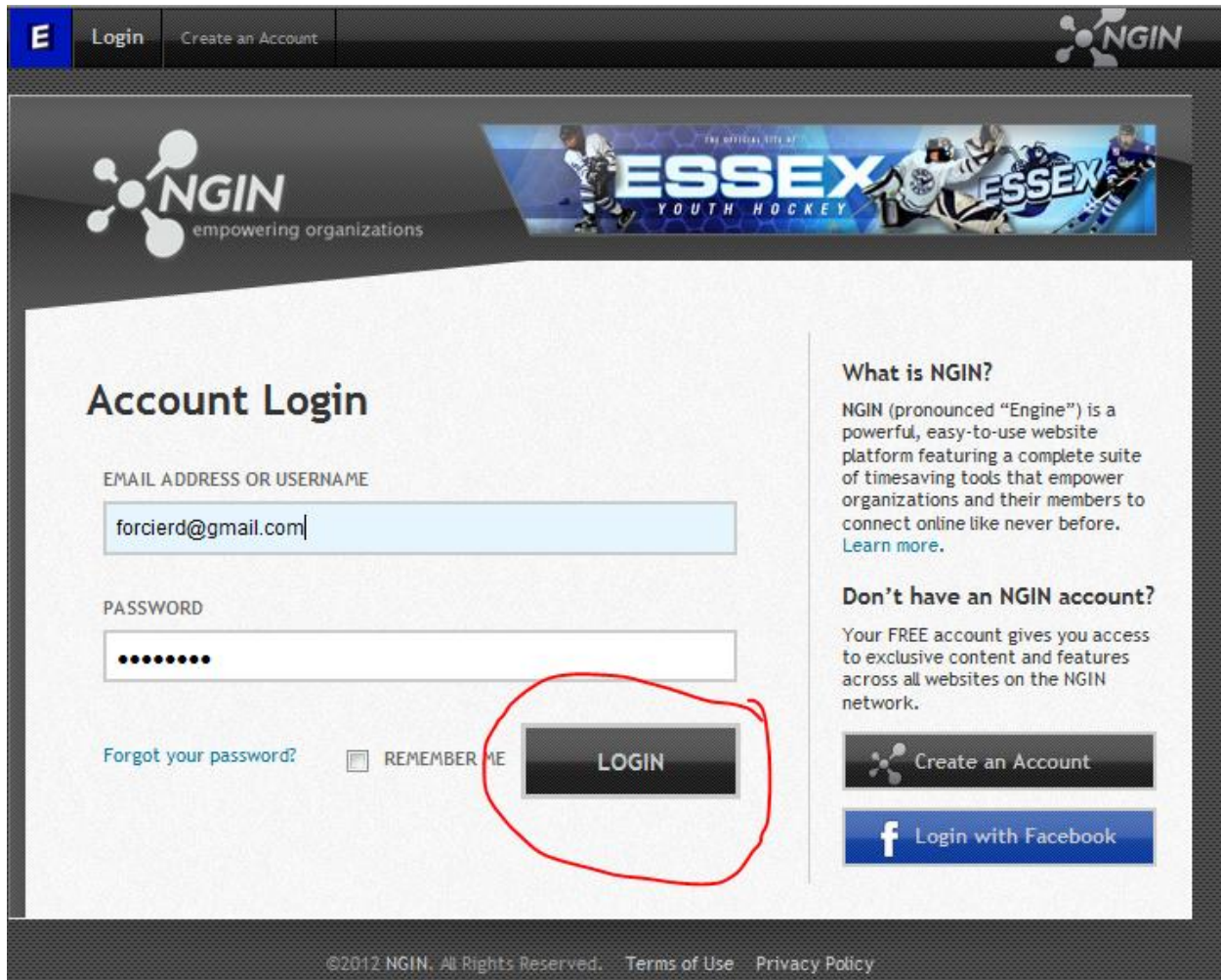
The screenshot shows the Essex Youth Hockey website. The top navigation bar includes links for Home, Teams, Calendar, News, Photos, Documents, Links, Board, Sponsors, and Contact. A red circle highlights the 'Login' link in the top left corner. The main content area is titled 'Home' and features a section for 'PYSA Coach of the Year'. The text reads: 'The Positive Youth Sports Alliance of Essex is seeking nominations for the 2011 PYSA Coach of the Year. The Coach nominated must demonstrate a commitment to PYSA's mission and' followed by a bulleted list of criteria:

- show RESPECT for the rules, opponents, officials, teammates, one's self
- acknowledge that making mistakes and losing are a part of life and use these as opportunities for learning
- represent our community in a positive manner
- place the needs of players first
- be a positive role model
- respect each player as an individual
- provide a safe, fun, and healthy environment
- prepare organized practices that are skill enhancing

The text continues: 'The coach's contributions should have been made in the year of the award. Previous work and a history of accomplishments may also be included, with an emphasis on recent actions.'

