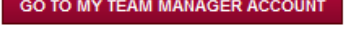



USA Ultimate Instructions
How to Make Event Payments
Revised 2013-11-14




To make a payment for event memberships for sanctioned event, follow the steps below. Please note that you must be the team manager for your team:

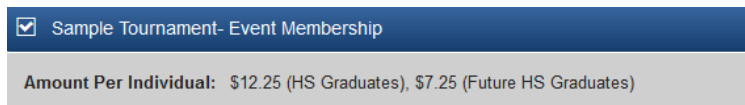
1. Login here: <http://play.usultimate.org/members/login/>

2. Select the team from your team list in your team manager account ()

3. Click on the payment icon  next to the event your team is attending.




4. Click the check box for the name of the fee (i.e. Sample Tournament- Event Membership) and select players from your event roster by highlighting their names and moving them with the  button.




Event memberships only apply to those who do not already have a player-level USAU membership. Only individuals listed on your event roster will be listed below.

Players



5. Follow the steps to complete the payment (). A PayPal account is not required. Event memberships are \$12.25 for adults and \$7.25 for youth (high school or younger) players as determined by their account information.

6. When you view your event roster (), players that have paid the event membership will be listed like this example:

4	300408	Hicks, Byron	Paid Event Membership
---	--------	--------------	------------------------------

7. Event memberships are non-refundable and non-transferrable! Please do not remove a player from your event roster once you have paid for an event membership for that player unless you are sure that they will not be playing. Contact info@hq.usultimate.org with any additional questions.