

Miami County Marlins Swim Team Short Course Swim Team Payment Instructions

To register a swimmer for Swim Team

- Go to Membership, Search
- Search for swimmer by name
- Click on swimmer name to bring up their Membership Information page
- Click on Member Actions button and choose Register for Programs
- Be sure you are looking under all branches & sites
- From list of programs, click on Swim Team
- Use the "+" button next to swim team to open up list of program options

Register the swimmer for the following items

- **Program Fee:** select based upon age of child (8 and under, 9-10, 11-12, 13-14, or 15-18).
 - **This fee can be broken up into 5 monthly payments.** Those that wish to do this must provide a saved method of payment to add to their Daxko account and on their swim team paperwork. Leia will set up the recurring payments.
- **Meet Entry Account:** \$200 is the standard amount and we are recommending all swimmers pay this standard amount at the start of the season. **IF A SWIMMER WANTS TO PAY LESS THAN THIS, YOU CAN DO A MISC FEE REDUCTION/ ADJUSTMENT WHEN YOU GO TO "BALANCE DUE" SCREEN LATER.**
- **Booster Fee:** This is a \$30.00 fee every swimmer must pay. It is labeled "Booster Fee."
- After selecting the appropriate items, click "Register" button at top of screen
- Make sure all questions are filled out on next screen before clicking next- some should autofill from their member information page, but some you will have to input. Click next button
- Confirm the total fee amounts on the next screen and click "Register"
- On this screen choose "Make a Payment"

PROGRAM FEE: (IF THEY CHOOSE TO MAKE MONTHLY PAYMENTS)

- Leia will set up monthly payments. Member must mark monthly payment option on registration form.
 - **DO NOT DO A FEE REDUCTION FOR A MONTHLY PAYMENT**
- Continue checking out as normal by clicking "Make a Payment"

Any subsequent payments on the program fee after this initial monthly payment will be scheduled by Leia to be removed the first of the month.

To access outstanding balances:

- Click on Balance Due (amount will be in red on right side of page)
- Enter in amount they wish to pay under the short course outstanding balance by entering it in the "Amount to Pay" column- if different from full amount

- Click "Make A Payment"
- Continue checking out as normal

Outstanding balances from prior seasons can be found here as well.

Anyone just looking to just pay for meet fees:

- Go to Membership- click Search
- Search for swimmer by name
- Click on person's name to go to Member Information page
- Click on Members Actions button and select "Register for Programs"
- Be sure you have all sites and branches chosen for Swim Team to pop up and click on Swim Team
- Click on "+" button next to swim team to list options
- Select "Meet Fees" by checking box next to it, then click "Register"
- Answer any questions on the next screen, then click Next button
- Click on Register button on next screen
- Click on Make a Payment on next screen
- IF AMOUNT IS LESS THAN \$200, FOLLOW THESE STEPS:
 - Click on the "\$0.00" under Paid/Adj column
 - From pull down, choose "(01) Corporate Branch
 - Choose "Misc Program Fee Reduction" and click Select
 - Enter in discount amount to adjust to what the person is paying today
 - Click Apply Discount
- Continue to check-out

ALWAYS GIVE LEIA LANDER A COPY OF THE RECEIPT. PLACE COPIES OF RECEIPT IN HER BOX. PLEASE DO NOT EMAIL THEM TO HER.

WHEN IN DOUBT, ASK OR CALL LEIA 937-694-0777.