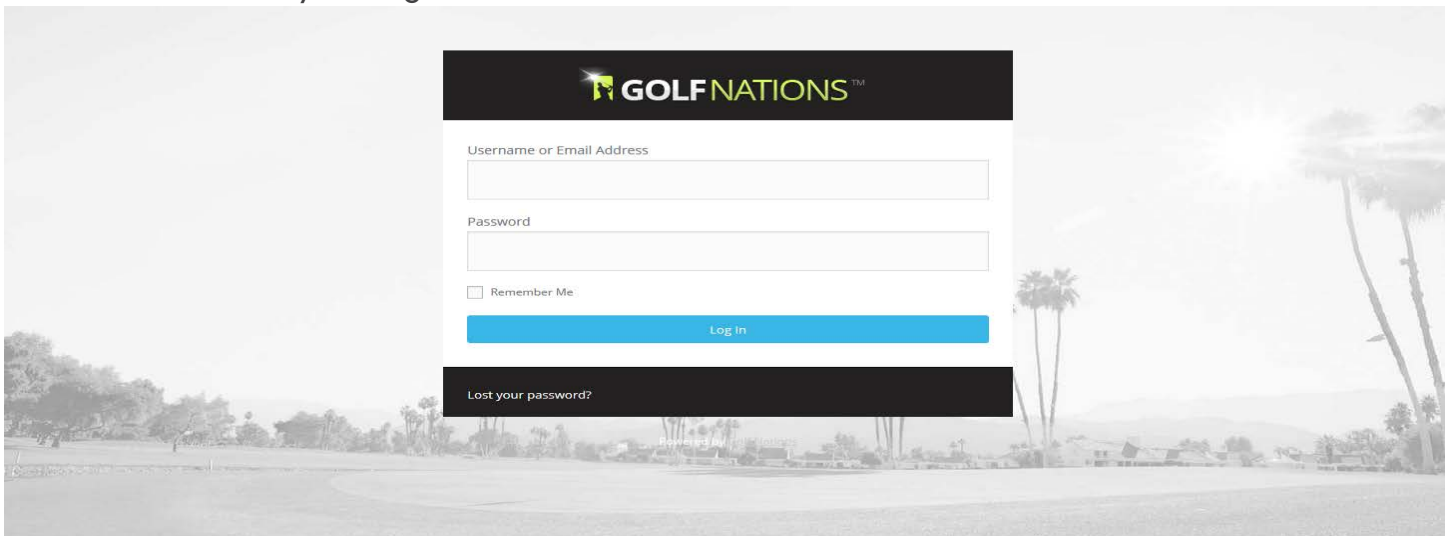
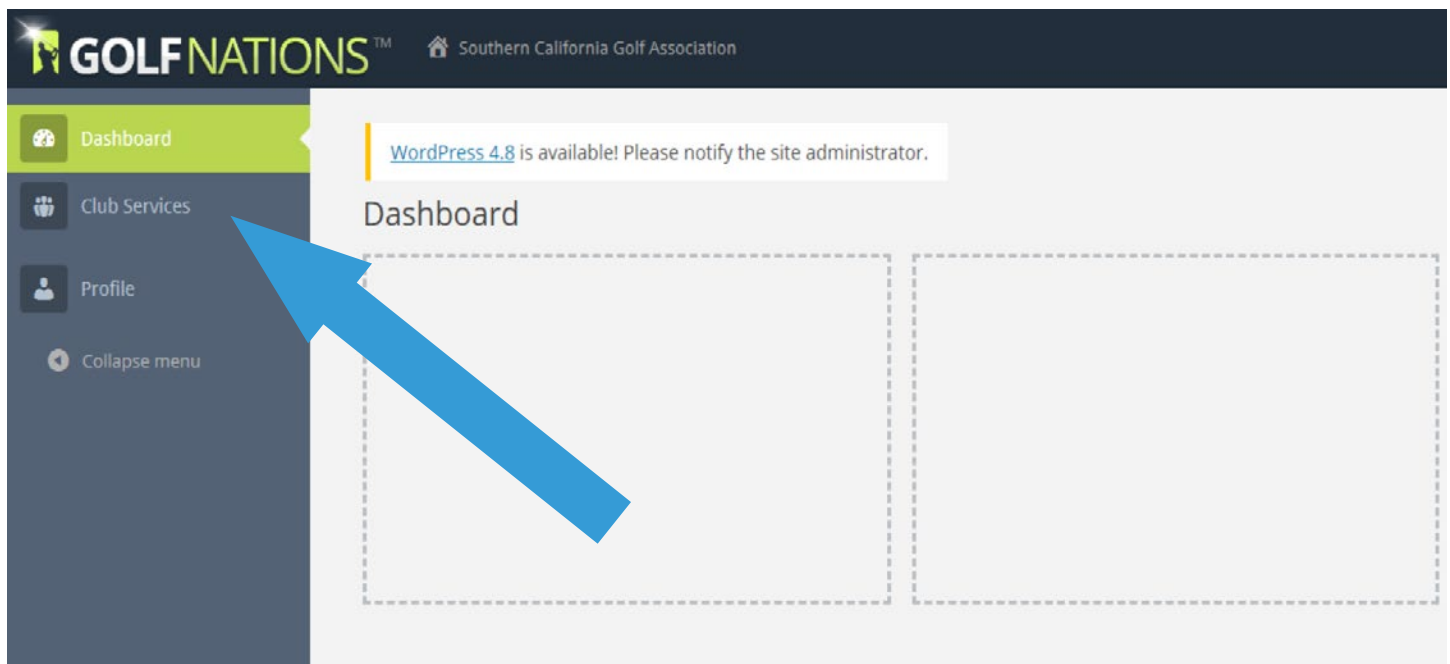


