

Clubs Viewing their Invoice

Clubs can view and print the invoice from their Dashboard home page once they login.

1. Scroll down to the Registration Billing section.

Registration Billing					
Acct #	Organization	Category	Invoices	Payments	Balance
301666 - Greater Flemington SC	Mid New Jersey Soccer Association	Event Fees	\$180.00	\$0.00	\$180.00 Due

2. Click on their club name under Acct #
3. It will bring them to the summary page for the event

Account #301666 - Greater Flemington SC

Organization: Mid New Jersey Soccer Association
Contact Name: Greater Flemington SC
Contact Email: jaredswart@gmail.com
Category: Event Fees
Payment Method: [Change Payment Method](#)

TOTAL BALANCE: \$180.00 [Pay Now](#) **DUE NOW: \$180.00** [Pay Now](#)

Payment Terms

Invoices [+ New Invoice](#) Total: \$180.00

ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Teams/Users	Fee	Payment
645098	02/11/2021	Team Registration (Mid NJ Spring 2021) - GFSC 2011G Red Stars	<input type="checkbox"/>	No	90.00			<input type="text"/>

[? Help](#)

4. On the top right, they can click on the 3 line menu and then select Invoices PDF. *It may take a minute to generate the file.*

Export Member Registrations
Export Team Registrations
Invoices PDF

5. It will list the total and all of the teams. It can be printed if needed.