



ALLTEAMS
Your school online



Sport Auckland House Level 4,
Alexandra Park Function Centre Gate B,
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Search site...



Correction / Apology
In my communications last week I inadvertently omitted some of the activities...
May 21, 2013, Glenn Bradley

Facebook

Mount Maungani Lifeguard Service
Like 381

Mount Maungani Lifeguard Service

HOME REPS YOUTH SENIOR REGISTRATION EVENTS OFFICIALS / VOLUNTEERS ABOUT US

BA Coach Leyton Haddleton
Assistant Coach on NZ U18 Team

NEWS FEED

School Holiday Camps
Auckland Basketball Services Limited endeavor to run two Holiday Camps each School Holidays, one out of ASB Stadium in Kohimarama and one out of Unitec Sports Centre in Mt Albert.
Camps... more

ABSL Annual General Meeting
AUCKLAND BASKETBALL SERVICES LTD ANNUAL GENERAL MEETING
Auckland Basketball Services Ltd will be holding its Annual General Meeting

WHAT'S ON COMPETITIONS TOURNAMENTS

Monday 10 June 2013
Training
Triple P Elite 5:30 pm (8 days - 10 Jun to 18 Jun, 18 hours)
Auckland Grammar School

Tuesday 11 June 2013
Training
Triple P Elite 5:30 pm (8 days - 10 Jun to 18 Jun, 18 hours)
Auckland Grammar School

QUICK LINKS

Online Registration
Sign up online to competitions, camps, development programmes + more

Follow us on Facebook
Like our page

Auckland Supercity
Supercity Basketball competition 2013

Basketball New Zealand
For the latest national basketball news

ONLINE REGISTRATION TRAINING GUIDE

Setup

To setup online registration for your website we require a few details from you.

Setting up Online Registration

1. Bank Account details

- Account holder name
- Account location
- Account number

2. Registration Price

3. Registration Form

Note:

Online Payments via credit card have a 5% transaction fee for administration. These can be incorporated into the overall cost of registration.

The screenshot displays the Green Bay High School Sports website. At the top, a navigation menu includes links for home, sports, news, gallery, calendar, and about us. The main header features the Green Bay High School Sport logo and a large hero image of snow sports athletes. Below the hero image are three call-to-action buttons: 'Green Bay High School Home', 'Sign up to our Newsletter', and 'Register Here!'. The main content area is divided into two columns. The left column, titled 'Green Bay High School Sports', includes a 'what we do' section with a photo of a netball game and text explaining the school's commitment to sports. The right column, titled 'latest news', features two news items: 'New images have been uploaded to Premier Netball' and 'New images have been uploaded to Under 17 Boys B Pistons', each with a thumbnail image and a 'Like Comment Share View' interaction bar.

Registration Process

Below is the process a member will go through to register online. This is so you know how the process works.

From the homepage click the Register button/link:

- The available registration options will be listed

There are 4 steps in the Registration process:

1. **Select Payment Item** - Select option to register for
2. **Complete Form** - Enter your details
3. **Confirm and Pay** - Select your payment method (Invoice or Credit Card)
4. **Payment Details**

If by Credit Card - enter your details and a receipt will be emailed once payment has been received

If by Invoice you will receive an email invoice

Note for Credit Cards Payments:

- Receipt is emailed to the member and webmasters
- Funds are deposited into your bank account 2 days after the payment has been received by AllTeams

Approving Memberships

All registrations require approval from a webmaster.









- In the Admin section, click into the Members menu
- Click To Do (this is highlighted when members require approval)
- A list of registrations requiring approval will appear

Westlake Girls High School Online Payments

Step 1 **Select Payment Item** > Step 2 **Complete Form(s)** > Step 3 **Confirm and pay** > Step 4 **Finished!** >

Safe and Secure Online Payments with AllTeams

Westlake Girls High School have partnered with AllTeams to provide safe and secure online payments. AllTeams do not share any of your personal information with anyone other than Westlake Girls High School.

 School Donation (2013)	Click Here >
 Y9 Fees (2013)	Click Here >
 Y10 Fees (2013)	Click Here >
 Y11 Fees (2013)	Click Here >
 Y12 Fees (2013)	Click Here >
 Y13 Fees (2013)	Click Here >
 Sports Fees	Click Here >
 Trips & Camps	Click Here >

Payments Menu

Several options are available to you to help organise and filter through registrations and payments.

- In the **Admin** section, click into the **Members** menu
- Click **Payments**
You will see a page similar to this →
- The dropdown menus provide options to filter the data through registration types
- Each record has the option to **view/print**:
 - Forms
 - Invoices or receipts

Export Payments will export all data into an Excel Spreadsheet. This is explained in more detail in the next slide.

