

# Subscription Updates Required for the 2020/2021 Season

Centres are required to update all subscriptions in preparation for the 2020/2021 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.

The screenshot shows the 'Subscriptions - Types' page in a web application. The top navigation bar includes Home, Website, Members, Subscriptions, ShopDesq, EventDesq, Registrations, Tools, and Administration. The left sidebar contains options like Generate Subscriptions, Manage Subscriptions, Transactions, Subscriptions - Types, Subscriptions - Categories, Subscriptions - Tags, and Options. The main content area has a title 'Subscriptions - Types' and buttons for Add, Copy, Transfer, Unattached, Export, and Archive. Below these are search and reset filters. A table displays 8 records with columns for Title, Code, Order, Amount, Edit, View, Delete, and Members. An arrow points to the 'Edit' icon (pencil) for the record with Amount \$214.00.

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

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.

The screenshot shows the edit form for a subscription type. It has a 'Save' button and a 'Cancel' button. Below these are several tabs: General, Financial Status, Member, Age Validation, Declaration, Invoice, Receipt, Auto Reminder, and Other Options. The 'General' tab is currently selected.

## General Tab

If your 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.

Options Shop Events Registrations Tools Administration SportsTG Noticeboard

### Subscriptions - Types

Save Cancel

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

**Title:** U6 Registration

**Detail:** Children born between 1-10-2010 to 30-09-2011 being 5 years of age will register in the Under 6 age group. Fees include a social levy and a refundable parent levy, more information regarding these levies is available at sign on.

**Total Amount:** 150.00

**Centre:** 78.00

**State:** 73.50

**Payment Terms (Days):** 0

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 2021 and winter centres are set as the 31<sup>st</sup> October 2020.

The screenshot shows the 'Subscriptions - Types' form with the 'Financial Status' tab selected. The 'Update Option' section contains 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 '30-Apr-2020'. The form also includes '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 2020/2021 season.

The screenshot shows the 'Subscriptions - Types' form with the 'Age Validation' tab selected. The 'Required' section contains 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'. The form also includes '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.

## 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 5.50% for your Centre. If the charge amount that you put in is 0%, then the charge will be passed onto the member.

The screenshot displays the 'Subscriptions Options' page. The navigation menu on the left includes 'Home', 'Website', 'Members', 'Subscriptions', 'ShopDesq', 'EventDesq', 'Registrations', 'Tools', 'Administration', and 'IMGSTG Noticeboard'. The 'Options' menu item is highlighted. The main content area features a title 'Subscriptions Options' and an 'Edit' button. Below this are four tabs: 'Tax & Charge Options', 'Financial Status', 'Email', and 'Dates'. The 'Tax & Charge Options' tab is active, showing three sections: 'Tax' with 'Option: Not Applicable' and 'Rate: 10.00%', 'Administration Charge' with 'Rate: 5.50%' and 'Absorption Rate: 5.50%', and 'Payment Terms' with 'Default Days: 0'. Each section has an 'Edit' button.

## Going live

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