



Paying your Invoice

What is Online Invoice Management?

Online invoice management (OIM) provides Colorado Soccer Association with the ability to bill their Clubs on a monthly basis for their Recreational players and Risk Management.

Highlights:

- Automatic emails 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.
- Invoices capture recreational players and admins registered in the previous month.
- Invoices can be printed in a PDF format or CSV file.
- Invoices can be paid directly in the system.

Viewing your invoices

Log into the system - Coloradosoccer.sportsaffinity.com

Click Setup in the Navigation bar

Click Config subtab



Once in, you will be taken directly to the Invoice Tab

Invoice Tab Navigation

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 from 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
2020	2-5397849	\$4,099.50	\$524.00	\$3,575.50

View	Download
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.

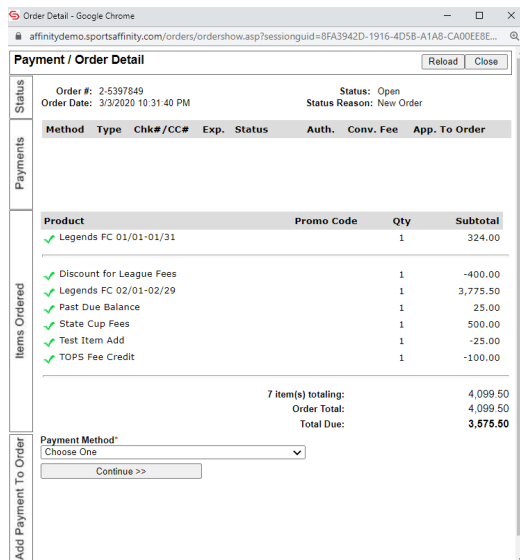
Making a Payment

Once in the invoice tab

Click on the Order #

Click on the Payment Method drop down

Enter the payment method



Payment / Order Detail [Reload] [Close]

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

Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order
Payments							
Items Ordered							
Product	Promo Code	Qty	Subtotal				
Legends FC 01/01-01/31		1	324.00				
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:			3,576.50				

Payment Method*
 Choose One

Invoice Sample

PRINT



District:
Stack Sports State Demo District

League:
Legends Soccer League

Club:
Legends FC

INVOICE

Remit Payment to:
Sports Connect Youth Demo
816 test dr
Test Town CA, 92121

Billing Period

01/01/2020 - 01/31/2020

Season	Club Name	First Name	Last Name	Age Group	ID Number	Play Type	Fee Type	Amount
2019-2020	Legends FC	Ollie	Bloom	Under 14	41854-306423	Recreational	Player Fee	\$12.00
2019-2020	Legends FC	William	Brown	Under 14	45332-303762	Recreational	Player Fee	\$12.00
2019-2020	Legends FC	Daniel	De Leon	Under 14	50106-479007	Recreational	Player Fee	\$12.00
2019-2020	Legends FC	Finley	Ebeling	Under 14	62499-426400	Recreational	Player Fee	\$12.00
2019-2020	Legends FC	Oliver	Englund	Under 14	37229-874223	Recreational	Player Fee	\$12.00
2019-2020	Legends FC	Wesley	Erpelding	Under 14	53444-197562	Recreational	Player Fee	\$12.00
2019-2020	Legends FC	Adam	Faraj	Under 14	48557-541953	Recreational	Player Fee	\$12.00

CSV Sample

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	BillingPeriod	District	ClubName	OrderNum	OrderDate	fromDate	toDate	Season	Name	FirstName	LastName	IDNUM	PlayType	FeeType	Fee
2	01/01/2020 - 01/31/2020	Stack Sports State Den	Legends FC	2-5397849	3/3/2020	1/1/2020	1/31/2020	2019-2020	Legends FC	Ollie	Bloom	41854-306423	Recreational	Player Fee	
3	01/01/2020 - 01/31/2020	Stack Sports State Den	Legends FC	2-5397849	3/3/2020	1/1/2020	1/31/2020	2019-2020	Legends FC	William	Brown	45332-303762	Recreational	Player Fee	
4	01/01/2020 - 01/31/2020	Stack Sports State Den	Legends FC	2-5397849	3/3/2020	1/1/2020	1/31/2020	2019-2020	Legends FC	Daniel	De Leon	50106-479007	Recreational	Player Fee	
5	01/01/2020 - 01/31/2020	Stack Sports State Den	Legends FC	2-5397849	3/3/2020	1/1/2020	1/31/2020	2019-2020	Legends FC	Finley	Ebeling	62499-426400	Recreational	Player Fee	
6	01/01/2020 - 01/31/2020	Stack Sports State Den	Legends FC	2-5397849	3/3/2020	1/1/2020	1/31/2020	2019-2020	Legends FC	Oliver	Englund	37229-874223	Recreational	Player Fee	
7	01/01/2020 - 01/31/2020	Stack Sports State Den	Legends FC	2-5397849	3/3/2020	1/1/2020	1/31/2020	2019-2020	Legends FC	Wesley	Erpelding	53444-197562	Recreational	Player Fee	
8	01/01/2020 - 01/31/2020	Stack Sports State Den	Legends FC	2-5397849	3/3/2020	1/1/2020	1/31/2020	2019-2020	Legends FC	Adam	Faraj	48557-541953	Recreational	Player Fee	
9	01/01/2020 - 01/31/2020	Stack Sports State Den	Legends FC	2-5397849	3/3/2020	1/1/2020	1/31/2020	2019-2020	Legends FC	Conner	Haen	81877-455500	Recreational	Player Fee	