

CAS Online Registration System – Registration Payment Summary Report – Clubs and PTSOs

The Payment Summary Report has been implemented for both clubs and PTSOs to use.

Clubs will use the report to select batches that have been submitted. Along with the payment, clubs will include the report to identify which batches have been paid with their payment.

PTSOs will use the report to select batches and coach/official payments that have been submitted to CAS. Along with the payment, PTSOs will include the report to identify which batches and payment records have been paid with their payment.

On the list of registration batches, a check box will appear once a batch has been submitted that allows you to select the batch for payment. You can select as many batches for payment as you need. When you have selected the batches for payment, you can click the "Payment Summary Report". The report will be displayed with only the batches that you have selected for payment. You can print the report or save it as a PDF. This report should be submitted along with the payment. **USE the back arrow to return to the previous screen.**

NOTE: once a batch has been printed on a payment summary report, an "S" will appear beside the check box. This is to let you know it has already been included on a payment summary report. The "S" does NOT prevent you from selecting it again to include on another payment summary report if required.

For Clubs, once a batch has been submitted (PAYT WAIT status), you can select the batch to include on your payment summary report. If you have multiple batches you want to include, select each batch to include. Then click the payment summary report button.

For PTSOs, once a batch has been submitted (PAYT WAIT (NSO) status), you can select the batch to include on your payment summary report. You can ALSO go to your "Submitted Payments" and select payments that have been submitted (PAYT WAIT(NSO) status) to include on your payment summary report. You can include both batches and payments on the same summary report if you like. Just check the batches to include, go to the payments and check payments to include and THEN click "Print Summary Report". This can be done from either screen (batch or payments screen). Once printed, the "S" will appear beside those already printed. But again, you can reselect anytime.

NOTE: the "Payment Summary Report" button will only appear if there have been batches or payments selected for printing.

Club Payment Summary Report Screens

List of batches for a club, only "PAY WAIT" (payments submitted by club) can be printed on payment summary report. These will have the check boxes beside the "Go" button. You can check these on and off as desired.

The screenshot shows the "Canada Artistic Swimming Registration System" interface for "Club Canada Artistic Swimming TEST Club (CLUB_ADMIN)". The "Registration Batches" section is set to "Submitted". A table lists three batches:

Number	Status	RegYR	Amount	No. Reg.	Org.	
REG0000843	PAYT WAIT	19/20	\$119.00	1	Canada Artistic Swimming TEST Club	<input type="checkbox"/> Go
REG0000842	PAYT WAIT	19/20	\$166.00	2	Canada Artistic Swimming TEST Club	<input type="checkbox"/> Go
REG0000663	PAYT WAIT(NSO)	19/20	\$212.00	4	Canada Artistic Swimming TEST Club	<input type="checkbox"/> Go

A red arrow points to the "Go" button for the first batch.

Once you select at least 1 batch, the "Payment Summary Report" button appears. You can select and remove selection as required. You can select more than 1 batch as well.

The screenshot shows the same interface as above, but with the first batch selected. The "Go" button for the first batch now has a checked checkbox. A new "Payment Summary Report" button has appeared below the table. A red arrow points to this button.

Number	Status	RegYR	Amount	No. Reg.	Org.	
REG0000843	PAYT WAIT	19/20	\$119.00	1	Canada Artistic Swimming TEST Club	<input checked="" type="checkbox"/> Go
REG0000842	PAYT WAIT	19/20	\$166.00	2	Canada Artistic Swimming TEST Club	<input type="checkbox"/> Go
REG0000663	PAYT WAIT(NSO)	19/20	\$212.00	4	Canada Artistic Swimming TEST Club	<input type="checkbox"/> Go

Payment Summary Report

Once you click the "Payment Summary Report" button, the report appears on the screen for all batches selected.

You can print or save the report as a PDF. The following is an example of the club report.

Batch Payment Summary Report

109 Canada Artistic Swimming TEST Club
Ottawa Ontario

Batch No	Amount	No. Regists	PTSO Amount	NSO Amount
REG0000884	\$119.00	1	89.00	30.00
TOTAL:	\$119.00			

Club Administrators, please submit this form with along with your payment to your PTSO registrar.
Date: 8-Oct-2019 Page: 1

In the example below, the first batch shows an "S" which means it already was printed on a payment summary report. You can check it again if you require it on another payment summary report.

Canada Artistic Swimming Registration System
Club Canada Artistic Swimming TEST Club (CLUB_ADMIN) - Canada Artistic Swimming TEST Club

Registration Batches: Submitted Pending Completed ALL ALL (Prev. Years)

Number	Status	RegYR	Amount	No. Reg.	Org.			
REG0000843	PAYT WAIT	19/20	\$119.00	1	Canada Artistic Swimming TEST Club	S	<input checked="" type="checkbox"/>	Go
REG0000842	PAYT WAIT	19/20	\$166.00	2	Canada Artistic Swimming TEST Club		<input checked="" type="checkbox"/>	Go
REG0000663	PAYT WAIT(NSO)	19/20	\$212.00	4	Canada Artistic Swimming TEST Club		<input type="checkbox"/>	Go

Payment Summary Report

PTSO Payment Summary Report Screens

List of batches for a PTSO, only "PAY WAIT(NSO)" (payments submitted by PTSO) can be printed on the payment summary report. These will have the check boxes beside the "Go" button. You can check these on and off as desired.

