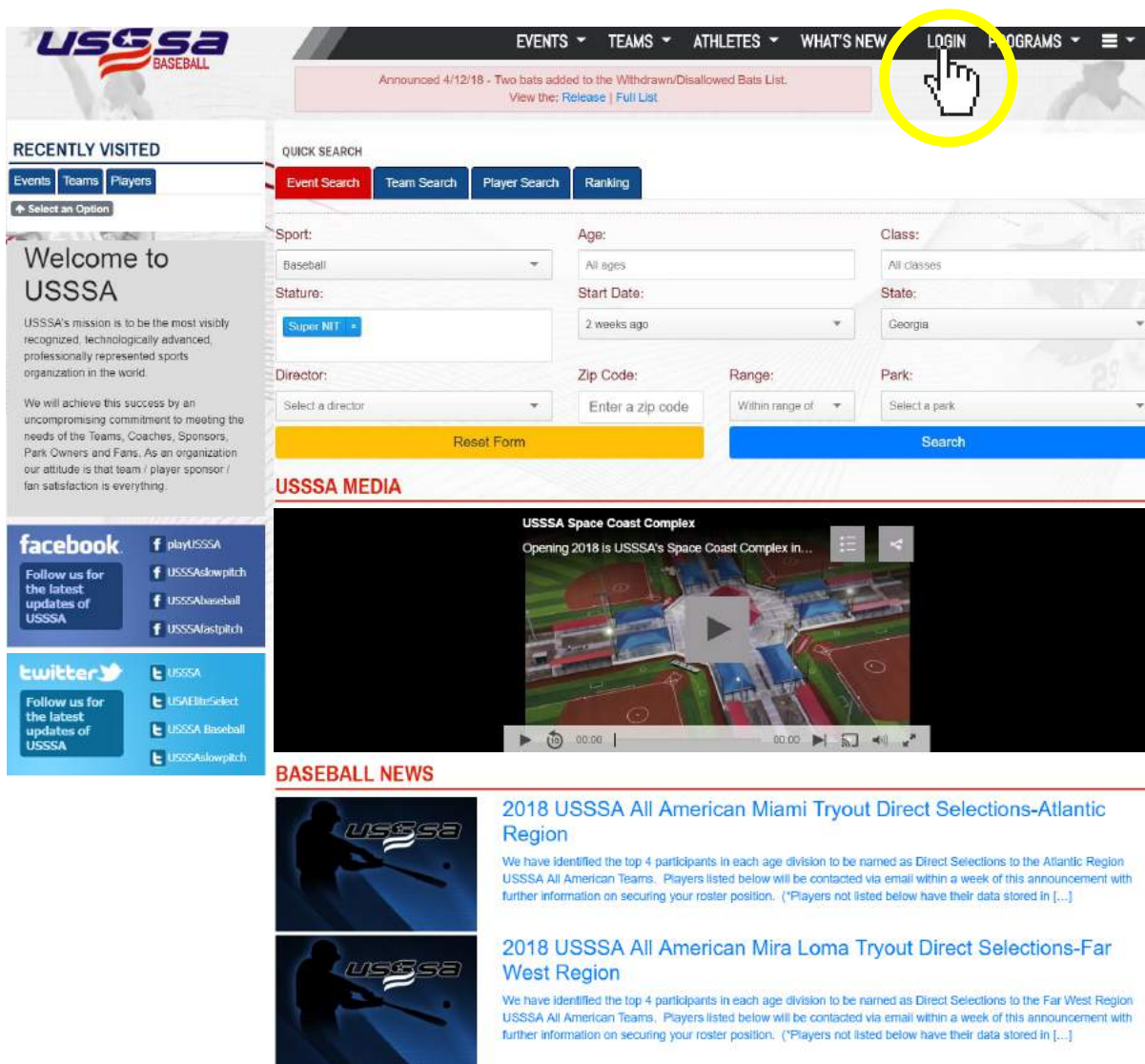


ONLINE EVENT PAYMENT

This short tutorial explains the process of using the USSSA Online Event Payment feature of the USSSA.com system. This can only be used when you or the Tournament Director already entered your team in the event and all that's left to do is pay the entry fee. To use the feature all you need is your Manager's Login ID & Password and a valid credit / check card (American Express, MasterCard or Visa).