Enter your **Username** and **Password**. Use the link to have your password resent to you if you have forgotten it.

Select the **Login** button.



**E** Login Create an Account

**NGIN** empowering organizations

**ESSEX** YOUTH HOCKEY

## Account Login

EMAIL ADDRESS OR USERNAME

forcierd@gmail.com

PASSWORD

.....

[Forgot your password?](#) ☐ REMEMBER ME **LOGIN**

**What is NGIN?**

NGIN (pronounced "Engine") is a powerful, easy-to-use website platform featuring a complete suite of timesaving tools that empower organizations and their members to connect online like never before. [Learn more.](#)

**Don't have an NGIN account?**

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Use the drop down menu button immediately to the right of your username to access the **Registrations** link.

Select **Registrations**.

The screenshot shows the Essex Youth Hockey website. At the top left, the user 'rforcier' is logged in. A red circle highlights the dropdown arrow next to the username, and another red circle highlights the 'Registrations' option in the dropdown menu. The website header features the 'ESSEX YOUTH HOCKEY' logo and navigation links: News, Photos, Documents, Links, Board, Sponsors, and Contact. The main content area is titled 'Home' and features a section for the 'PYSA Coach of the Year' award. The text states: 'The Positive Youth Sports Alliance of Essex is seeking nominations for the 2011 PYSA Coach of the Year. The Coach nominated must demonstrate a commitment to PYSA's mission and' followed by a bulleted list of requirements: show RESPECT for the rules, opponents, officials, teammates, one's self; acknowledge that making mistakes and losing are a part of life and use these as opportunities for learning; represent our community in a positive manner; place the needs of players first; be a positive role model; respect each player as an individual; provide a safe, fun, and healthy environment; and prepare organized practices that are skill enhancing. The section concludes with: 'The coach's contributions should have been made in the year of the award. Previous work and a history of'.

ESSEX YOUTH HOCKEY

Home

**PYSA Coach of the Year**

The Positive Youth Sports Alliance of Essex is seeking nominations for the 2011 PYSA Coach of the Year.

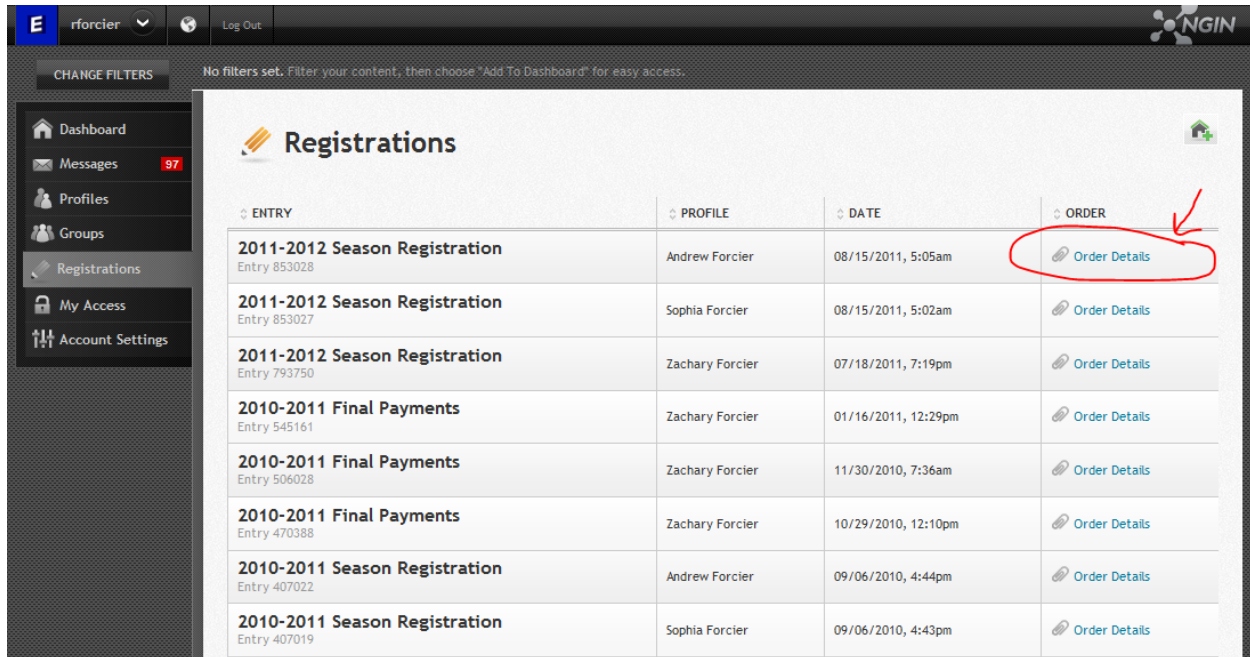
The Coach nominated must demonstrate a commitment to PYSA's mission and

