



RX Reference Manual  
for Club Admins

Section - 2 Payment Settings

# Admin Portal

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Club Admin, Westfield Shamrocks Rugby ▾



**Club Admin**

**Westfield Shamrocks Rugby**

**DASHBOARD**

**ADMINISTRATION** ▾



**PAYMENT SETTINGS** ▾

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**Help**

# Payment Settings Dropdown

The screenshot displays the RUGBY XPLORES dashboard for 'Syro Admin, Ohio'. The dashboard includes several key metrics and charts:

- Registrations This Season:** 801 (MongoDB)
- Pending Clearances:** 0 (MongoDB)
- Active Registrations By Member Type:** A donut chart showing the distribution of member types. The legend includes: player (pink), match-official-u18 (blue), match-official (yellow), coach (green), admin-volunteer-u11 (light blue), and admin-volunteer (dark green).
- Active Players by Type:** A donut chart showing the distribution of player types. The legend includes: High School (pink), High School Varsity Initiative (blue), High School Spring Boys (yellow), High School Spring Girls (green), and Youth & High School (light blue).
- New Registrations - Last 30 Days:** A line chart showing the daily number of new registrations from November 14, 2022, to December 10, 2022. The y-axis represents 'Registrations' (0 to 12) and the x-axis represents 'Date'.

The left-hand navigation menu is visible, with 'PAYMENT SETTINGS' highlighted by a red and blue oval. Other menu items include: DASHBOARD, ADMINISTRATION, MEMBERS, COMPETITION MANAGEMENT, ENTITIES, WEBSITE, and Help.

On the right side, a vertical list of settings is shown, with 'PAYMENT SETTINGS' at the top, followed by: My Account Details, Registration Settings, Payment Settings, Fees Breakdown, Entity Card, Custom Questions, Discounts, and Club Pays Invoices.

# Payment Settings: My Account Details

The screenshot displays the 'My Account Details' page for two different entities within the RUGBY XPLORES system. The top section shows the account details for 'Syro Admin, Ohio', and the bottom section shows the details for 'Club Admin, Amherst Girls Rugby'. A callout box highlights the 'Completed!' status in the top section.

Entity	Account Id	Account Email	Onboarding Status
Syro Admin, Ohio	acct_1LO9zH2fCITPo8g2	info@rugbyohio.com	Completed!
Club Admin, Amherst Girls Rugby	acct_1LjuY12fiVeIA66b	jyanosko@roadrunner.com	Complete Account Onboarding

**Callout Box:** Once payment account is setup and connected, the 'Complete Account Onboarding' blue box changes to 'Completed!'

**Buttons:** Complete Account Onboarding, Delete Connected Account

**Yellow Alert Box:** Use this button to delete the Stripe Connected Account, this allows you to update your entity's details and start again.

# Payment Settings: Registration Settings

**RUGBY XPLORER** Wayne

Club Admin, Carmel Greyhounds Rugby

**Club Admin**  
Carmel Greyhounds Rugby

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**PAYMENT SETTINGS**

- My Account Details
- Registration Settings**
- Payment Settings
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- Entity Card
- Custom Questions
- Discounts
- Club Pays Invoices

## Player Pays

Registrations are paid by player

Current Month: 0 registration(s) \$0.00 [View](#)

Show  entries Search:

Invoice Number	Invoice ClubPays	Start Date	End Date	Date Due	Total	Status	
No data available in table							

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

**Do Not Change These, Your SYRO will set these / assist you with these**

# Payment Settings: Payment Settings

Club Admin, Southeastern Mudsock Ru... ▾

**Club Admin**  
**Southeastern Mudsock Rugby**

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- My Club
- User Management
- Communications
- Push Notifications
- Registration Refund Requests
- Reports

PAYMENT SETTINGS ▾

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<https://myaccount.rugbyexplorer.com.au/choose-registration?name=Southeastern Mudsock Rugby>

Show  entries Search:

Registration Type	Duration	Allow Conversion	Open/Closed
Middle School Boys	Season	No	Open
Middle School Girls	Season	No	Open
High School	Season	No	Open
High School Fall	Season	Yes	Closed
Youth Spring	Season	No	Open
Rookie Rugby	Season	No	Open
Youth & High School	Season	Yes	Open

Showing 1 to 7 of 7 entries Previous **1** Next

**Do Not Change These, Your SYRO will set these / assist you with these**

# Payment Settings: Early Registration Discounts

Club Admin, Southeastern Mudsock Ru... ▾

**Club Admin**  
**Southeastern Mudsock Rugby**

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<https://myaccount.rugbyexplorer.com.au/choose-registration?name=Southeastern Mudsock Rugby>

Show  entries Search:

Registration Type	Duration	Allow Conversion	Open/Closed
Middle School Boys	Season	No	Open
Middle School Girls	Season	No	Open
High School	Season	No	Open
High School Fall	Season	Yes	Closed
Youth Spring	Season	No	Open
Rookie Rugby	Season	No	Open
Youth & High School	Season	Yes	Open

Showing 1 to 7 of 7 entries Previous **1** Ne

# Payment Settings: Early Registration Discounts

← Back

Registration Type

High School

Duration

Season

Allow Conversion

No

Open/Close Registration

Open

Variables

Discounts

Discount Type Enter Discount Name mm/dd/yyyy mm/dd/yyyy Amount +

Discount Type	Discount Name	Date From	Date To	Amount

Created By: Wayne Eells Created At: Nov 17, 2022 10:46 AM Modified By: - Modified At: -

Delete

\$ or % Discount

Discount Name

Discount Dates Range

Amount of the discount

Click + to add the discount

When done click save

Save

Cancel

# Payment Settings: Fees Breakdown

Club Admin, Carmel Greyhounds Rugby

Club Admin  
Carmel Greyhounds Rugby

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## Fee Breakdown

Please note that the following breakdown includes possible date range discounts applied at each level.

