

# ONLINE REGISTRATION TRAINING GUIDE

## Setup

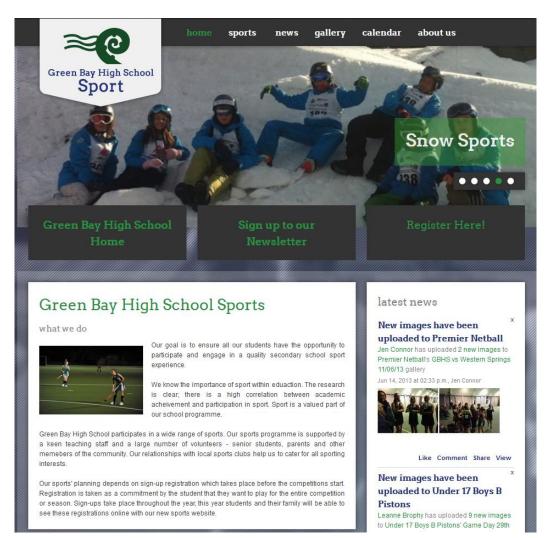
To setup online registration for your website we require a few details from you.

#### Setting up Online Registration

- 1. Bank Account details
  - Account holder name
  - Account location
  - Account number
- 2. Registration Price
- 3. Registration Form

#### Note:

Online Payments via credit card have a 5% transaction fee for administration. These can be incorporated into the overall cost of registration.



## Registration Process

Below is the process a member will go through to register online. This is so you know how the process works.

From the homepage click the Register button/link:

· The available registration options will be listed

#### There are 4 steps in the Registration process:

- 1. Select Payment Item Select option to register for
- 2. Complete Form Enter your details
- Confirm and Pay Select your payment method (Invoice or Credit Card)
- 4. Payment Details

If by Credit Card – enter your details and a receipt will be emailed once payment has been received If by Invoice you will receive an email invoice

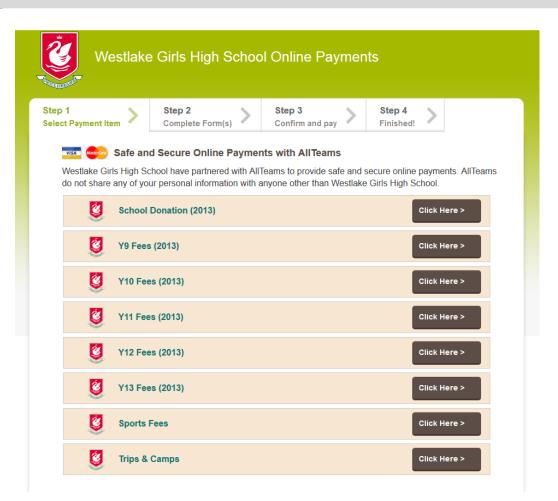
#### Note for Credit Cards Payments:

- Receipt is emailed to the member and webmasters
- Funds are deposited into your bank account 2 days after the payment has been received by AllTeams

### **Approving Memberships**

All registrations require approval from a webmaster.

- In the Admin section, click into the Members menu
- Click To Do (this is highlighted when members require approval)
- A list of registrations requiring approval will appear

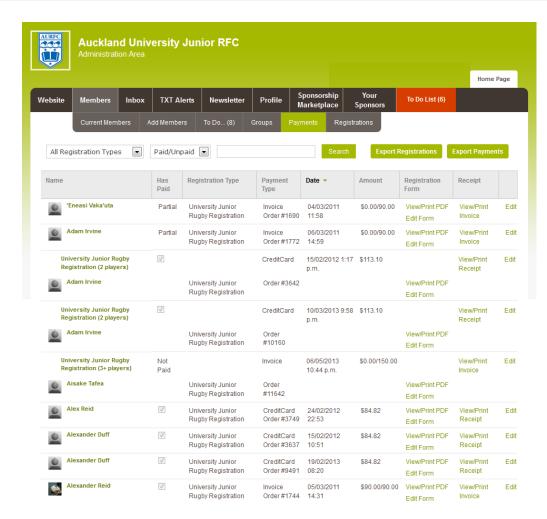


## Payments Menu

Several options are available to you to help organise and filter through registrations and payments.

- In the Admin section, click into the Members menu
- Click Payments
   You will see a page similar to this →
- The dropdown menus provide options to filter the data through registration types
- Each record has the option to view/print:
  - Forms
  - · Invoices or receipts

Export Payments will export all data into an Excel Spreadsheet. This is explained in more detail in the next slide.



## Bank Reconciliation

Exporting payments to excel will assist with bank reconciliations.

Click the Export Payments and download the file. You will see a Spreadsheet with multiple columns

- the one to the right shows the last few.

#### To reconcile payments

 The disbursement record on your bank statement corresponds to the settlement receipt number on the export - shown on the right

#### Note:

Payments are deposited into the bank account in one lump sum on a daily basis.

So if three payments are made in one day:

- Your bank statement will show one record totalling all three payment sums with a disbursement number
- The export will have three records showing each payment, but all three records will have the same Settlement Receipt number
- The disbursement number and settlement receipt number will correspond

	M	N	0	Р	Q	R	S
2	PaymentDate	PaymentYear	ReceiptNumber	OrderID	SettlementDate	SettlementStatus	SettlementReceipt
0	4/03/2011	2011		1690		Pending	
0	6/03/2011	2011		1772		Pending	<b>7</b>
0	15/02/2012	2012	90182178	3642	16/02/2012	Transferred	90319597
0	10/03/2013	2013	39184786	10160	12/03/2013	Transferred	51091253
0	6/05/2013	2013		11642		Pending	
0	24/02/2012	2012	90999675	3749	28/02/2012	Transferred	91284417
0	15/02/2012	2012	90152847	3637	16/02/2012	Transferred	90319597
0	19/02/2013	2013	36970022	9491	20/02/2013	Transferred	37118373
0	5/03/2011	2011		1744		Pending	
0	5/03/2011	2011		1737		Pending	
0	28/02/2013		38099669	9839	1/03/2013	Transferred	38242221
0	6/03/2011	2011	90811509	1771	24/02/2012	Pending	00047725
0	22/02/2012	2012		3708 3758		Transferred Transferred	90947735
0	25/02/2012 5/03/2011	2012	91030148	1728	28/02/2012	Pending	91284417
0	5/03/2011	2011		1741		Pending	
0	25/02/2012	2011	91024698	3754	28/02/2012	Transferred	91284417
U	23/02/2012	2012	91024098	3734	28/02/2012	Transferred	91204417
0	25/02/2012	2012	91040256	3760	28/02/2012	Transferred	91284417
0	9/03/2011	2011	63858317	1790	10/03/2011	Transferred	63889363
0	15/03/2013	2013		10474		Pending	
0	30/05/2013	2013	60064104	11875	31/05/2013	Transferred	60133800