

# Subscription Updates Required for the 2024/2025 Season

Centres are required to update all subscriptions in preparation for the 2024/2025 season. Please go through the following document.

To update your Centres registration fees you will need to go to Subscriptions>Subscription Types.

Select edit, against a fee type.

Home Website Members Subscriptions ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Subscriptions  
Manage Subscriptions  
Transactions  
Subscriptions - Types  
Subscriptions - Categories  
Subscriptions - Tags  
Options

IMG SPORTS TECHNOLOGY GROUP member desq

### Subscriptions - Types

[Add](#) [Copy](#) [Transfer](#) [Unattached](#) [Export](#) [Archive](#)

Subscription Types:  [Search](#) [Reset](#)

Records: 1-8 of 8

Title	Code	Order	Amount	Edit	View	Delete	Members
<a href="#">Family Registration - 2 Children</a>	174566	70	\$107.00	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Members</a>
<a href="#">Family Registration - 3 Children</a>	174681	75	\$160.50	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Members</a>
<a href="#">Family Registration - 4 Children</a>	174792	80	\$214.00	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Members</a>
<a href="#">Family Registration - 5 Children</a>	174903	85	\$267.50	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Members</a>
<a href="#">Family Registration - 6 Children</a>	175014	90	\$321.00	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Members</a>
<a href="#">Tiny Tots</a>	226452	60	\$21.60	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Delete</a>	<a href="#">Members</a>

Once you select edit on the subscription that you're updating. You will find a number of sections for each subscription that will need to be updated. Select the first tab which is GENERAL.

Generate Subscriptions  
Manage Subscriptions  
Transactions  
Subscriptions - Types  
Subscriptions - Categories

### Subscriptions - Types



[Save](#) [Cancel](#)

[General](#) [Financial Status](#) [Member](#) [Age Validation](#) [Declaration](#) [Invoice](#) [Receipt](#) [Auto Reminder](#) [Other Options](#)

## General Tab

If you're Centre has put a year in the title section or any age group information under the detail section then this will need to be updated or removed for the upcoming season.

### Subscriptions - Types

 Save  Cancel

General Financial Status Member Age Validation Declaration Invoice Receipt Auto Reminder Other Options

**Title:**



**Detail:**

**Total Amount:**

**Centre:**

**State:**

**Payment Terms (Days):**

 Save  Cancel

## State Fees

The LAQ fee has been updated for Centres that are using the split payment option.

## Centre Fees

Centre fees from last season will still be listed, so you will need to ensure that your fees have been updated.

For Centres not using the split payment option, please ensure that you have included the LAQ portion of the fee in this section.

## Total Amount

For Centres using the split payment option you will need to add the LAQ fee and Centre fee and place the total amount in this section.

For Centres not using the split payment option please add the amount that you have in the Centre fee section into total amount.

## Financial Status Tab

Little Athletics Queensland has set the financial end dates for all summer and winter centres subscriptions in SportsTG. Summer centres are set as the 30<sup>th</sup> April 2024 and winter centres are set as the 31<sup>st</sup> October 2023.

The screenshot shows the 'Subscriptions - Types' form with the 'Financial Status' tab selected. The 'Update Option' section has four radio buttons: 'No', 'Yes - Financial End Date' (which is selected), 'Yes - Period', and 'Yes - Days'. Below this, the 'Financial End Date' is set to '31-Oct-2023' in a date picker field. The form has 'Save' and 'Cancel' buttons at the top and bottom.

If the Financial end date is not set correctly, please change it accordingly.

### Age Validation Section

For Centres using the age validation section from last season, the date of birth range for each subscription has been updated to reflect the 2023/2024 season.

The screenshot shows the 'Subscriptions - Types' form with the 'Age Validation' tab selected. The 'Required' section has three radio buttons: 'No', 'Yes - Date Of Birth' (which is selected), and 'Yes - Age'. Below this, the 'Date Of Birth Range' is set from '01-Oct-2011' to '30-Sep-2012' using date picker fields. The form has 'Save' and 'Cancel' buttons at the top and bottom.

### Declaration, Invoice & Receipt Sections

Centres using the declaration, invoice or receipt sections will need to ensure these areas have been updated.

Once the subscription has been updated please select save and move onto the next subscription.

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## Unpaid subscriptions from last season

Your Centre may have athletes sitting in the unpaid transaction list from the previous season and you will need to ensure that these transactions are cancelled before you go live. If they are not cancelled then members will pay for last season's registration fees.

To cancel payments that are sitting in the unpaid section, please go to Subscriptions> Transactions>Unpaid and select Cancel All.

The screenshot shows the 'Transactions Unpaid' section of the SportsTG website. The top navigation bar includes links for Home, Website, Members, Subscriptions (highlighted), Shop, Events, Registrations, Tools, and Administration. The left sidebar menu lists various options including Generate Subscriptions, Manage Subscriptions, Transactions, Dashboard, Unpaid, Paid, Cancelled, Refunds Listing, Payments Received, Settlements, Voucher Report, Export Templates, Subscriptions - Types, Subscriptions - Categories, Subscriptions - Tags, and Options.

The main content area is titled 'Transactions Unpaid (31-May-2020 To 30-Apr-2021)'. It features buttons for Report, Export, Template, and Cancel All. Below these buttons is a search bar with a 'Search For:' label and a dropdown menu set to 'Name'. The table below shows four records of unpaid transactions.

Ref	Date	Member	Total	View	Pay	Cancel	Remind
11073960	14-Aug-2020	Way, Johan	\$460.00				
11073961	14-Aug-2020	Way, Frederick	\$0.00		11073960	11073960	
11097538	11-Sep-2020	Campbell, Summer	\$260.00				
11118652	12-Oct-2020	Oloapu, Ariella	\$260.00				

## Absorption Fee

SportsTG charges a transaction fee for any member that makes payment online. Centres have the option of absorbing this transaction fee or charging this rate to your members.

To update this section go to Subscription >Options

Select edit and go to “Administration Charge” and type in the charge amount.

The absorption rate is able to be set from 0% up to the full charge rate, which is 4.40% for your Centre. If the charge amount that you put in is 0%, then the charge will be passed onto the member.

Home Website Members **Subscriptions** Shop Events Registrations Tools Administration Product Updates

Generate Subscriptions  
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Transactions  
Subscriptions - Types  
Subscriptions - Categories  
Subscriptions - Tags  
Options

**GAMEDAY**

### Subscriptions Options

Edit

Tax & Charge Options Financial Status Email Dates

**Tax**

Option:	Not Applicable
Rate:	10.00%

**Administration Charge**

Rate:	4.40 %
Absorption Rate:	4.40 %

**Payment Terms**

Default Days:	0
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## Going live

Once your Centre has updated the subscriptions you are ready to go live, please contact the LAQ Office.