



Thank you for being a valued member of Georgia Soccer.

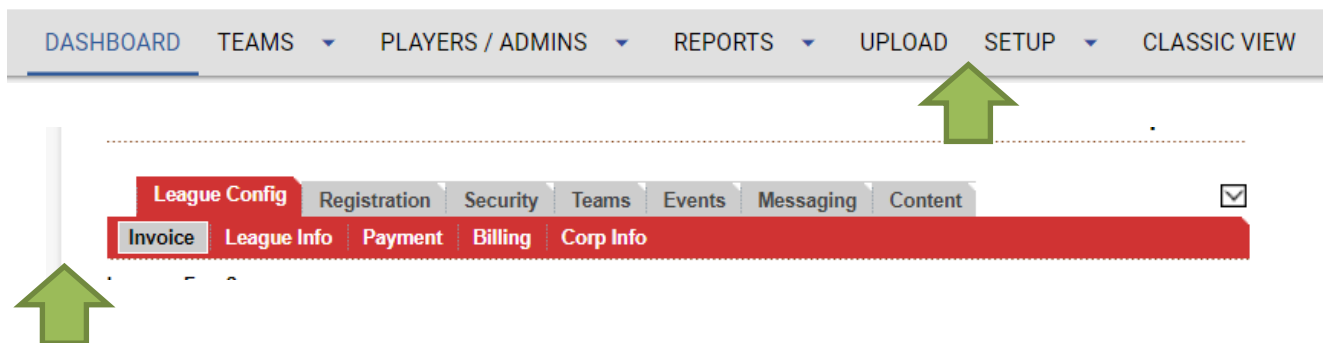
We are excited to implement our new Online Invoice Management (OIM) system to our members through our state registration system US Soccer Connect (Stack Sports). Instructions for processing payment and adding your primary financial contact are below.

This email is to inform you that a new invoice has been posted and to provide instructions for completing payment online using this new process. Payment is due 30 days from posting of invoice which will be the first of each month. Invoices 90 days due will incur a 1.5% late fee and your club will be placed in bad standing.

To review your invoice/s and complete payment, login to your organizational URL or login to the state level URL at <https://gs.affinitysoccer.com/Foundation/Login.aspx?sessionguid=>

## Instructions for Invoice Payments:

- Click **SETUP** in the navigation bar on the dashboard view and then **CONFIG**.
- The first item on the second row of options is titled **INVOICE**. Select the invoice section and you will see several options:



- Click on the **INVOICE DATE** under View to see the invoice for the proceeding 30-day period.
- Click on the **ORDER#** to complete payment for the amount due.
  - Once the invoice is opened, you will see a dropdown box that allows you to pick your payment preference of Discover, MasterCard, Visa or Echeck.
  - If you want to pay with a card that is not listed, please contact our offices at 770-452-0505.
- For your records, click on the CSV option to export player data to Excel or CSV.

### League Fee Summary

Seasonal Year	Order #	Fees	Paid	Due	View	Download
2020	<a href="#">2-5704120</a>	\$8,431.75	\$0.00	\$8,431.75	<a href="#">7/1/2020</a>	<a href="#">CSV</a>
					<a href="#">8/1/2020</a>	<a href="#">CSV</a>
					<a href="#">9/1/2020</a>	<a href="#">CSV</a>
					<a href="#">10/1/2020</a>	<a href="#">CSV</a>
					<a href="#">11/1/2020</a>	<a href="#">CSV</a>
					<a href="#">Summary</a>	<a href="#">CSV</a>



An automated notification will be sent out each time a new invoice is posted to the primary contact for your organization and your Treasurer. New invoices will be posted on the 1<sup>st</sup> of each month.

As needed, additional items can and will be added to OIM, for example outstanding balances from year 19/20 (more specifically spring 2020), adjustments for Rec Interleague players and 12U Academy scheduled players.

## Instructions for Contact Information:

It is imperative that you mark a primary contact person on your security tab and add your treasurer.

- **LEAGUE LEVEL, >SECURITY TAB, >USERS** (see graphic below).
- Place a check mark under the primary contact column and add your treasurer by completing the information on the right side of the page.
- A league level profile **MUST** be a different username and password for an existing individual that will be in the system as a coach or a parent.



At the bottom of the “add contact” information, make sure to place a check mark in the Treasurer’s level of access options.

#### Level of Access:

- League Registrar
- League Registrar - No Card Printing
- Age Group Coordinator
- League Registrar Assistant
- League Board Member
- Communications Officer
- Field Assignor
- League Risk Management
- President
- Treasurer



If you have any additional questions with this process, please click on the Help option in the upper right-hand corner to request assistance or contact your State Association staff.

Kindest Regards,  
Georgia Soccer