To assist you in the process you will see red **ACTION:** commands that tell what to do or type, the **POINTING HAND** icon circled in yellow which shows what item to click on, green **HINT:** and blue **NOTE:** remarks containing additional information.

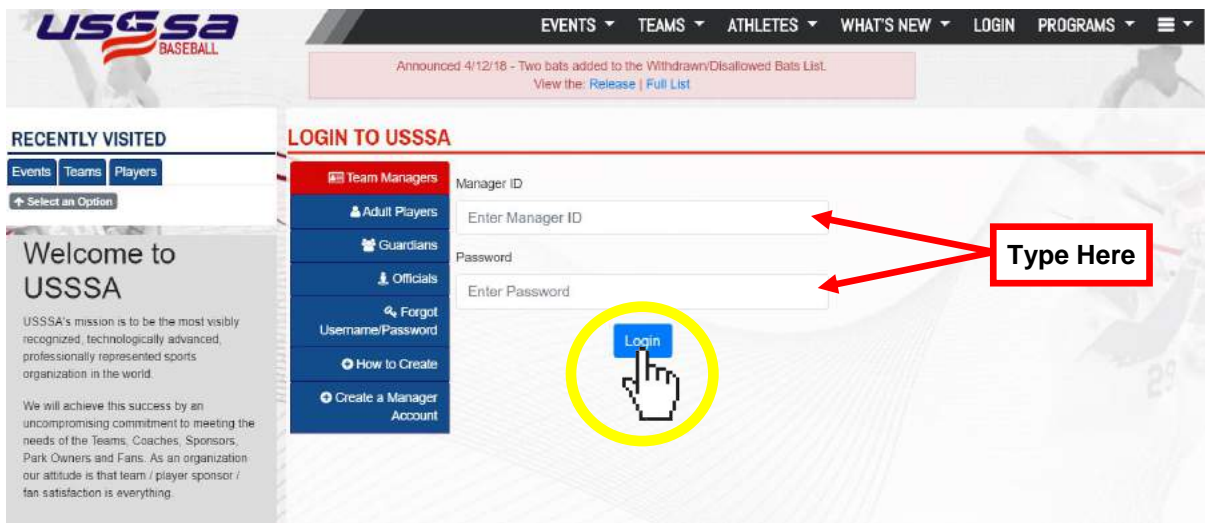
ACTION: In your internet URL (address) window type... **www.ussa.com/baseball**.



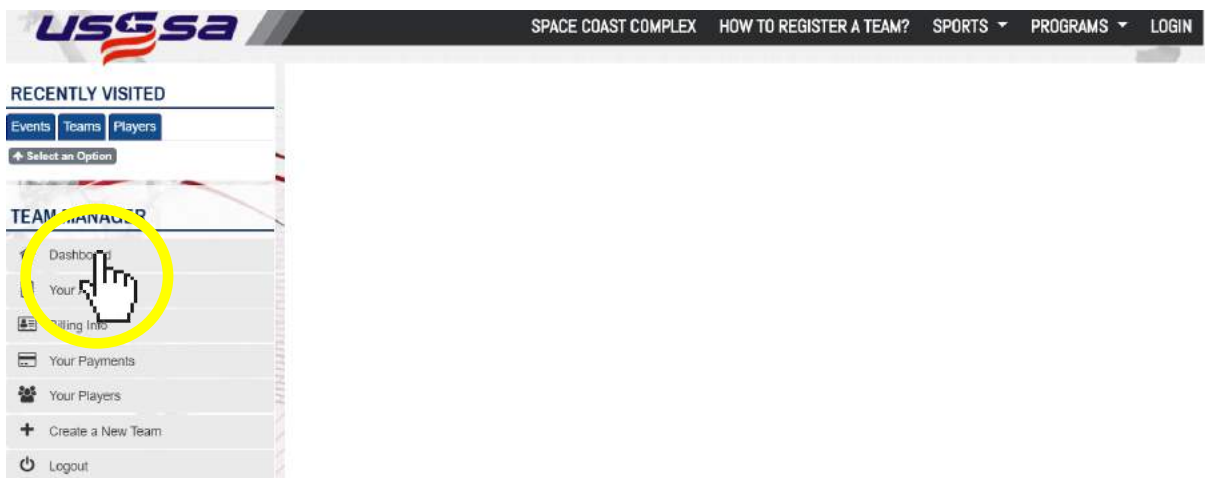
The screenshot shows the USSSA Baseball National Home Page. At the top, there is a navigation menu with 'EVENTS', 'TEAMS', 'ATHLETES', 'WHAT'S NEW', 'LOGIN', and 'PROGRAMS'. A yellow circle highlights the 'LOGIN' link. Below the navigation bar is a 'QUICK SEARCH' section with filters for Sport, Age, Class, Stature, Start Date, State, Director, Zip Code, Range, and Park. The page also includes social media links for Facebook and Twitter, a video player for 'USSSA Space Coast Complex', and a 'BASEBALL NEWS' section with two articles about tryouts.

