



Paying your Club Invoice

What is Online Invoice Management?

Online invoice management (OIM) provides MYSA with the ability to bill their Clubs on a monthly basis directly in Sports Connect Association.

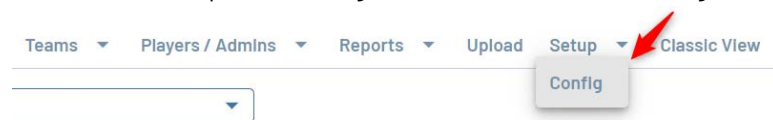
Highlights:

- Automatic emails with invoice details are sent to the treasurer and the primary contact for the club when new invoices are posted.
- Invoices are posted on the first of each month.
- Invoice captures players and admins registered in the previous month.
- Invoices can be printed in a PDF format or CSV file.
- Pay directly online to MYSA.
- Tracking of Invoices from season to season.

Accessing your invoice:

Login to your Club's dashboard under MYSA: <https://mnyouth.sportsaffinity.com/>

Hover over "Setup" in the navigation bar and click the "Config" subtab:



You will be taken directly to your Club's Invoice Tab. The correct Invoice will display depending on the season your dashboard is selected to.

Invoice Tab Details

Seasonal Year: encompasses all seasons linked by the belonging seasonal year setting

Order #: View & make full or partial payments

Fees: Total fees accumulated for that seasonal year

Paid: Amount paid for that specific seasonal year

Due: Amount due for the specific seasonal year

View: Click on the date listed to view the invoice for the specific month. Invoices can be printed here

Download: Download a CSV version of the invoice

Invoice

Legends FC

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Club Fee Summary

Seasonal Year	Order #	Fees	Paid	Due	View	Download
2020	2-5397849	\$4,099.50	\$524.00	\$3,575.50	2/1/2020	CSV
					3/1/2020	CSV
					Summary	CSV

Click on the order number above to make a payment.

Click on the Invoice Date to review invoices.

Click on the CSV option to export this data to Excel.

Make a Payment

Click on the Order # and the Payment / Order Details will appear in a new window.

Click on the Payment Method drop down box to select your method of payment.

Enter your payment information to proceed with submitting and completing your Club's invoice payment:

Order Detail - Google Chrome

affinitydemo.sportsaffinity.com/orders/ordershow.asp?sessionguid=8FA3942D-1916-4D5B-A1A8-CA00EE8E...

Payment / Order Detail Reload Close

Status	Order #: 2-5397849	Status: Open
	Order Date: 3/3/2020 10:31:40 PM	Status Reason: New Order

Payments	Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order

Items Ordered	Product	Promo Code	Qty	Subtotal
	✓	Legends FC 01/01-01/31		1
✓	Discount for League Fees		1	-400.00
✓	Legends FC 02/01-02/29		1	3,775.50
✓	Past Due Balance		1	25.00
✓	State Cup Fees		1	500.00
✓	Test Item Add		1	-25.00
✓	TOPS Fee Credit		1	-100.00
7 item(s) totaling:				4,099.50
Order Total:				4,099.50
Total Due:				3,575.50

Payment Method*
 Choose One

Add Payment To Order

Each month, if new fees are incurred or should be credited, a new line item will appear. Credits will show as a negative amount line item.

Support Resources

For assistance with navigating and accessing your Club's Invoice, contact the Sports Connect Association Team:

Technical Support:

(855) 703-2578

Monday - Friday: 8:30 AM - 5:00 PM PST

Saturday: 7:00 AM - 3:00 PM PST

Sunday: Closed

* Hours are subject to change.

Submit a request for assistance online by clicking the Help button and then click Submit Request button at the bottom of the support page.