

How do I track my club affiliation payments?

08/07/2025 10:50 am AEST

Overview

The Club Transactions section provides organisations with a detailed record of payments processed for them as part of a Club to Association registration. This allows club administrators to easily track and reconcile their affiliation fees.

From this area, you can:

- View a list of all club-related transactions.
- Access a detailed transaction record for each payment.
- Verify payment details, including status, amount, and payment method.

Step-by-Step

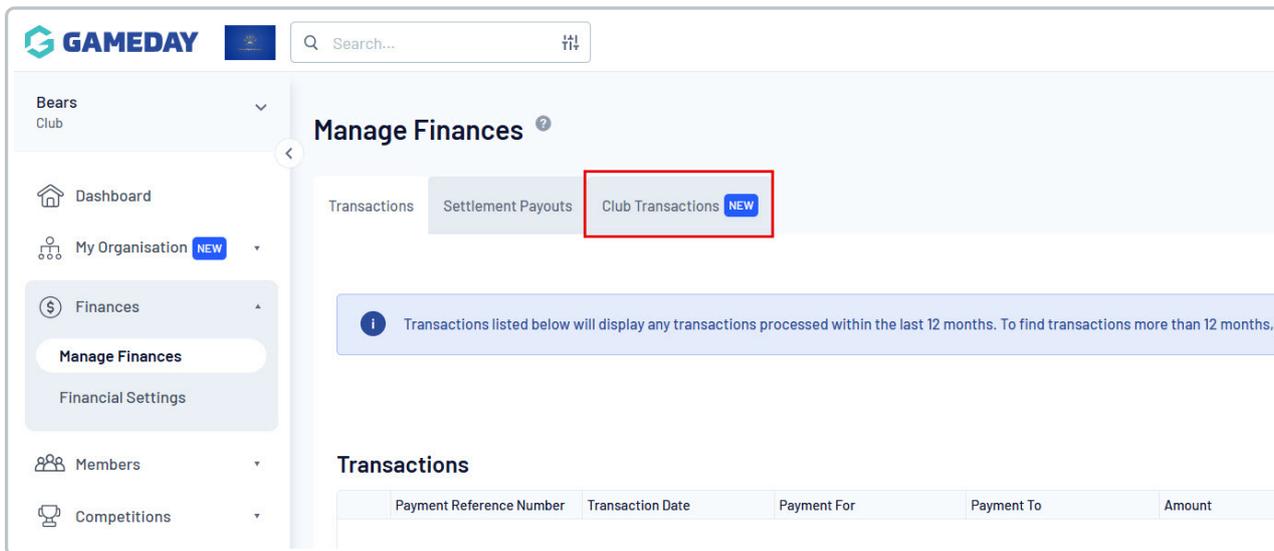
Step 1: Navigate to the Manage Finances screen

In the left-hand menu, expand the **My Organisation** dropdown and click **MANAGE FINANCES**

The screenshot displays the Gameday Bears Club management interface. The left-hand menu is expanded to show the 'Manage Finances' option, which is highlighted with a red box. The main content area shows the club details for 'Bears Club', including a bear logo, contact information for the President (Ivory Vaughn), and a 'Stats' section with three empty charts: 'Members', 'Players by Gender', and 'Players by Gender'. The 'Manage Finances' option is located under the 'My Organisation' dropdown in the left-hand menu.

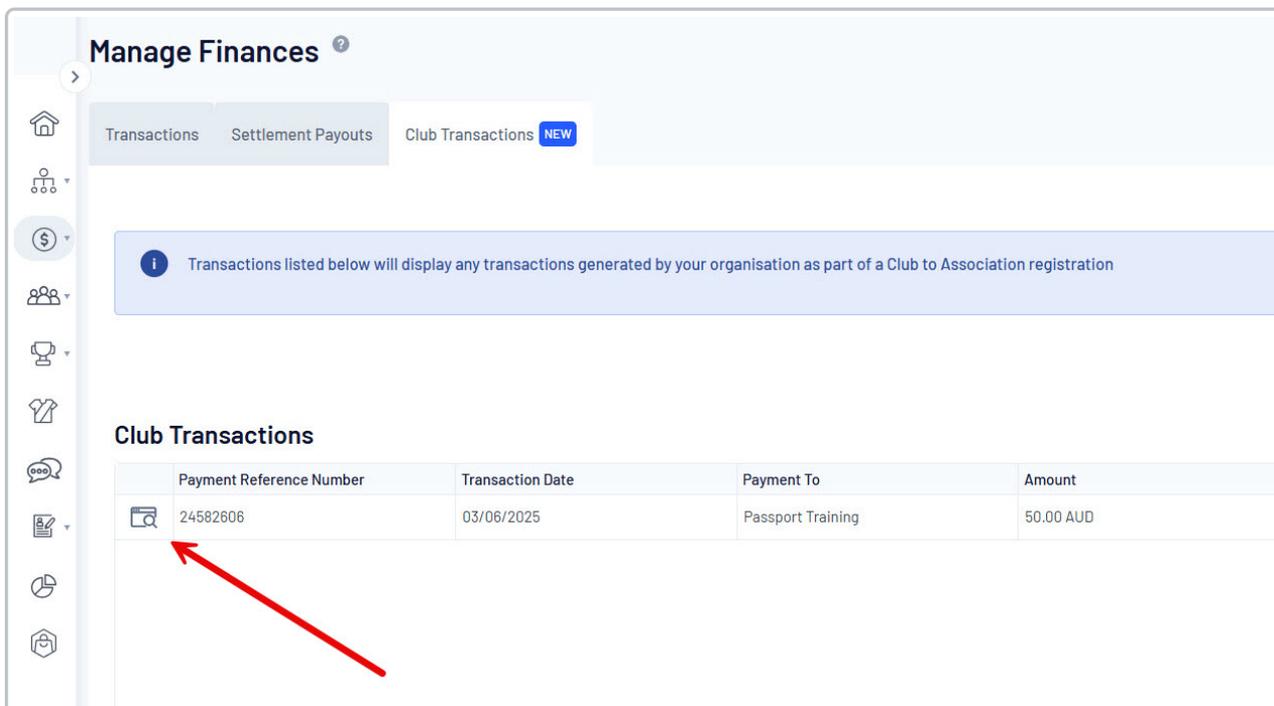
Step 2: Select the Club Transactions tab

On the Manage Finances page, click the **Club Transactions** tab. This will display a list of all transactions generated by your organisation as part of a Club to Association registration



Step 3: View the transaction record

From the list, locate the transaction you wish to inspect and click the **View** icon to the left of the Payment Reference Number.



This will open the detailed **Transaction Record** page, which shows the payment status, method, and items included in the transaction

Payment Status	Paid
Payment Reference Number	24582606
Payment To	Passport Training
Amount Paid	\$ 50.00
Date Paid	03/06/2025 03:30 PM
Payment Type	Stripe Payment Gateway
Payment Method	Mastercard Credit ending in 4444
Payment Settlement Date	
Payment Gateway Reference	pl_3RVnPuF2mgWphY1J1BD0Sa2p

Items making up this Transaction

Order Item ID	Product	Product Owner	Payment For	Quantity	Total Amount	Status
1182176325	Club Affiliation Fee	Passport Training	Bears	1	\$ 50.00	Paid

Watch

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