- show RESPECT for the rules, opponents, officials, teammates, one's self
- acknowledge that making mistakes and losing are a part of life and use these as opportunities for learning
- represent our community in a positive manner
- place the needs of players first
- be a positive role model
- respect each player as an individual
- provide a safe, fun, and healthy environment
- prepare organized practices that are skill enhancing

The coach's contributions should have been made in the year of the award. Previous work and a history of

You will see a list of **Registrations** associated with your username. The list may include registrations from previous years.

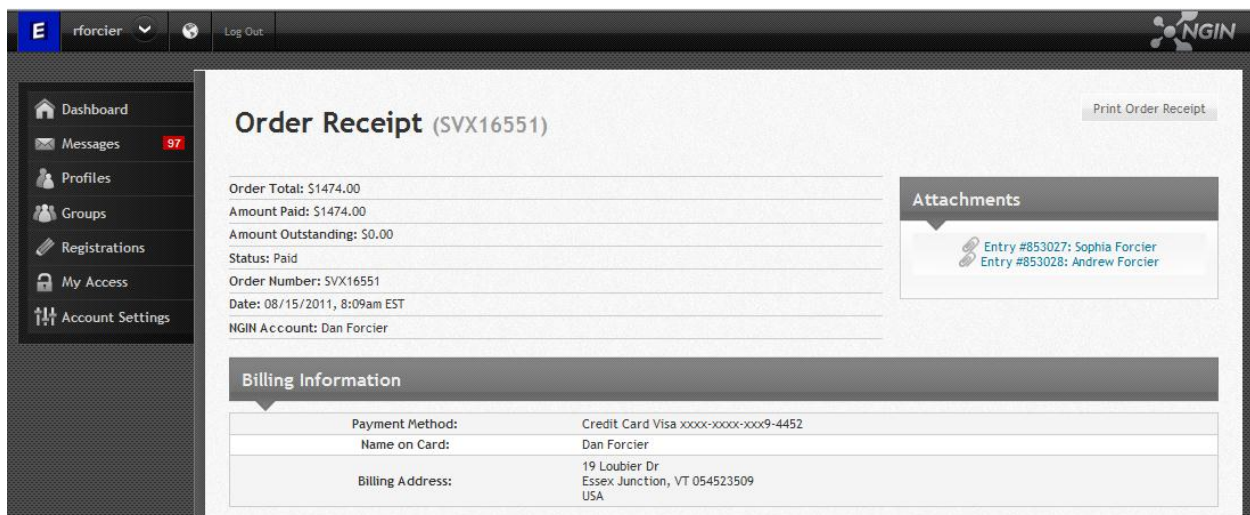
Select the link to **Order Details** for the registration that requires a payment.



**Registrations**

ENTRY	PROFILE	DATE	ORDER
<b>2011-2012 Season Registration</b> Entry 853028	Andrew Forcier	08/15/2011, 5:05am	<a href="#">Order Details</a>
<b>2011-2012 Season Registration</b> Entry 853027	Sophia Forcier	08/15/2011, 5:02am	<a href="#">Order Details</a>
<b>2011-2012 Season Registration</b> Entry 793750	Zachary Forcier	07/18/2011, 7:19pm	<a href="#">Order Details</a>
<b>2010-2011 Final Payments</b> Entry 545161	Zachary Forcier	01/16/2011, 12:29pm	<a href="#">Order Details</a>
<b>2010-2011 Final Payments</b> Entry 506028	Zachary Forcier	11/30/2010, 7:36am	<a href="#">Order Details</a>
<b>2010-2011 Final Payments</b> Entry 470388	Zachary Forcier	10/29/2010, 12:10pm	<a href="#">Order Details</a>
<b>2010-2011 Season Registration</b> Entry 407022	Andrew Forcier	09/06/2010, 4:44pm	<a href="#">Order Details</a>
<b>2010-2011 Season Registration</b> Entry 407019	Sophia Forcier	09/06/2010, 4:43pm	<a href="#">Order Details</a>

