

SR. DIVISION ONLINE TEAM FEE

BULLET POINTS

TEAM FEE DESIGNATION DEADLINE: 12/26/23

TEAM FEE PAYMENT/ROSTER SUBMISSION DEADLINE: 1/12/24

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 12/26/23
 - Advise Brett of team status (individual or team fee), team name or captain changes.
- 2. ENROLLMENT**
 - Team fee captains receive email the week of 12/26/23.
 - FORWARD the email to each player on your team (except employees)
 - **To add a player after roster submission:**
 - i. **After roster submission and until 12/20** - Send to Admin@skatetown.biz – email or drop-off for Darlene
 - ii. **12/21 and after** - Must go through Brett
- 3. ONLINE REGISTRATION**
 - All players, except employees, sign up for at least .01 online
 - If signing up online for spouse, spouse must complete paper enrollment
 - New tab in the online portal shows the name of the player who has made the payment
- 4. HOUSE ACCOUNT TRANSFERS**
 - All house account transfers must be sent to Admin@skatetown.biz
 - Player will also need to complete a paper enrollment form unless they've also paid online
 - Will not show up on "Captain's Report" but will show up in the online portal as an "04" transaction.
- 5. EMPLOYEES NEW PROCESS**
 - All Employees complete a paper enrollment form and forward to their captain
 - Captain will complete the area "Adult League – Employee"
 - Write the full amount of the cost on the form (cannot be more than the individual cost for that season) and send a copy to Admin@skatetown.biz
 - The employee will be discounted from the amount shown on the enrollment form.
- 6. ROSTER DEADLINE 1/12/24 – 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
 - **ONLY PLAYERS THAT HAVE MADE AN ONLINE PAYMENT OR HAVE SIGNED A PAPER ENROLLMENT FORM (ATTACHED TO YOUR ROSTER) SHOULD BE WRITTEN ON YOUR ROSTER. IF THEY HAVE NOT COMPLETED ONE OF THE REGISTRATION METHODS ABOVE, DO NOT PUT THEM ON YOUR ROSTER.**
- 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.