

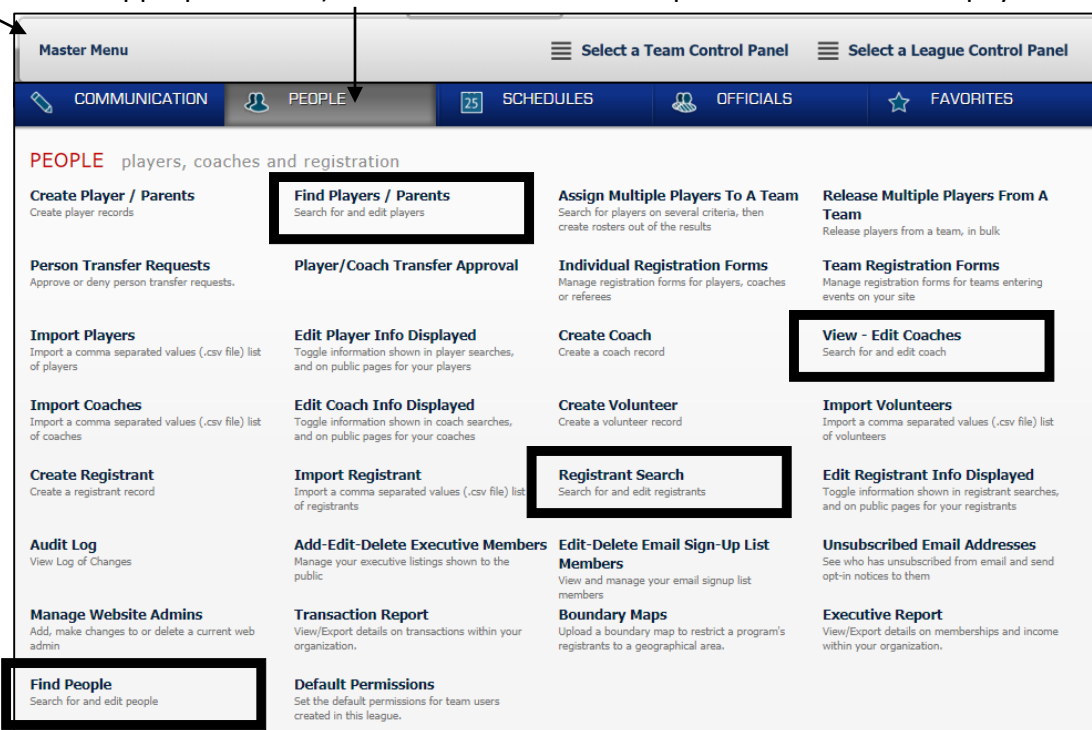
Adding Offline Payments

If you allow people who register on Goalline to pay offline, you will need to enter their payment manually. This user guide explains how to record offline payments once a payment has been received.

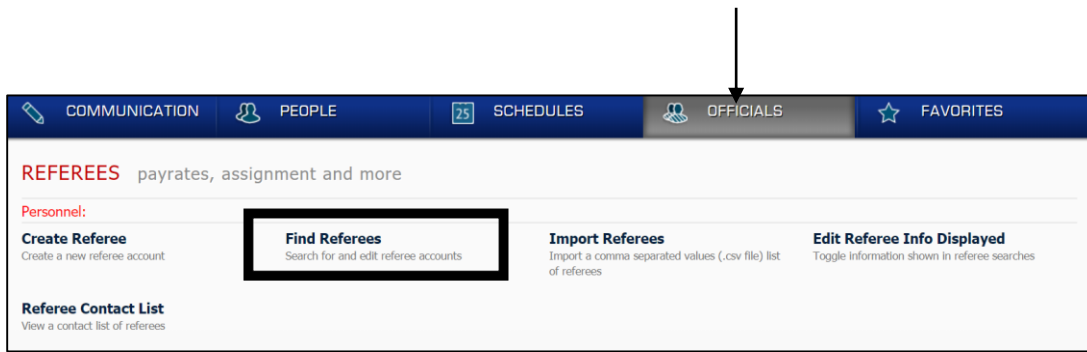
1. Go to wpc.goalline.ca and select your PSO site from the dropdown menu. Then login using the “Admin Login.”



2. Go to “Master Menu,” then the “People” or “Officials” tab and select a search tool (refer to “Finding People” user guide for more information on selecting the appropriate tool) to create a search for the person who made the payment.



OR



3. Enter search criteria.

Participant Search

I am looking for...

Player Coach Referee Volunteer Registrant Parent

First Name: Last Name: P/NCCP #:

Club: Membership: League:

Address: Province: City: Postal Code:

Gender: Birthdate From: Birthdate To: Email:

4. Click "Search."

Search Group people into one row

5. Click "Edit" on the profile that you would like to add the offline payment.

		Master ID	Player ID	Club	First Name	Middle Name	Last Name	Email Address
Edit	Delete	3647099	3747220	Water Polo Saskatchewan	Jane		Appleseed	jane@appleseed.com

6. Click on "Registration" on the right hand side of the page.

Edit Player / Parents | Unassigned

Master #3647099
Player #3747220 (Created on 2018-08-20)

[Back to Search](#) [Login to Registration Account](#)

[Teams](#) [Registration](#) [Family \(0\)](#) [Roles](#)

7. Find the payment type for which you would like to add an offline payment and click "Record Payment."

For offline membership payments: Record the payment portion of the PSO payment only. Water Polo Canada staff will record the WPC portion of the payment.

2018-2019 Team Registration > [Resend Confirmation Email](#) [Change Person](#)

Program Fee (\$225) >

GOALLINE Transaction ID: [redacted]

Date Due: 2018-09-01

Date Submitted: 2018-08-31 4:14 pm

Transaction Type: Offline

Transaction Status: **Unpaid**

Total Amount: **\$225.00**

Total Paid: **\$0.00**

Total Due: **\$225.00** [Record Payment](#)

Payments and Refunds

Program Fee
Amount Due: 2018-08-31 4:14 pm **\$225.00** [Record Payment](#)

Programs and Products

Item	Qty	Price
Program Fee (\$225) - Program Fee	1	225.00

[View Registration Policies](#) [Remove Registration Record](#)

2018-2019 Player Registration > [Resend Confirmation Email](#) [Change Person](#)

Competitive Membership 2018-2019

GOALLINE Transaction ID: 2589101

Date Submitted: 2018-09-03 5:44 pm

Transaction Type: Offline

Transaction Status: **Partial Payment**

Total Amount: \$[redacted]

Total Paid: **\$36.33** [Receipt](#)

Total Due: \$[redacted]

Payments and Refunds

Competitive Membership Fee	Amount Due: 2018-09-03 5:44 pm	\$[redacted]	Record Payment
(Water Polo Canada) WPC Membership Fee - Competitive	Amount Due: 2018-09-03 5:44 pm	\$36.33	
Amount Paid (Other)	2018-09-03 7:12 pm	\$36.33	

Programs and Products

Item	Qty	Price
Competitive Membership 2018-2019 (Water Polo Canada) WPC Competitive Membership	1	0.00
(Water Polo Canada) WPC Membership Fee - Competitive	1	36.33
Competitive Membership 2018-2019 (Water Polo Canada) WPC Membership Fee - Competitive	1	36.33

[View Registration Policies](#) [View Registration Data](#) [Remove Registration Record](#)

Please record PSO portion of membership fee here

8. Enter the payment details (amount, date paid, payment type, payer name and comments) and click "Record Payment."

Record Payment

Please Note: No funds are actually transferred.

Amount: \$ Date: Payment Type:

Payer:

Comment:

[Cancel](#) [Record Payment](#)