



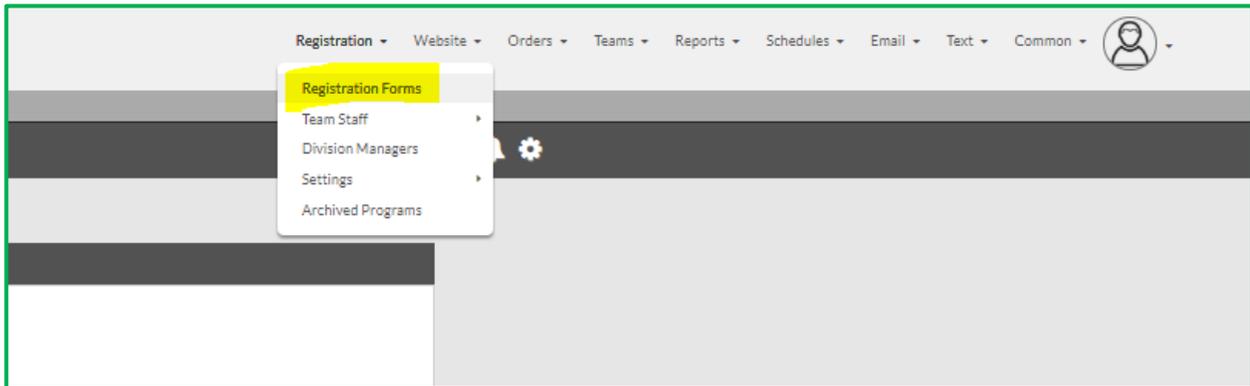
AMERICAN YOUTH SOCCER ORGANIZATION  
19750 S. Vermont Ave., Suite 200  
Torrance, CA 90502  
(800) 872-2976 • www.ayso.org

## Payment Plan – Step-by-Step

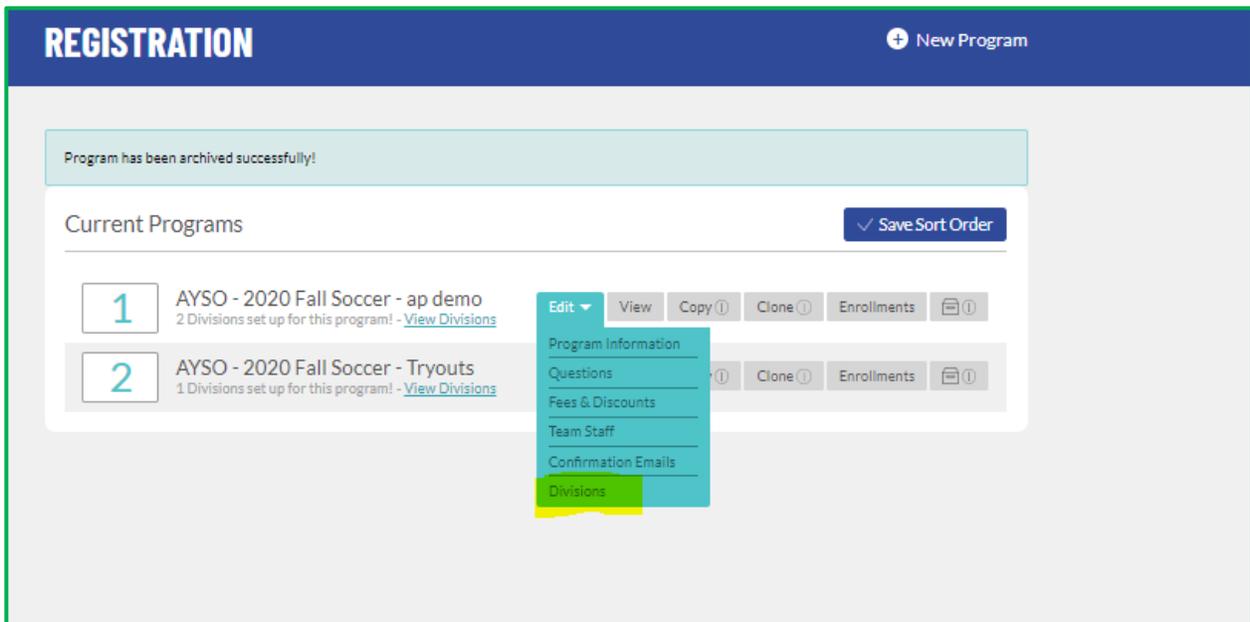
To set up a pre-registration payment program, you will create a multi-part payment plan, setting both dates and amounts.

