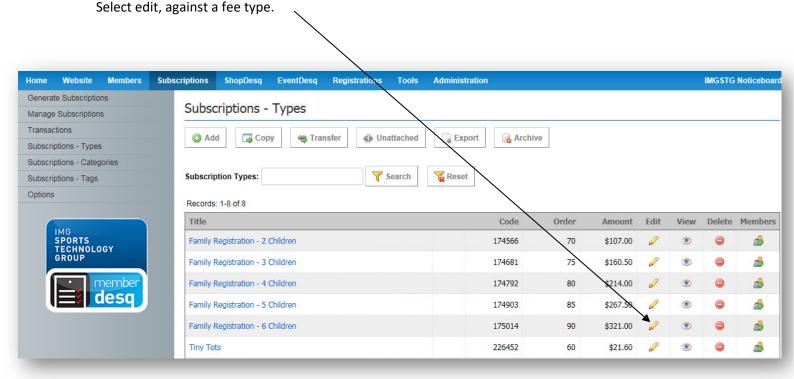
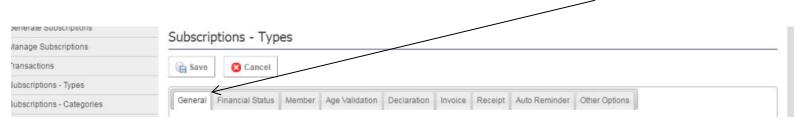
# Subscription Updates Required for the 2024/2025 Season

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.

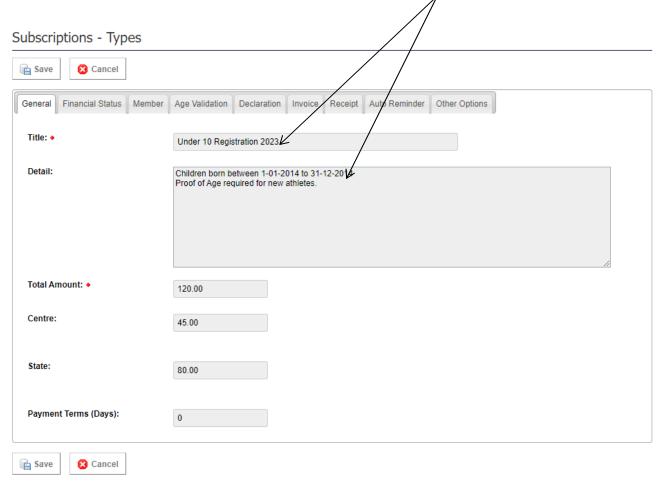


Once you select edit on the subscription that you're updating. You will find a number of sections for each subscription that will need to be updated. Select the first tab which is GENERAL.



#### **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.



### **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.

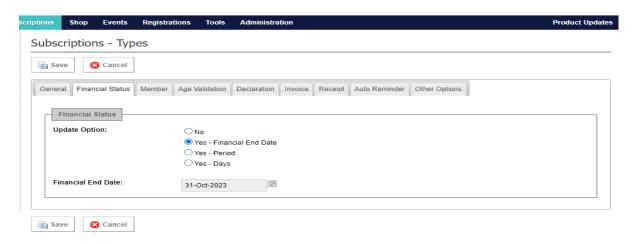
## **Total Amount**

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**

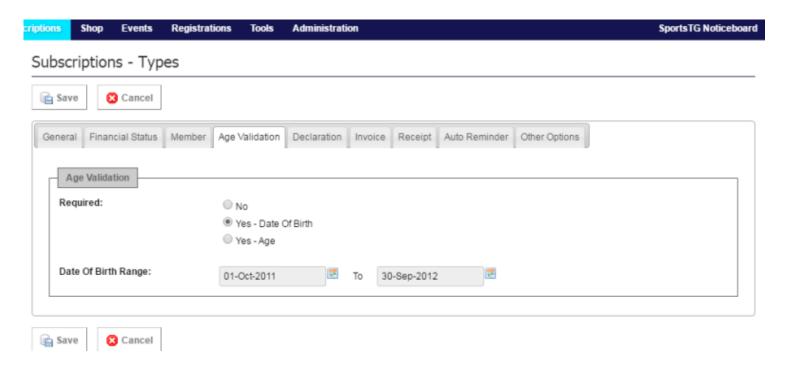
Little Athletics Queensland has set the financial end dates for all summer and winter centres subscriptions in SportsTG. Summer centres are set as the 30<sup>th</sup> April 2024 and winter centres are set as the 31<sup>st</sup> October 2023.



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.



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.

# **Declaration, Invoice & Receipt Sections**

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

# **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.

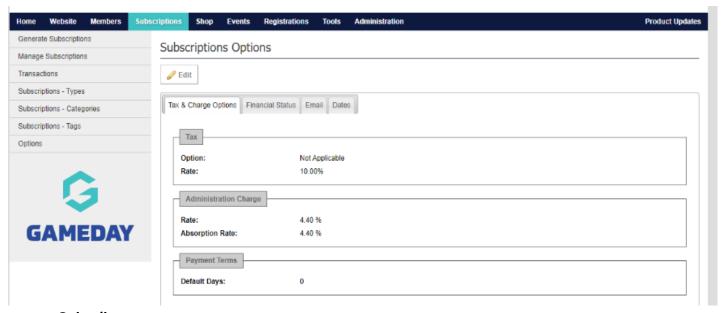


SportsTG charges a transaction fee for any member that makes payment online. Centres have the option of absorbing this transaction fee or charging this rate to your members.

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.



# **Going live**

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