The above screen will appear; this is the USSSA Baseball National Home Page on USSSA.com.

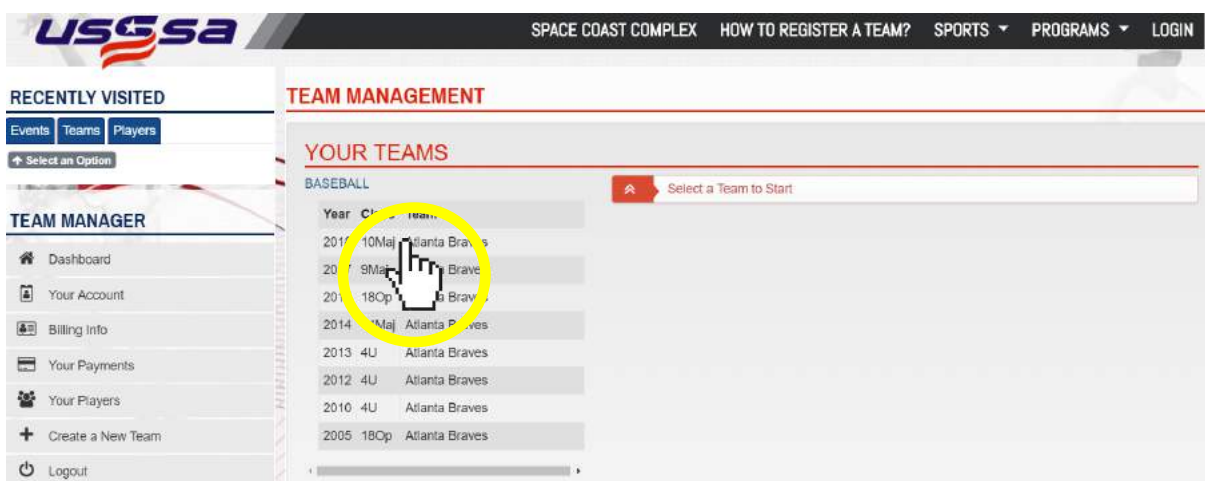
ACTION: Click on the...**LOGIN** link in the top menu bar to open the USSSA Login page.



ACTION: Type in your...**Manager ID (Login ID) & Password** in the two fields provided and click the...**Login** button to enter the Team Manager page below.



ACTION: Click on the...**Dashboard** link to open your team options.



ACTION: Click on the...**Team** link of the appropriate season team to open additional management options.

HINT: In the **Your Teams** dialog box, make sure the correct team is highlighted. Many managers have multiple teams listed (previous season teams, another team coached, etc.). If the correct team is not highlighted, click on the correct team to highlight.

NOTE: If the team you are trying to make a payment for is not listed in the **Your Teams** dialog box, you are experiencing one of two issues:

1. The **Manager ID (Login ID)** and / or **Password** are incorrect for the team you are trying to enter. (Check and verify you are using the Manager ID & Password for the correct current season team.)
2. The team has not been **Created** and / or **Registered** for the current season. (Select the **How To Register A Team?** link in the top menu bar to create and register your team for the current season.)