### Registration Forms

Under **Registration**, select **Registration Forms**

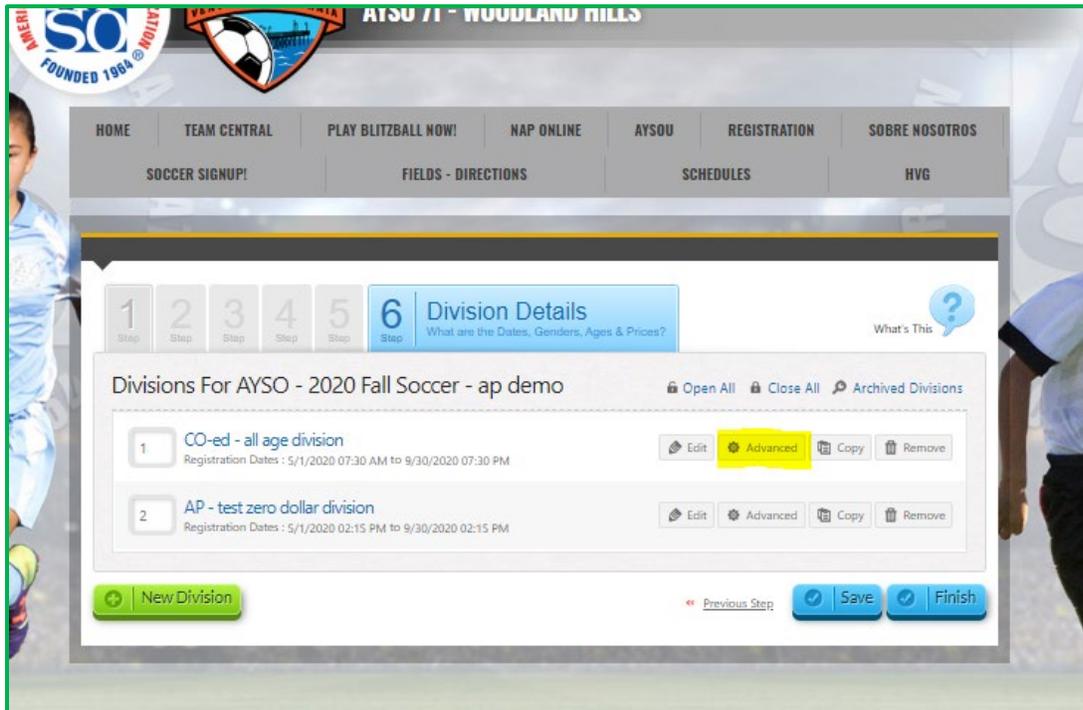


Select (or create) the Program you are creating the Pre-Registration. The payment plan is created in the last step, **Divisions**.

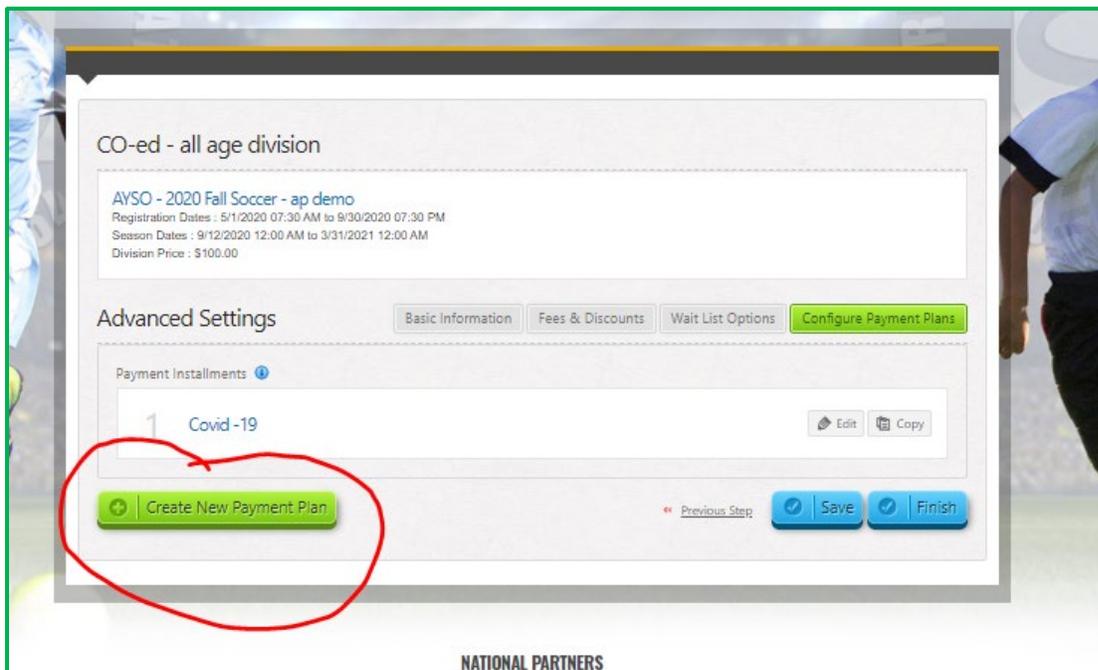


## Divisions

Each division has an Advanced Settings section where you can configure the Payment Plan.



Select **Configure Payment Plans > Create New Payment Plan**



Enter a plan name, description, payment dates and amounts.