Auckland University Junior RFC
Administration Area

Home Page

Website | Members | Inbox | TXT Alerts | Newsletter | Profile | Sponsorship Marketplace | Your Sponsors | **To Do List (6)**

Current Members | Add Members | To Do... (8) | Groups | **Payments** | Registrations

All Registration Types | Paid/Unpaid | Search | Export Registrations | Export Payments

Name	Has Paid	Registration Type	Payment Type	Date	Amount	Registration Form	Receipt	Edit
Eneasi Vaka'uta	Partial	University Junior Rugby Registration	Invoice Order #1690	04/03/2011 11:58	\$0.00/90.00	View/Print PDF Edit Form	View/Print Invoice	Edit
Adam Irvine	Partial	University Junior Rugby Registration	Invoice Order #1772	06/03/2011 14:59	\$0.00/90.00	View/Print PDF Edit Form	View/Print Invoice	Edit
University Junior Rugby Registration (2 players)		<input checked="" type="checkbox"/>	CreditCard	15/02/2012 1:17 p.m.	\$113.10		View/Print Receipt	Edit
Adam Irvine		University Junior Rugby Registration	Order #3642			View/Print PDF Edit Form		
University Junior Rugby Registration (2 players)		<input checked="" type="checkbox"/>	CreditCard	10/03/2013 9:58 p.m.	\$113.10		View/Print Receipt	Edit
Adam Irvine		University Junior Rugby Registration	Order #10160			View/Print PDF Edit Form		
University Junior Rugby Registration (3+ players)		Not Paid	Invoice	06/05/2013 10:44 p.m.	\$0.00/150.00		View/Print Invoice	Edit
Aisake Tafea		University Junior Rugby Registration	Order #11642			View/Print PDF Edit Form		
Alex Reid	<input checked="" type="checkbox"/>	University Junior Rugby Registration	CreditCard Order #3749	24/02/2012 22:53	\$84.82	View/Print PDF Edit Form	View/Print Receipt	Edit
Alexander Duff	<input checked="" type="checkbox"/>	University Junior Rugby Registration	CreditCard Order #3637	15/02/2012 10:51	\$84.82	View/Print PDF Edit Form	View/Print Receipt	Edit
Alexander Duff	<input checked="" type="checkbox"/>	University Junior Rugby Registration	CreditCard Order #9491	19/02/2013 08:20	\$84.82	View/Print PDF Edit Form	View/Print Receipt	Edit
Alexander Reid	<input checked="" type="checkbox"/>	University Junior Rugby Registration	Invoice Order #1744	05/03/2011 14:31	\$90.00/90.00	View/Print PDF Edit Form	View/Print Invoice	Edit

Bank Reconciliation

Exporting payments to excel will assist with bank reconciliations.

Click the **Export Payments** and download the file. You will see a Spreadsheet with multiple columns - the one to the right shows the last few.

To reconcile payments

- The **disbursement record** on your bank statement corresponds to the **settlement receipt** number on the export - shown on the right

Note:

Payments are deposited into the bank account in one lump sum on a daily basis.

So if three payments are made in one day:

- Your bank statement will show one record totalling all three payment sums with a **disbursement number**
- The export will have three records showing each payment, but all three records will have the same **Settlement Receipt number**
- The disbursement number and settlement receipt number will correspond

	M	N	O	P	Q	R	S
e	PaymentDate	PaymentYear	ReceiptNumber	OrderID	SettlementDate	SettlementStatus	SettlementReceipt
0	4/03/2011	2011		1690		Pending	
0	6/03/2011	2011		1772		Pending	
0	15/02/2012	2012	90182178	3642	16/02/2012	Transferred	90319597
0	10/03/2013	2013	39184786	10160	12/03/2013	Transferred	51091253
0	6/05/2013	2013		11642		Pending	
0	24/02/2012	2012	90999675	3749	28/02/2012	Transferred	91284417
0	15/02/2012	2012	90152847	3637	16/02/2012	Transferred	90319597
0	19/02/2013	2013	36970022	9491	20/02/2013	Transferred	37118373
0	5/03/2011	2011		1744		Pending	
0	5/03/2011	2011		1737		Pending	
0	28/02/2013	2013	38099669	9839	1/03/2013	Transferred	38242221
0	6/03/2011	2011		1771		Pending	
0	22/02/2012	2012	90811509	3708	24/02/2012	Transferred	90947735
0	25/02/2012	2012	91030148	3758	28/02/2012	Transferred	91284417
0	5/03/2011	2011		1728		Pending	
0	5/03/2011	2011		1741		Pending	
0	25/02/2012	2012	91024698	3754	28/02/2012	Transferred	91284417
0	25/02/2012	2012	91040256	3760	28/02/2012	Transferred	91284417
0	9/03/2011	2011	63858317	1790	10/03/2011	Transferred	63889363
0	15/03/2013	2013		10474		Pending	
0	30/05/2013	2013	60064104	11875	31/05/2013	Transferred	60133800