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

GAMEDAY	*	Q Search	tit.			
Bears Club	*	Bears Get Started				
Dashboard		••••	Details Edit		Contacts Edit	
My Organisation NEW	v	(9.8)	123 Bear Street Melbourne		President (Primary Contact)	
(\$) Finances			Victoria, AUSTRALIA, 3000 0400100100 (Phone)		lvory Vaughn 0400100100 ivory@email.com	
Manage Finances		Add/Edit Logo	<u>bears@email.com</u>			
Financial Settings						
And Members		Stats Configure				
Competitions	•	Members		Players by Gender	Players by Gender	
Teams	Ŧ	1.0			1.0	
@ Communications		0.8			0.8	
Registrations	Ţ	0.6			0.6	
Reports		0.4			0.4	
		0.2			0.2	
Marketplace		May 12			0.0 May 12	

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

GAMEDAY	-	Q Search	ťi				
Bears Club	~	Manage Fi	nances [©]				
Dashboard		Transactions	Settlement Payouts	Club Transactions NEW]		
My Organisation NEW	v				1		
(\$) Finances	*	1 Trans	sactions listed below v	vill display any transactions p	processed within the las	st 12 months. To find transacti	ons more than 12 months,
Manage Finances							
Financial Settings							
AR Members	×	Transacti	ons				
Competitions	•	Payme	ent Reference Number	Transaction Date	Payment For	Payment To	Amount

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.

)	ge Finances 🏾			
Transac	ctions Settlement Payouts	Club Transactions NEW		
	Iransactions listed below w	vill display any transactions generated i	by your organisation as part of a club to	Association registration
Club	Transactions			
Club	Payment Reference Number	Transaction Date	Payment To	Amount

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

Payment Status		P	Paid					
Payment Reference Number			24582606					
Payment To			Passport Training					
Amount Paid			\$50.00					
Date Paid		03/0	03/06/2025 03:30 PM					
Payment Type		Strip	e Payment Gateway					
Payment Method		Mast	ercard Credit ending in 4444					
Payment Settlement Date								
Payment Gateway Refer	ence	pi_3	pi_3RVnPuF2mgWphY1J1BDoSa2p					
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

Your browser does not support HTML5 video.