You will see the **Order Receipt**



**Order Receipt (SVX16551)**

Print Order Receipt

Order Total: \$1474.00  
Amount Paid: \$1474.00  
Amount Outstanding: \$0.00  
Status: Paid  
Order Number: SVX16551  
Date: 08/15/2011, 8:09am EST  
NGIN Account: Dan Forcier

**Attachments**

- Entry #853027: Sophia Forcier
- Entry #853028: Andrew Forcier

**Billing Information**

Payment Method:	Credit Card Visa xxxxx-xxxx-xxxx-4452
Name on Card:	Dan Forcier
Billing Address:	19 Loubier Dr Essex Junction, VT 054523509 USA



Scroll down to the **Items Purchased** section and find the failed payment or next payment due. Select the **Make Payment** link.

### Item(s) Purchased

Item	Price	Total	Status	Action
2011-2012 Season Fee: X-Ice, Qty: 1	\$645.00	\$645.00	1 payments remaining	<a href="#">Make Payment</a>
2011-2012 Jersey, Qty: 1	\$92.00	\$92.00	Paid	
2011-2012 Season Fee: SQ, PW, BA, U12, U14, Qty: 1	\$795.00	\$795.00	1 payments remaining	<a href="#">Make Payment</a>

### Payment Calendar

<b>AUG</b> 8	<b>\$602.00</b> <b>Status: Paid</b> 2011-2012 Season Fee: X-Ice, Qty: 1 (Payment 1 of 4: \$255.00) 2011-2012 Jersey, Qty: 1 (Entire Payment: \$92.00) 2011-2012 Season Fee: SQ, PW, BA, U12, U14, Qty: 1 (Payment 1 of 4: \$255.00)	PAID
<b>DEC</b> 6	<b>\$130.00</b> <b>Status: Paid</b> 2011-2012 Season Fee: X-Ice, Qty: 1 (Payment 2 of 4: \$130.00)	PAID
<b>DEC</b> 6	<b>\$130.00</b> <b>Status: Paid</b> 2011-2012 Season Fee: X-Ice, Qty: 1 (Payment 3 of 4: \$130.00)	PAID
<b>DEC</b> 6	<b>\$180.00</b> <b>Status: Paid</b> 2011-2012 Season Fee: SQ, PW, BA, U12, U14, Qty: 1 (Payment 3 of 4: \$180.00)	PAID
<b>DEC</b> 6	<b>\$180.00</b> <b>Status: Paid</b> 2011-2012 Season Fee: SQ, PW, BA, U12, U14, Qty: 1 (Payment 2 of 4: \$180.00)	PAID
<b>JAN</b> 15	<b>\$130.00</b> <b>Status: Failed, 3 days overdue</b> <a href="#">Make Payment</a> 2011-2012 Season Fee: X-Ice, Qty: 1 (Payment 4 of 4: \$130.00)	

Select the **Enter New Card** button.

The screenshot shows the 'Essex Vermont Youth Hockey Admin Control Panel' with a navigation bar including 'Admin Home', 'Website Tools', 'Website Settings', 'Financials', 'Members', and 'Registration'. The 'Financials' section is active, showing 'Orders', 'Failed Payments', and 'Recurring Payments'. An order summary table is displayed:

Order #:	<a href="#">QZN12026</a>
Item:	2011-2012 Season Fee: X-Ice
Amount:	<input checked="" type="radio"/> Submit Final Payment of \$130.00

**Payment Total: \$130.00**

**Please Select Your Payment Method:**

**Pay With Credit/Check Card:**

- ☐ Use Existing Card: MasterCard xxxx-xxxx-xxx4-0624
- ☒ Enter New Card

Check out securely using your personal credit card or check card.

Logos for Discover, Visa, and MasterCard are shown on the right.

This will open up a **Billing Information** section. Enter the required information.

### Billing Information

**Address 1: \***

**Address 2:**

**City: \***

**State: \***

Select a State/Province

**Postal Code: \***

**Country: \***

Select a Country

As well as a **Credit Card Information** section. Enter your new card information and select **Make Payment**.

### Credit Card Information

First Name: \*

Last Name: \*

Credit Card Type: \*

Credit Card Number: \*

Verification Code: \*

The CCV is a 3 or 4 digit code printed on the reverse side of most credit cards.



Expiration: \*

Make Payment

**Note: If you have multiple children registered in EYHA, you will need to repeat these steps for each child and each payment.**