

# Subscription Updates Required for the 2021/2022 Season

Centres are required to update all subscriptions in preparation for the 2021/2022 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. At the top, there are navigation tabs: Home, Website, Members, Subscriptions, ShopDesq, EventDesq, Registrations, Tools, Administration, and IMGSTG Noticeboard. On the left, there is a sidebar with options: Generate Subscriptions, Manage Subscriptions, Transactions, Subscriptions - Types, Subscriptions - Categories, Subscriptions - Tags, and Options. Below the sidebar is the IMG Sports Technology Group logo and a 'member desq' badge. The main content area has a title 'Subscriptions - Types' and several action buttons: Add, Copy, Transfer, Unattached, Export, and Archive. Below these are search and reset buttons. A table displays 8 records. The table has columns: Title, Code, Order, Amount, Edit, View, Delete, and Members. The records are:

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 'Subscriptions - Types' page with the 'General' tab selected. At the top, there are navigation tabs: Home, Website, Members, Subscriptions, ShopDesq, EventDesq, Registrations, Tools, Administration, and IMGSTG Noticeboard. On the left, there is a sidebar with options: Generate Subscriptions, Manage Subscriptions, Transactions, Subscriptions - Types, Subscriptions - Categories, Subscriptions - Tags, and Options. Below the sidebar is the IMG Sports Technology Group logo and a 'member desq' badge. The main content area has a title 'Subscriptions - Types' and several action buttons: Save and Cancel. Below these are several tabs: General, Financial Status, Member, Age Validation, Declaration, Invoice, Receipt, Auto Reminder, and Other Options. The 'General' tab is 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.

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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.

Home Website Members Subscriptions Shop Events Registrations Tools Administration SportsTG Noticeboard

Generate Subscriptions  
Manage Subscriptions  
Transactions  
Dashboard  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Settlements  
Voucher Report  
Export Templates  
Subscriptions - Types  
Subscriptions - Categories  
Subscriptions - Tags  
Options

Transactions Unpaid (31-May-2020 To 30-Apr-2021)

Report Export Template Cancel All

Search For:  In: Name

Records: 1-4 of 4

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				

Records: 1-4 of 4

## 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 shows a web application interface for managing subscriptions. The top navigation bar includes links for Home, Website, Members, Subscriptions, ShopDesq, EventDesq, Registrations, Tools, and Administration. The left sidebar contains a menu with options like Generate Subscriptions, Manage Subscriptions, Transactions, Subscriptions - Types, Subscriptions - Categories, Subscriptions - Tags, and Options. The main content area is titled "Subscriptions Options" and features an "Edit" button at the top. Below this, there are four tabs: "Tax & Charge Options", "Financial Status", "Email", and "Dates". The "Tax & Charge Options" tab is active and displays three sections: "Tax", "Administration Charge", and "Payment Terms".

Tax	
Option:	Not Applicable
Rate:	10.00%

  

Administration Charge	
Rate:	5.50 %
Absorption Rate:	5.50 %

  

Payment Terms	
Default Days:	0

## Going live

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