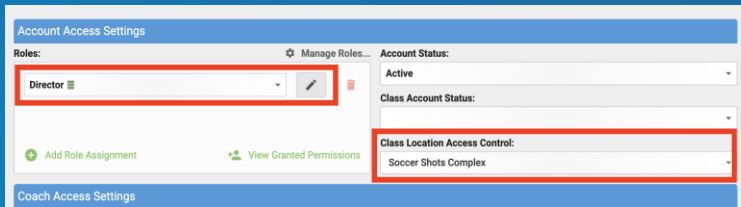


DIRECTORS

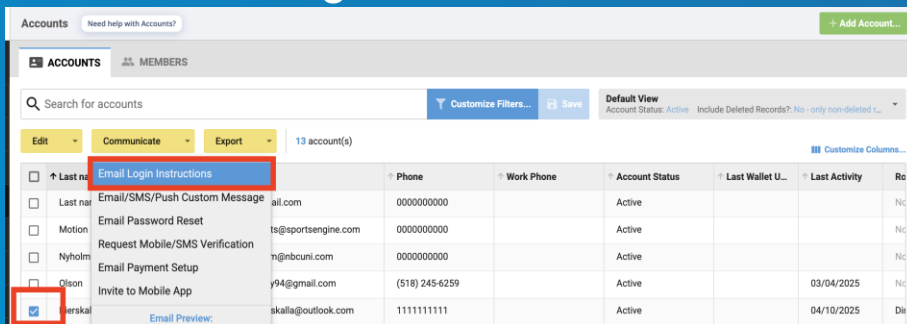
Setup Account + Manage Payments

- Org Tools > Accounts > + New Account
- Add Contact Information
- Add Permissions



The screenshot shows the 'Account Access Settings' form. The 'Roles' dropdown is set to 'Director' and is highlighted with a red box. The 'Account Status' is set to 'Active'. The 'Class Location Access Control' dropdown is set to 'Soccer Shots Complex' and is also highlighted with a red box. There are buttons for 'Add Role Assignment' and 'View Granted Permissions'.

- Save
- Close and go to account directory
- Send Email Login Instructions

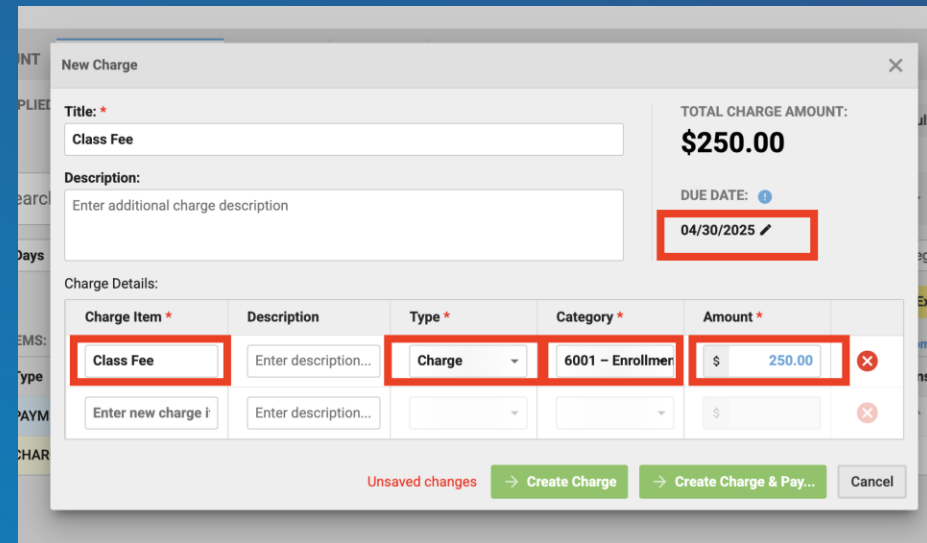


The screenshot shows the 'Accounts' directory. The 'Email Login Instructions' button is highlighted with a red box. Below the directory table, the 'Email Preview' button is also highlighted with a red box. The table lists accounts with columns for Last name, Email, Phone, Work Phone, Account Status, Last Wallet U..., Last Activity, and Role.

Setup Account + Manage Payments Video Director View Video

Add Payment to Director Account

- Click on directors name
- Go to Billing Summary
- Click Yellow Charge Button > Add Charge Item, Type, Category, Amount, Due Date.
- Either Charge or Charge and Pay if you already received the payment.



The screenshot shows the 'New Charge' form. The 'Title' field is set to 'Class Fee'. The 'Description' field is empty. The 'TOTAL CHARGE AMOUNT' is \$250.00. The 'DUE DATE' is 04/30/2025. The 'Charge Details' table has the following items:

Charge Item *	Description	Type *	Category *	Amount *
Class Fee	Enter description...	Charge	6001 - Enrollment	\$ 250.00
Enter new charge i	Enter description...			\$

Buttons at the bottom include 'Create Charge', 'Create Charge & Pay...', and 'Cancel'.