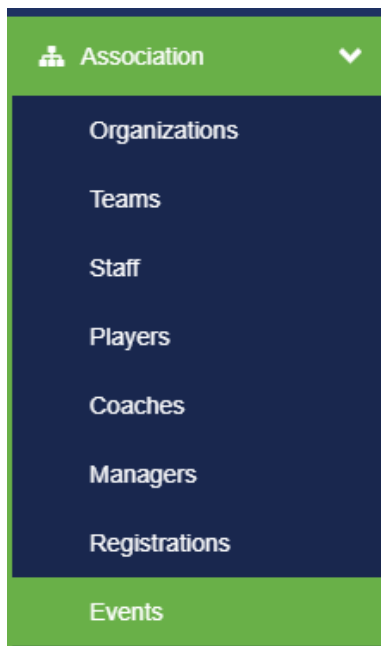


How to Invoice Competitive Player, Coaches, and Managers

Admin will go to system.gotsport.com

Log in their profile, go to roles, then their association.

Click on Association Tab, then Events.



Hopefully as you have been approving competitive rosters when adding coaches, managers, and players, you have been selecting Yes to create member registrations, Bill to Mode Invoice League Organization, Send Registrations to North Texas Soccer Association.

If you know you have, you are done, if you did not, you must go in each team and do this at this time.

Continue to next page in instructions.

If done with rec/acad/adult or do not do those, then you will now email Brittany Walker at brittany@ntxsoccer and include the following:

State association name and that you are ready for invoicing.

Include what you should have for the following:

Rec Player Total:

Acad Player Total:

Rec/Acad Coach Total:

Rec/Acad Manager Total:

Comp Player Total:

Comp Coach Total:

Comp Manager Total:

Adult Player Total:

Brittany will then verify your numbers match what you state and invoice. You will be emailed when invoiced. If numbers do not match, Brittany will contact you to go over and help correct.

Please allow up to 3-5 business days for Brittany to respond.

Any questions should be emailed to brittany@ntxsoccer.org