In the example below, only batches with "PAY WAIT(NSO)" status have the check box for selection.

Canada Artistic Swimming Registration System
PTSO CAS TEST PTSO (PTA_ADMIN) - CAS TEST PTSO

Registration Batches: Submitted Pending Completed ALL ALL (Prev. Years)

Number	Status	RegYR	Amount	No. Reg.	Org.	
REG0000843	PAYT WAIT	19/20	\$119.00	1	Canada Artistic Swimming TEST Club	Go
REG0000842	PAYT WAIT	19/20	\$166.00	2	Canada Artistic Swimming TEST Club	Go
REG0000663	PAYT WAIT(NSO)	19/20	\$212.00	4	Canada Artistic Swimming TEST Club	<input type="checkbox"/> Go

Once a batch has been checked, the "Payment Summary Report" button appears. You can select as many batches for payment as you need. The "S" beside the first batch indicates it has already been printed on a payment summary report.

Canada Artistic Swimming Registration System
PTSO CAS TEST PTSO (PTA_ADMIN) - CAS TEST PTSO

Registration Batches: Submitted Pending Completed ALL ALL (Prev. Years)

Number	Status	RegYR	Amount	No. Reg.	Org.	
REG0000843	PAYT WAIT(NSO)	19/20	\$119.00	1	Canada Artistic Swimming TEST Club	S <input type="checkbox"/> Go
REG0000842	PAYT WAIT	19/20	\$166.00	2	Canada Artistic Swimming TEST Club	Go
REG0000663	PAYT WAIT(NSO)	19/20	\$212.00	4	Canada Artistic Swimming TEST Club	<input checked="" type="checkbox"/> Go

Payment Summary Report

PTSOs can also submit registrant payments in this manner by going to the “Submitted Payments” screen and selection payments with “PAY WAIT(NSO)” status. This functions the same as the batches screen. You can enter payments and batches onto the same payment summary report by going to both screens, select batches and payments and then on either screen click the “Payment Summary Report” button to display the report.

Canada Artistic Swimming Registration System
PTSO CAS TEST PTSO (PTA_ADMIN) - CAS TEST PTSO

Menu Clubs

- My Org. Profile
- Active Clubs
- Find Club
- Submitted Batches
- Submitted Payments
- Competition Admin.
- Competition Entries
- Competition Regist.

Registrant Payments • Submitted • Pending • Completed • ALL • ALL (Prev. Years)

CAS. No	Status	RegYR	Amount	Reg. ID	Name	
[REDACTED]	PAYT WAIT	19/20	\$52.00	[REDACTED]	Alyssa	<input type="checkbox"/> Details GoProfile
[REDACTED]	PAYT WAIT(NSO)	19/20	\$26.00	[REDACTED]	John	<input checked="" type="checkbox"/> Details GoProfile

An example of a payment selected and the payment summary report button appearing.

Canada Artistic Swimming Registration System
PTSO CAS TEST PTSO (PTA_ADMIN) - CAS TEST PTSO

Menu Clubs

- My Org. Profile
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- Find Club
- Submitted Batches
- Submitted Payments
- Competition Admin.
- Competition Entries
- Competition Regist.

Registrant Payments • Submitted • Pending • Completed • ALL • ALL (Prev. Years)

CAS. No	Status	RegYR	Amount	Reg. ID	Name	
[REDACTED]	PAYT WAIT	19/20	\$52.00	[REDACTED]	Alyssa	<input type="checkbox"/> Details GoProfile
[REDACTED]	PAYT WAIT(NSO)	19/20	\$26.00	[REDACTED]	John	<input checked="" type="checkbox"/> Details GoProfile

Payment Summary Report

An example of the PTSO Payment Summary report for submission to CAS with only individual payments noted.



Payment Summary Report

019 NATATION ARTISTIQUE QUEBEC
Quebec

#	Organization / Registrant	Reference #	Total Amt	No.	PTSO Amt	NSO Amt
	SARAH [REDACTED]		\$62.00	1	41.00	21.00
	VALÉRIE [REDACTED]		\$10.00	1	10.00	0.00
	NELLY [REDACTED]		\$55.00	1	55.00	0.00
TOTALS:			\$127.00		\$106.00	\$21.00

An example of the "S" indicating that the payment has appeared on a payment summary report. Similar to the batch payment selection.



Canada Artistic Swimming Registration System

PTSO CAS TEST PTSO (PTA_ADMIN) - CAS TEST PTSO

Registrant Payments • Submitted • Pending • Completed • ALL • ALL (Prev. Years)

CAS. No	Status	RegYR	Amount	Reg. ID	Name	
[REDACTED]	PAYT WAIT	19/20	\$52.00	[REDACTED]	Alyssa	<input type="checkbox"/> Details GoProfile
[REDACTED]	PAYT WAIT(NSO)	19/20	\$26.00	[REDACTED]	John	S <input type="checkbox"/> Details GoProfile