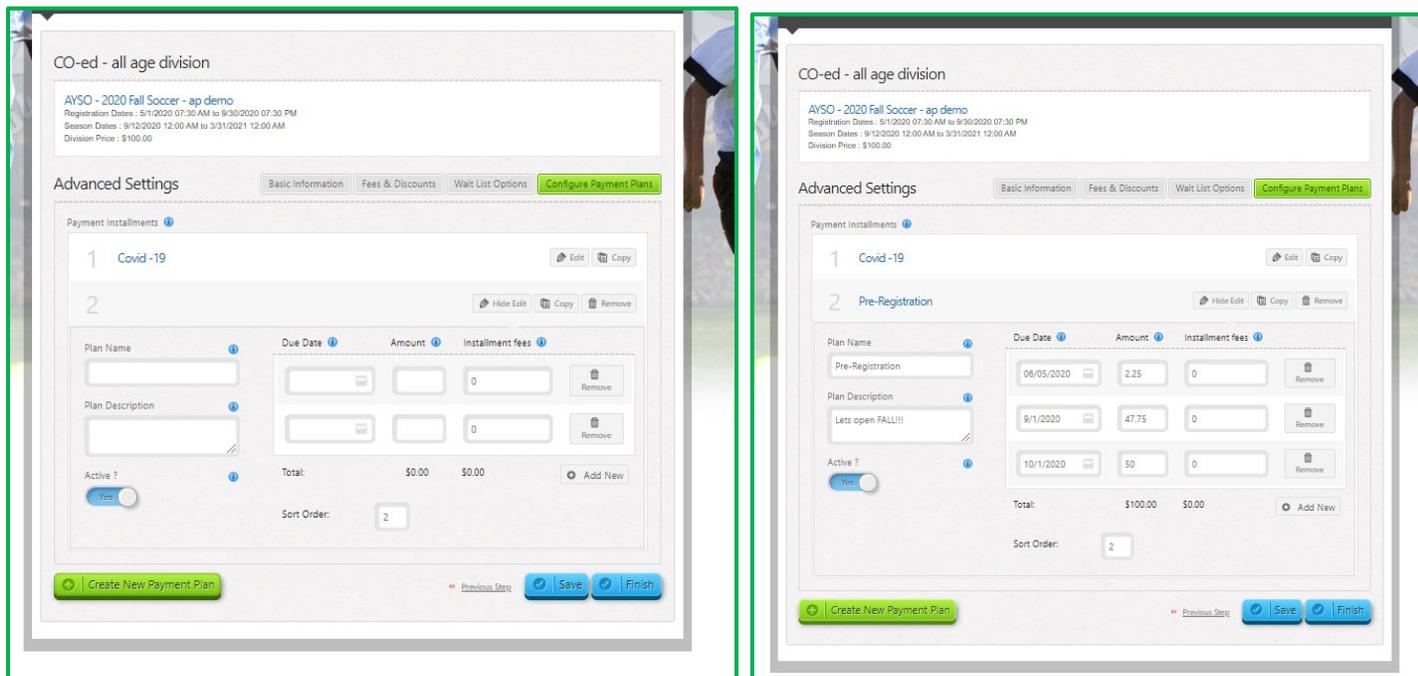
At this point, you are setting the **number of installments**, the **amount of each installment**, and **when each installment is due**.

Note: the **AYSO Membership fee of \$20 per player** will automatically be charged with the user's first payment, so please keep this in mind when setting your amounts. A transaction fee of \$2.75 (service fee) will also be applied to the order. Please keep this in mind when setting the amounts of your region fee. The minimum installment payment is \$1.

In the example below, the Region's total registration fee is \$120 per player - \$100 for the Region's fee and \$20 for the National Player Fee. The Region has set the fee schedule for its \$100 payment as follows:

- \$2.25 for the first payment\*
- \$50.00 for payment 2
- \$47.75 for payment 3

\*Note: the \$20 AYSO player fee will also be added automatically, it should not be calculated in for the purpose of this setting.



When determining the period, you will must **select a set date for each installment**. The first installment will be paid at the time of check out. Every installment after the first will be automatically be charged to the user's card on the due dates you set. The user will receive a payment reminder email 7 days prior to the due dates you set.

### **A Service Fee will apply to each payment plan installment.**

As noted above, the first payment service fee will be \$2.75, which is the established AYSO transaction rate. We are pleased to offer a subsidized rate for subsequent payment plan transactions, at \$0.50 per installment payment.

**\*Note:** You can also add an Optional Installment Fee for each payment installment. This is separate from, and additional to, the Service Fee that will be applied on the transaction itself; Regions that add installment fees generally do so to incentivize full registration payment. Any optional installment fees added go directly to the Region

Click **Save** when you are finished creating the Payment Plan.

You will need to repeat these steps for each Division, if your Divisions are already created. If your Divisions are not yet set up, an alternative is to “copy” the Division and all its settings, then change the Division parameters (age group etc.).

If you need to Edit a Payment Plan, click **Edit** next to the plan and scroll down to the Add/Edit Plan section to edit and then save your plan. If/when you edit a payment plan, it is **NOT Retroactive**, meaning if anyone has already signed up for that payment plan, their plan will not be updated to reflect the recent edits; any edits will apply to registrants from that point in time forward.

## **Questions?**

If you have any questions, please reach out to Sports Connect directly but if you cannot get a hold of them, please email [Support@ayso.org](mailto:Support@ayso.org). Please include your region number in the subject of the email. We are happy to help.