Note: Users will also be charged an additional 3.95% transaction fee at checkout.

Registration Type: High School | Duration: Season | Role: Player | Age: 16

Run

### Registration

Club Fee	150
Syro Fee	125
Council Fee	11
National Fee	14
<b>Total Registration Fee</b>	<b>\$300</b>

### Mandatory Saleable Items

Total	\$0
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<b>Grand Total Fee</b>	<b>\$311.85</b>
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Enter the reg type, role, and age to check/confirm the fees being charged.

# Payment Settings: Entity Card

**RUGBY**  
XPLORER

Syro Admin, Indiana

**Syro Admin**  
**Indiana**

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Rugby Event Payment Settings

Rugby Event Fee Breakdown

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## My Card Details

Customer ID: cus\_MJVB7XzclxpGdV

[Update](#) [Remove](#)

**If your club offers refunds (because you collect fees through RX) or wants to offer a discount to USAR/State Fees, you must have a bank card on file.**

# Payment Settings: Custom Questions

**RUGBY EXPLORER**

Club Admin, Penn Girls HS

**Club Admin**  
**Penn Girls HS**

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## Custom Questions [Create Question](#)

There is a limit of 3 questions that can be added per level

club school council national

Show 10 entries Search:

Question	Type	Display Type	Order	Required
No Data Available In Table				

Showing 0 to 0 of 0 entries [Previous](#)

Each level may ask up to 3 custom questions

# Payment Settings: Custom Questions (cont'd)

## New Question

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Question

Required

Question Type ← Multiple Choice or Text

Display Type ← Selection of text field or button types

Select Question Type ▼

Select Display Type ▼

Link URL`

Link Name

Link URL

Link Name

Role ←

Payment Settings ←

Duration

Select role

Select Payment Settings

Duration

Age 1

Age 2

Age From

Age To

No Ages

[Cancel](#)

Optional - Here you can select what roles the question applies to

Optional - payment settings if they need to buy something

Optional applies to specific ages

# Payment Settings: Discounts

**RUGBY**  
XPLOER

Club Admin, Penn Girls HS

**Club Admin**  
**Penn Girls HS**

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**Discounts**

Club Pays Invoices

## Discounts

Club Discounts   Family Discounts

Discount Type   Amount   Email   **Add Discount**

Type	Code	Amount	Expiry	Status	Email
------	------	--------	--------	--------	-------

Show 10 rows per page

# Payment Settings: Discounts - Club

Club Admin, Penn Girls HS

Club Admin  
Penn Girls HS

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## Discounts

Club Discounts Family Discounts

Select Discount Enter Amount & Email

Discount Type Amount Email Add Discount

Type	Code	Amount	Expiry	Status	Email	
Discount	190112099764398	\$75.00	2/3/2023	Available	weells@rugbyindiana.com	 

Show 10 rows per page

Page 1 of 1

Click to resend discount

Each discount is unique, can only be used once and is emailed from the system to the registrant email

# Payment Settings: Discounts - Family

**RUGBY** XPLORER Wayne

Club Admin, Penn Girls HS

**Club Admin**  
Penn Girls HS

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## Discounts

Club Discounts **Family Discounts**

\$ Family Discount #Registrations From #Registrations To Amount +

Discount Type	Discount Name	#Registrations From	#Registrations To	Amount	
\$	Family Discount	1	2	\$ 5	
\$	Family Discount	3	4	\$ 10	

Save

- These discounts only apply to the club fee
- The Reg #'s cannot overlap, see above for example

# Payment Settings: Club Pays Invoices

**RUGBY** XPLORER Allison

Syro Admin, Ohio

**Syro Admin**  
**Ohio**

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**Club Pays Invoices**

## Find Club Pays Invoices

**Club Pays Invoice Filter**  
Not selecting a filter will return all results by default.

Season  
2023

Club  
Select a club

Status  
Select Payment Status

**Search**

[Export Results to CSV](#)

Club ID ▲	Club Name	Registration Type	Invoice Number	Start Date	End Date	Due Date	\$ Total	Status
92126	John Marshall HS	manual	8520	Aug 1, 2022	Aug 31, 2022	Sep 7, 2022	72.77	pending
92126	John Marshall HS	manual	26512	Sep 1, 2022	Sep 30, 2022	Oct 7, 2022	3362.79	pending

**This is an option that can be activated at the club level, under Payment Settings. Confirm with your SRO before choosing this option.**

# Payment Settings: Club Pays Invoices (cont'd)

**RUGBY XPLORER** Allison

Club Admin, John Marshall HS

## Manual payment

Each registration is manually paid by the entity

Current Month: 0 registration(s) \$0.00 View

Show 25 entries Search:

Invoice Number	Invoice ClubPays	Start Date	End Date	Date Due	Total	Status	
26512	manual	Sep 1, 2022	Sep 30, 2022	Oct 7, 2022	3362.79	pending	
8520	manual	Aug 1, 2022	Aug 31, 2022	Sep 7, 2022	72.77	pending	

Showing 1 to 2 of 2 entries Previous 1 Next

### Update payment method

**Player Pays**   
Registrations are paid by player

**Auto payment**   
Registrations are paid by the entity's saved card

**Manual payment**   
Registrations are paid by the entity

**Save**