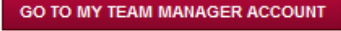**USA Ultimate Instructions**
How to Make Event Payments

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.usaultimate.org/members/login/

2. Select the team from your team list in your team manager account (GO TO MY TEAM MANAGER ACCOUNT)

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

Upcoming Events

Actions	Event Dates	Event Name
🧑 $	12/28/2013 - 12/29/2013	Sample Tournament

Event Team Payments

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

Available Players		Selected Players
	>>	Byron Hicks
David Raflo
Stacey Waldrup
Will Deaver
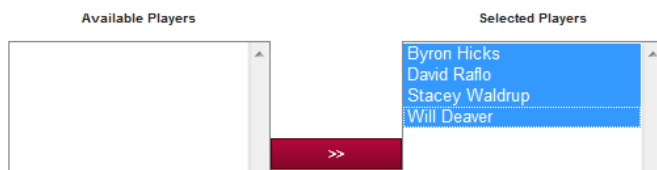
5. Follow the steps to complete the payment (Check out PayPal The safer, easier way to pay). A PayPal account is not required.

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!

If you have any questions contact USA Ultimate HQ at info@hq.usaultimate.org or 719-219-8322.