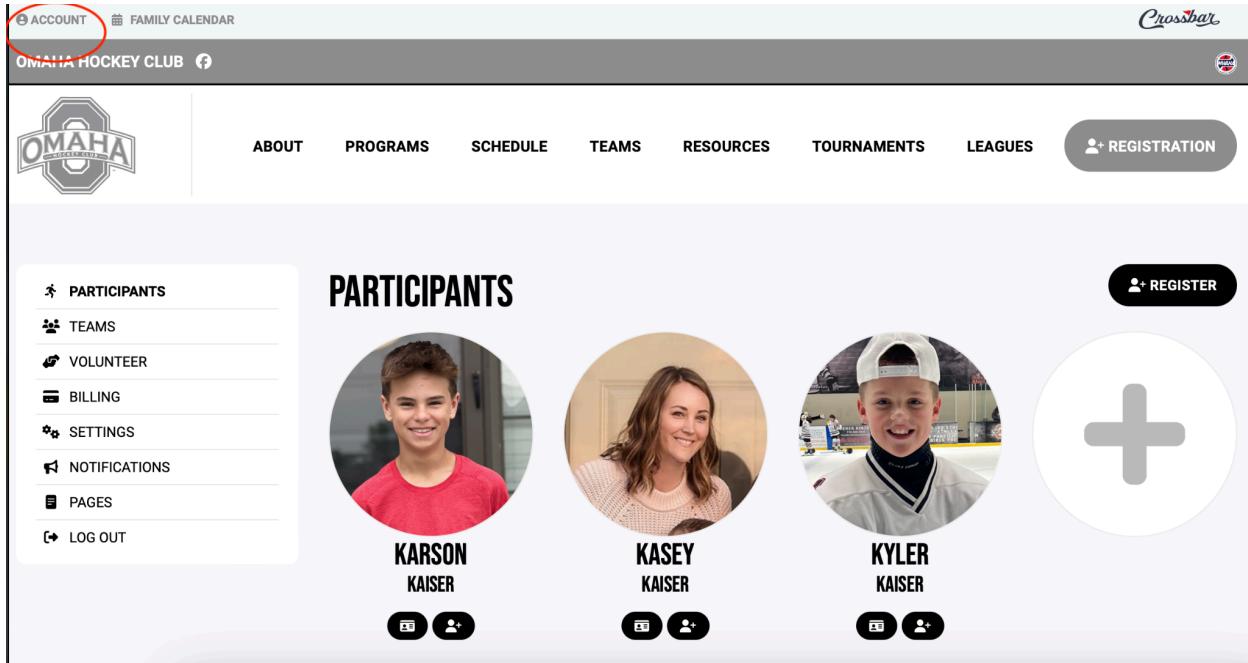


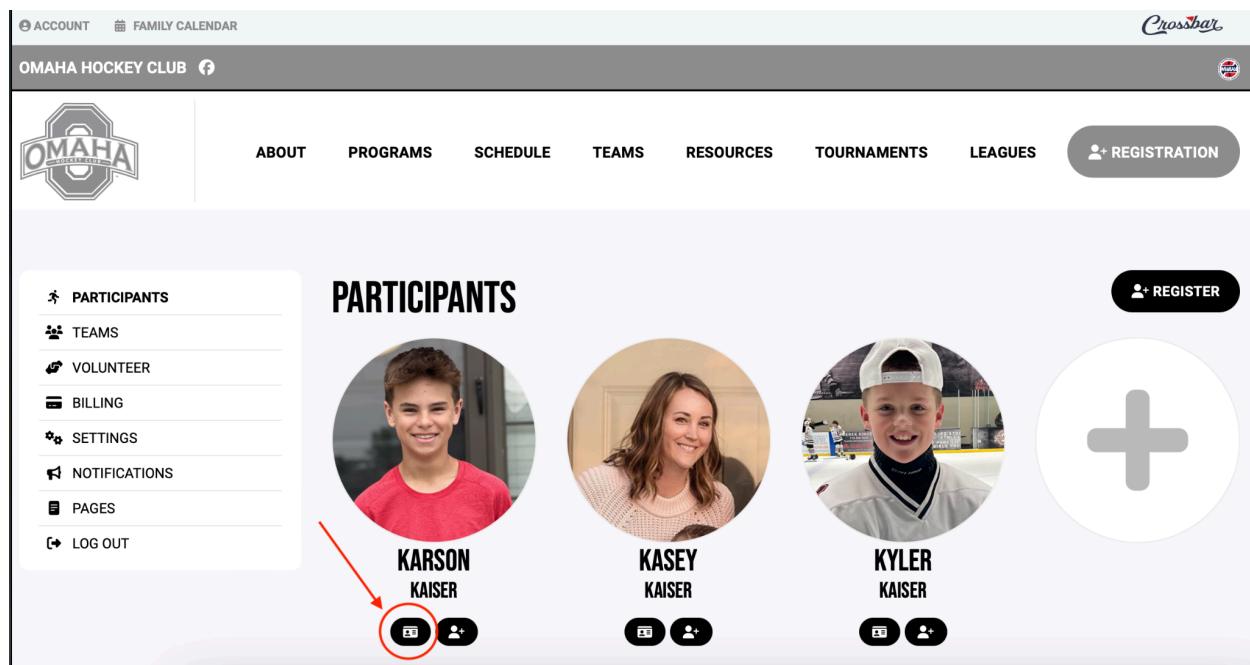
How to adjust payments in Crossbar

1. Log into your account on omahahockey.net. Navigate to your account page.



The screenshot shows the Omaha Hockey Club account page. The top navigation bar includes links for ACCOUNT (circled in red), FAMILY CALENDAR, OMAHA HOCKEY CLUB (with a Facebook icon), and the Crossbar logo. Below the navigation is the Omaha logo. The main content area has a sidebar with links for PARTICIPANTS, TEAMS, VOLUNTEER, BILLING, SETTINGS, NOTIFICATIONS, PAGES, and LOG OUT. The main area is titled 'PARTICIPANTS' and shows three profiles: KARSON KAISER (boy in red shirt), KASEY KAISER (woman in pink shirt), and KYLER KAISER (boy in white hockey jersey). Each profile has a 'INFO' button (circled in red) and a 'EDIT' button below it. A large circular 'REGISTER' button is on the right.