The screenshot shows the USSSA website interface. At the top, there is a navigation bar with the USSSA logo and links for 'SPACE COAST COMPLEX', 'HOW TO REGISTER A TEAM?', 'SPORTS', 'PROGRAMS', and 'LOGIN'. Below this, there are sections for 'RECENTLY VISITED' (Events, Teams, Players) and 'TEAM MANAGER' (Dashboard, Your Account, Billing Info, Your Payments, Your Players, Create a New Team, Logout). The main content area is titled 'TEAM MANAGEMENT' and 'YOUR TEAMS'. It shows a list of teams for the Atlanta Braves, with the 2018 10Maj team selected. To the right of the list, there are several buttons: 'Coaches & Admins - Coming Soon', 'Manage My Players', 'Printable Roster', 'Player Stats', 'Print Membership Cards', 'View My Events/Make Payments' (highlighted with a yellow circle), 'Search and Filter Events', 'USSSA.com Message Page', and 'Purchase Team Insurance'.

ACTION: Click on the...**View My Events/Make Payments** button.

The screenshot shows the USSSA website interface. At the top, there is a navigation bar with the USSSA logo and links for 'EVENTS', 'TEAMS', 'ATHLETES', 'WHAT'S NEW', 'LOGIN', 'PROGRAMS', and a menu icon. Below this, there is a notification banner: 'Announced 4/12/18 - Two bats added to the Withdrawn/Disallowed Bats List. View the: Release | Full List'. The main content area is titled 'USSSA SCHEDULE' and shows the 'Team: Atlanta Braves' and 'Roster Status: Pending'. Below this, there is a table with columns: 'Start Date', 'Event & Location', 'Class & Stature', 'Director', 'Entry Status', 'Payment Status', 'Entry Date', 'Entry Fee', 'Gate Fee', and 'Other Fee'. The table contains one row of data for the event on 05/19/2018. Below the table, there is a 'SHOPPING CART' section with the text 'Events In Your Cart' and 'Your shopping cart has no items!'. The 'View My Events/Make Payments' button is highlighted.

HINT: You will now notice a **Shopping Cart** has appeared under the Team Manager menu.

USSSA SCHEDULE

Team: Atlanta Braves

Roster Status: Pending

Start Date	Event & Location	Class & Stature	Director	Entry Status	Payment Status	Entry Date	Entry Fee	Gate Fee	Other Fee
05/19/2018	Atlanta Select30 Super NIT Dallas, GA	10Maj S30 Super NIT	Georgia State Office ga.baseball@ussa.com	Approved - Tournament Director Entered Participant	Not Paid	05/02/2018	\$545		N/A

Add 2 Cart

Shopping Cart Summary:

- Atlanta Braves - 10Maj
- Atlanta Select30 Super NIT - 10Maj
- Approved - Tournament Director Entered Participant
- Entry Fee: \$545
- Checkout

NOTE: You will now do one of two actions.

ACTION 1: Check your **Shopping Cart** to see if the event you're paying for is already in the cart. If so, skip **ACTION 2** and click on the...**Checkout** link.

OR

ACTION 2: If the event is not in your **Shopping Cart**, click on the...**Add 2 Cart** icon to add the event to your cart, then click on the...**Checkout** link.

USSSA

SPACE COAST COMPLEX HOW TO REGISTER A TEAM? SPORTS PROGRAMS LOGIN

ONLINE PAYMENT

Total: **\$545**

Payment For: USSSA Shopping Cart Payment

* The amount includes processing fees collected by USSSA.

Card Number: [input]
 Card Holder Name: [input]
 Expiration Date: Jan 2018
 Security Code (CCV): [input]

Billing Information

First Name: Georgia Middle Initial: US Last Name: Baseball
 Billing Address: 3351 Schoolhouse Rd Billing City: Harmony Billing State: Florida Zip Code: 34773
 Phone Number: 6787941630 Email Address: matt.trebuchon@ussa.com

Submit Payment

ACTION: Enter all the required card and billing information and click the...**Submit Payment** button.