

New Feature Update – Adding line items to existing orders / invoices

Users will now be able to add products to existing orders. This is available for club registration fees only and does not apply to Tournaments or Events.

Steps to add product to existing order:

1) Create new fee (Club level, Registration tab, fees sub tab)

The screenshot shows a web application interface for managing fees. On the left is a blue sidebar menu with options like Referees, Districts, Leagues, Clubs, Team, Players / Admins, ID Cards, Event Manager, Reports, Sign Out Here, and Tech Support Contact. The main content area has a top navigation bar with tabs: Club Config, Registration, Security, Teams, Events, Background Checking, Messaging, and Content. Under the Registration tab, there are sub-tabs: Season, Custom Fields, Fees, Discounts, Fields, Billing, and Travel Requests. The Fees sub-tab is active and contains several categories: CCAAP Fees, Competitive Fees (highlighted in yellow), ODP Fees, Recreational Fees, Signature Fees, TOP Soccer Fees, and Try Out Fees. Below the navigation is a text instruction: "Use the drop down list below to select a fee type that has already been defined. Once a fee type is selected you will be given the option to Delete or Change the fee type you selected. Choose 'Create A Fee Type' from the same drop down list to create a new fee type." Below this is a section titled "Edit A Fee Type" with a dropdown menu set to "Create A Fee Type". There are two checkboxes: "All play levels are set equally" and "All our age groups are set equally", both checked. To the right are two dropdown menus: "New Fee Type" (set to "Other") and "Other Fee Type" (set to "Play Up Fee"). At the bottom is a table with a header "Comp" and rows for age groups from "Under 04" to "Under 11". Each row has a text input field containing "25" and a dropdown menu set to "M".

	Comp
Under 04	25 M
Under 05	25 M
Under 06	25 M
Under 07	25 M
Under 08	25 M
Under 09	25 M
Under 10	25 M
Under 11	25 M

2) Search desired order (Players / Admins, Payment Management)

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Fall 2010-2011

- Referees
- Districts
- Leagues
- Clubs
- Team
- Players / Admins
 - Player Lookup
 - Admin Lookup
 - Referee Lookup
 - Risk Batch Lookup
 - Parent Lookup
 - Family Lookup
 - Add Player/Admin
 - Payment Management
 - Order Move
- ID Cards
- Event Manager
- Reports

Sign Out Here
Tech Support Contact

Application Payment Management

Page Size: 100 Reset

Select League: Affinity Sports Demo League - 0139 Select Club: Affinity Sports Demo Club Media Type: All

Select Play Type: All Play Types Select Gender: All Genders Select Age Group: All Age Groups Application Status: All Applications Accepted: All Paid: All Pay Plan: All

Payment Receive Date Range: To Payment Type: All Search By: Last name, First Name Search For: Search

PP = order with payment plan.
(1 - 7) of 7

	PAID	ACCEPTED	AGE/LEGAL	Player Name	Order No	Player ID	Fees	Paid	Due	Pay Avail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test, Test	1-1191177	63305-873885	\$500.00	\$0.00	\$500.00	✓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testadd, Boy	1-1191204	45844-982389	\$500.00	\$0.00	\$500.00	✓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testadd, Notherplayer	1-1191204	73031-650444	\$530.00	\$0.00	\$530.00	✓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testadd, Kidsister	1-1191204	55100-871858	\$550.00	\$0.00	\$550.00	✓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testadd, Kidbrother	1-1191204	66970-261138	\$550.00	\$0.00	\$550.00	✓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testadd, Nothersister	1-1191204	49367-123943	\$550.00	\$0.00	\$550.00	✓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testadd, Kidkid	1-1191204	20185-651256	\$545.00	\$0.00	\$545.00	✓

email selected players (1 - 7) of 7

3) Click on order number to open order, you will now see a “Add more Products to Order” button

Payment / Order Detail								Reload	Close	
Status	Order #:	1-1191177			Status:		Open			
	Order Date:	4/12/2010 4:12:12 PM			Status Reason:		New Order			
	Operator:	Cust Cust								
Ship To	Name:	Mommat Testfourtwelvetena							Comments	... Click Comments Box to view or add more comments.
	Address1:	41210 test st apt a								
Payments	City/State/Zip:	city CA 12345								
	Country:	United States of America								
	H#:	(123) 456-7890								
Items Ordered	Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order		
	⊕ Check	Single	test	/	Open	500.00	0.00	0.00	capture update cancel	
To Order	Applied Total:						0.00	0.00		
	Product	Promo Code	Qty	Price						
<input checked="" type="checkbox"/> Test Test , Registration Fee, Under 17 ,Comp					1	500.00				
<input checked="" type="checkbox"/> Test Test , Uniform Fee, Under 17 ,Comp					1	50.00				
<input checked="" type="checkbox"/> Test Test , 5B0B017E-195E-4E92-A36D-FFBD00A72CCF Fall 2009-2010Return Player discount, Under 17 ,Comp					1	-50.00				
<input type="button" value="Add More Products to Order"/>										
								3 item(s) totaling: 500.00		
								Order Total: 500.00		
								Total Due: 500.00		
Payment will be applied to all products checked above.										
Payment Method*										
Choose One <input type="button" value="v"/>										

4) Click on add more products to order

select any products you want to add to the order:

Test Test Play Up Fee, Under 17 ,Comp \$25.00

5) Check the product you wish to add to the order and click “Add Selected Products to the Order”

6) Close and re-open order or click re-load to see new product in order

Payment / Order Detail

[Reload](#) [Close](#)

Status Order #: 1-1191177 **Status:** Open
 Order Date: 4/12/2010 4:12:12 PM **Status Reason:** New Order
 Operator: Cust Cust

Ship To
Name: Mommat Testfourtwelvetena
Address1: 41210 test st apt a
City/State/Zip: city CA 12345
Country: United States of America
H#: (123) 456-7890

Comments ...
 Click Comments Box to view or add more comments.

Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order
<input checked="" type="checkbox"/> Check	Single	test	/	Open	500.00	0.00	0.00 capture update cancel
Applied Total:						0.00	0.00

Product	Promo Code	Qty	Price
<input checked="" type="checkbox"/> Test Test , Registration Fee, Under 17 ,Comp		1	500.00
<input checked="" type="checkbox"/> Test Test , Uniform Fee, Under 17 ,Comp		1	50.00
<input checked="" type="checkbox"/> Test Test , 5B0B017E-195E-4E92-A36D-FFBD00A72CCF Fall 2009-2010Return Player discount, Under 17 ,Comp		1	-50.00
<input checked="" type="checkbox"/> Test Test , Play Up Fee, Under 17 ,Comp		1	25.00 cancel
Add More Products to Order			

4 item(s) totaling: 525.00
 Order Total: 525.00
 Total Due: 525.00

if Payment will be applied to all products checked above.

Added product can be cancelled if desired.