2. Click the Participant information button below the player whose registration you would like to access and adjust payments for.



The screenshot shows the same Omaha Hockey Club account page as the previous one, but with a red arrow pointing to the 'INFO' button below KARSON KAISER's profile. The arrow is specifically targeting the small circular button with a person icon.

3. Click the “View Details” next to the registration you would like to edit the payment for. (Note: It must be on a payment plan to edit the payment details)

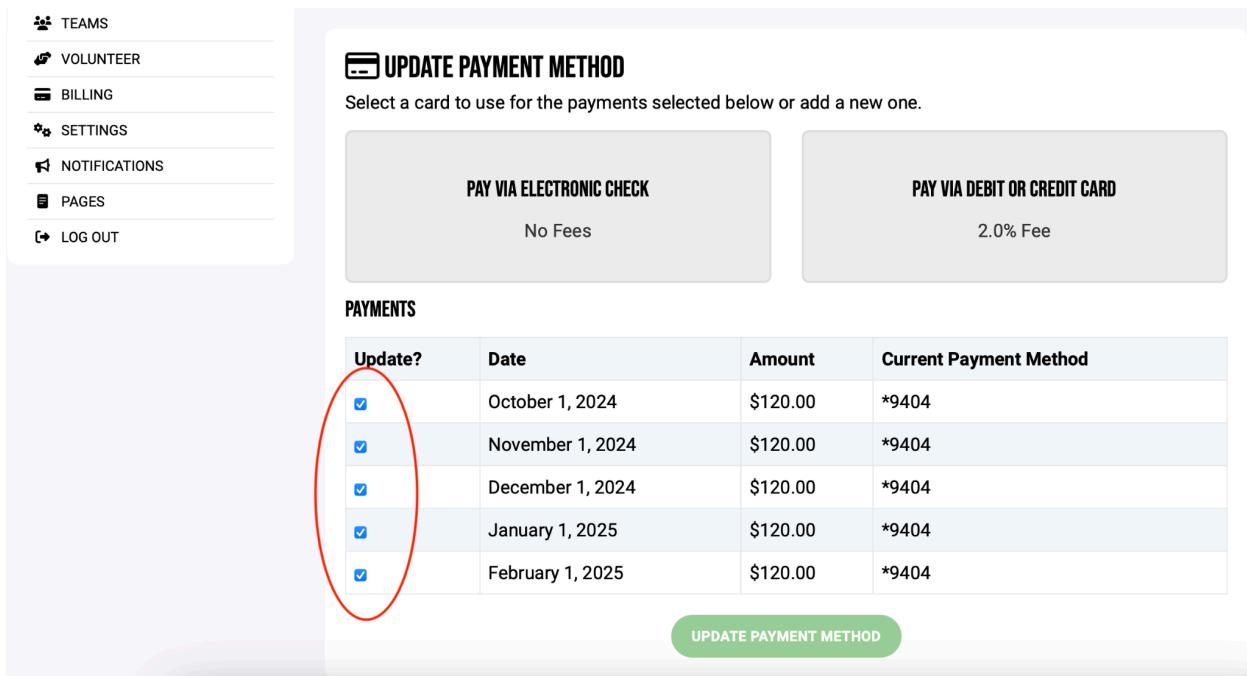
Team	Details
Bantam Black	Team Website

👤 REGISTRATION HISTORY		
Program	Season	Details
Travel Team Tryouts	Bantam Red Travel Team Tryouts	View Details
OJL August Skate	2024	View Details
Travel Teams - Jr Mavs	2024-2025	View Details
Team Fund Collection	PW Red/Bantam Black Warm ups	View Details
Travel Skill Sessions	2024-2025	View Details

