

SR. DIVISION ONLINE TEAM FEE

BULLET POINTS

TEAM FEE DESIGNATION DEADLINE: 2/17/25

TEAM FEE PAYMENT/ROSTER SUBMISSION DEADLINE: 3/14/25

Will lose captain credit and/or default to individual team fee if roster submission and/or full team fee payment is late

1. **TEAM FEE DESIGNATION** – deadline 2/17/25
 - Advise Brett of team status (individual or team fee)
 - Exceptions to the number of players, team name and captain changes should be made at this time
2. **ENROLLMENT**
 - Team fee captains receive email the week of 2/17/25.
 - FORWARD the email to each player on your team (except employees)
3. **ONLINE REGISTRATION**
 - All players, except employees, sign up for at least .01 online
 - If signing up online for family member, they must complete paper enrollment for captain
4. **HOUSE ACCOUNT TRANSFERS**
 - All house account transfers must be sent to Admin@skatetown.biz
 - i. Include enrollment #, house account number and amount of funds to be applied
 - Player will also need to complete a paper enrollment form unless they've also paid online
5. **EMPLOYEES**
 - All Employees complete a paper enrollment form and forward to their captain
 - Captain will complete the area "Adult League – Employee". Write the amount to be deducted from the team fee (not the actual employee's payment) and email enrollment form to Darlene at admin@skatetown.biz
 - i. The discounted portion will be deducted from the full team cost and the payment will show in the online portal, as an "04" transaction.
 - ii. A copy of the receipt will be forwarded to the captain once this is completed.
 - iii. Captain will attach the enrollment form with their roster
6. **ROSTER DEADLINE 3/14/25 – Email or drop off to Darlene Hunter**
 - Must use Skatetown official roster
 - Include any paper enrollment forms
 - Submit your roster by the deadline, after your team fee payment is paid in full
 - Do not list any player that has not enrolled online or have a paper form attached
 - i. **Players listed that do not follow the above rule, will result in a \$50 deduction of the captain's credit.**
7. **ONLINE PORTAL**
 - Now shows the payments made by the player under the tab "team payments"
 - All house account transactions will show as an "04" under the "payment history" tab. They will not show up under the team payments tab. Any 04 payments will be included in the financials at the top right of your portal.