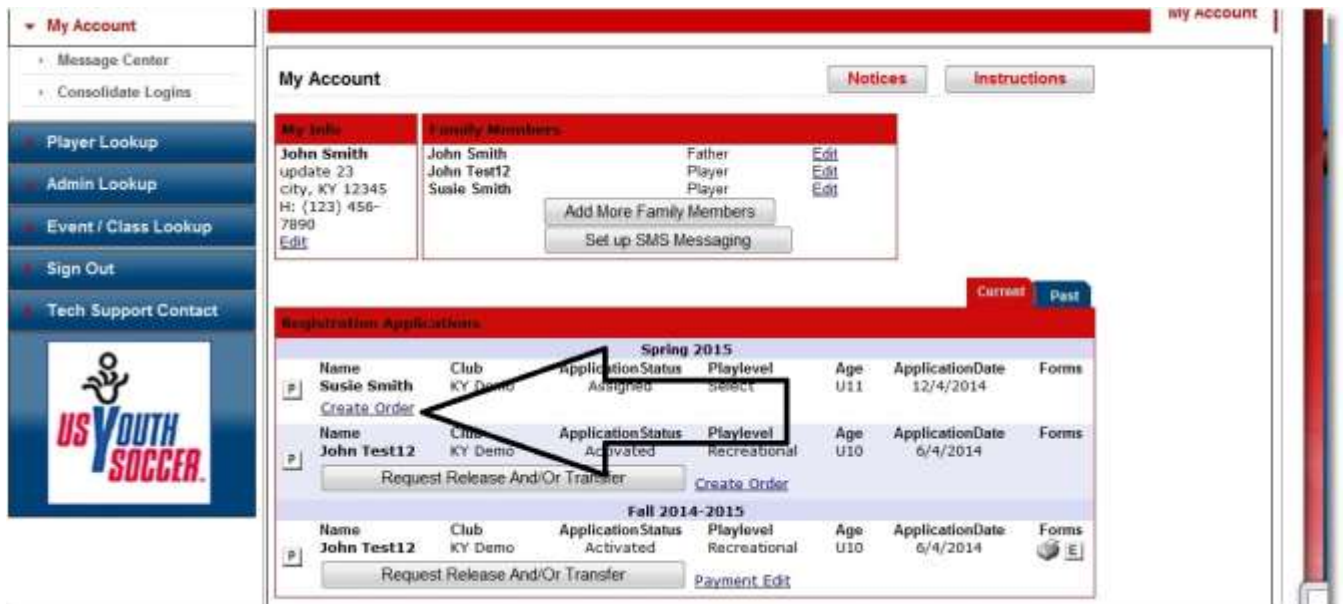


Logging in and Completing Payment for **Returning Players:**

1. Go to: KYS.affinitysoccer.com OR your Clubs URL (Note: If you are using your club’s URL, do **NOT** click on “Registration” on the top right). Login on the top left corner at User Login with the username and password from last season.



2. Click where it says “Create Order” under the Spring 2015 Registration Application.



- Once you click "Create Order", the page will refresh itself and the link will now say "Payment Edit". Click on "Payment Edit".

The screenshot shows the 'My Account' page for John Smith. The left sidebar contains navigation links: My Account, Message Center, Consolidate Logins, Player Lookup, Admin Lookup, Event / Class Lookup, Sign Out, and Tech Support Contact. The main content area is titled 'My Account' and includes 'Notices' and 'Instructions' buttons. Below this is a 'Family Members' section listing John Smith (Father), John Test12 (Player), and Susie Smith (Player), with 'Add More Family Members' and 'Set up SMS Messaging' buttons. The 'Registration Applications' section is divided into 'Current' and 'Past' tabs. Under 'Current', there are two applications for Spring 2013: one for Susie Smith (Assigned, Select, U11) and one for John Test12 (Activated, Recreational, U10). A red arrow points to the 'Payment Edit' link under the Susie Smith application. Below the applications are buttons for 'Request Release And/Or Transfer' and 'Create Order'.

- From this screen you can now complete the payment by entering payment details.

The screenshot shows the 'Make/Edit Application Payment' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Make/Edit Application Payment' and includes a '<< back to my account' button. Below this is a paragraph of instructions: 'Below is the order for the registration application you choose. Make a payment by choosing a payment type and the pressing the continue button. To cancel this action click the "<< back to my account" at the top of the page.' and 'To update existing payment plan payment: click the checkbox(s) of payment(s) to enter new payment information, then click continue. Total updating payment amount will show in the next page.' The page displays order details: Order #: 2-1549919, Order Date: 12/4/2014 1:06:25 PM, Status: Open, Status Reason: New Order. Below this is a table for 'Payments' with columns: Method, Type, Chk#/CC#, Exp., Status, Auth., App. To Order. The 'Applied Total' is 0.00. There is also a table for 'Items Ordered' with columns: Product, Promo Code, Qty, Price. One item is listed: Susie Smith, Registration Fee, Under 11 ,Select, Qty: 1, Price: 200.00. At the bottom right, a summary shows: 1 item(s) totaling: 200.00, Order Total: 200.00, Total Due: 200.00. At the bottom left, there is a 'Payment Method*' dropdown menu with 'Choose One' selected and a 'continue >>' button. A red arrow points to the 'continue >>' button.