4. Click “Edit” next to the payment you would like to change.

TEAMS	8011 S 194Th Street • Gretna, NE 680286437																																														
VOLUNTEER																																															
BILLING																																															
SETTINGS																																															
NOTIFICATIONS																																															
PAGES																																															
LOG OUT																																															
	PAYMENTS <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Protect your Registration This registration is eligible for insurance coverage to protect you from unforeseen circumstances that prevent you from participating, including injuries, sickness (including COVID-19), extreme weather, job loss including strikes, and other covered reasons. </div> <div style="background-color: #28a745; color: white; padding: 5px; text-align: center; border-radius: 10px; font-weight: bold; font-size: 0.8em;">PURCHASE INSURANCE</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Paid</th> <th>Date</th> <th>Amount</th> <th>Fee</th> <th>Payment Method</th> <th></th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>August 28, 2024</td> <td>\$50.00</td> <td>\$1.00</td> <td>*9404 (06/28)</td> <td></td> </tr> <tr> <td></td> <td>October 1, 2024</td> <td>\$120.00</td> <td>\$2.40</td> <td>*9404 (06/28)</td> <td></td> </tr> <tr> <td></td> <td>November 1, 2024</td> <td>\$120.00</td> <td>\$2.40</td> <td>*9404 (06/28)</td> <td></td> </tr> <tr> <td></td> <td>December 1, 2024</td> <td>\$120.00</td> <td>\$2.40</td> <td>*9404 (06/28)</td> <td></td> </tr> <tr> <td></td> <td>January 1, 2025</td> <td>\$120.00</td> <td>\$2.40</td> <td>*9404 (06/28)</td> <td></td> </tr> <tr> <td></td> <td>February 1, 2025</td> <td>\$120.00</td> <td>\$2.40</td> <td>*9404 (06/28)</td> <td></td> </tr> </tbody> </table>					Paid	Date	Amount	Fee	Payment Method		✓	August 28, 2024	\$50.00	\$1.00	*9404 (06/28)			October 1, 2024	\$120.00	\$2.40	*9404 (06/28)			November 1, 2024	\$120.00	\$2.40	*9404 (06/28)			December 1, 2024	\$120.00	\$2.40	*9404 (06/28)			January 1, 2025	\$120.00	\$2.40	*9404 (06/28)			February 1, 2025	\$120.00	\$2.40	*9404 (06/28)	
Paid	Date	Amount	Fee	Payment Method																																											
✓	August 28, 2024	\$50.00	\$1.00	*9404 (06/28)																																											
	October 1, 2024	\$120.00	\$2.40	*9404 (06/28)																																											
	November 1, 2024	\$120.00	\$2.40	*9404 (06/28)																																											
	December 1, 2024	\$120.00	\$2.40	*9404 (06/28)																																											
	January 1, 2025	\$120.00	\$2.40	*9404 (06/28)																																											
	February 1, 2025	\$120.00	\$2.40	*9404 (06/28)																																											

5. Click the box next to the payment(s) you would like to change the payment method for. This will also allow you to select certain payments to split between payee(s). (I.E. if parents need to split payments 50/50, etc. The second payee must be given access to the players account to be able to adjust payments to another payment method)



SCREENSHOT DESCRIPTION: The screenshot shows a user interface for updating payment methods. On the left is a sidebar with links: TEAMS, VOLUNTEER, BILLING, SETTINGS, NOTIFICATIONS, PAGES, and LOG OUT. The main area has a title 'UPDATE PAYMENT METHOD' with a sub-instruction 'Select a card to use for the payments selected below or add a new one.' Below this are two buttons: 'PAY VIA ELECTRONIC CHECK' (No Fees) and 'PAY VIA DEBIT OR CREDIT CARD' (2.0% Fee). A table titled 'PAYMENTS' lists five entries. The first column is 'Update?' with checkboxes, the second is 'Date', the third is 'Amount', and the fourth is 'Current Payment Method'. All checkboxes in the first column are checked. A red circle highlights the first column of the table. At the bottom is a green 'UPDATE PAYMENT METHOD' button.

Update?	Date	Amount	Current Payment Method
<input checked="" type="checkbox"/>	October 1, 2024	\$120.00	*9404
<input checked="" type="checkbox"/>	November 1, 2024	\$120.00	*9404
<input checked="" type="checkbox"/>	December 1, 2024	\$120.00	*9404
<input checked="" type="checkbox"/>	January 1, 2025	\$120.00	*9404
<input checked="" type="checkbox"/>	February 1, 2025	\$120.00	*9404