SCGA CLUB BILLING PLATFORM AND PORTAL

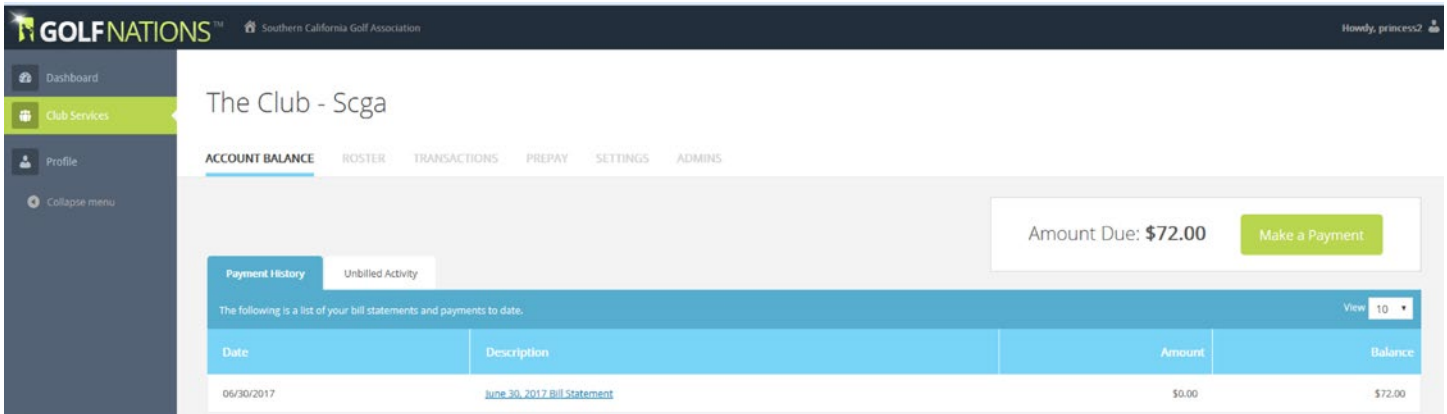
The SCGA Club Billing Platform is located on the SCGA Administration Portal. To access the Portal, go to <https://membership.scga.org/wp-login.php> or go to www.scga.org and hover over the membership tab, looking for SCGA Admin Portal. The link will also be included in each monthly email bill statement notification. Use the username and password associated with your credential (you can edit once logged in). Please feel free to let your internet browser remember your login for future reference.



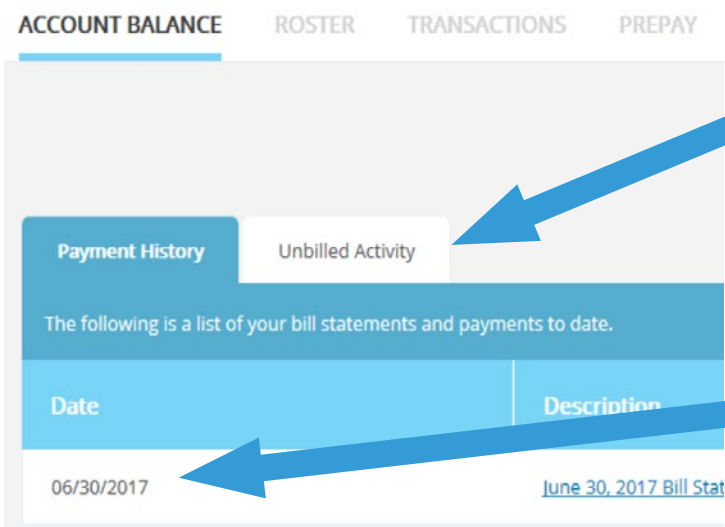
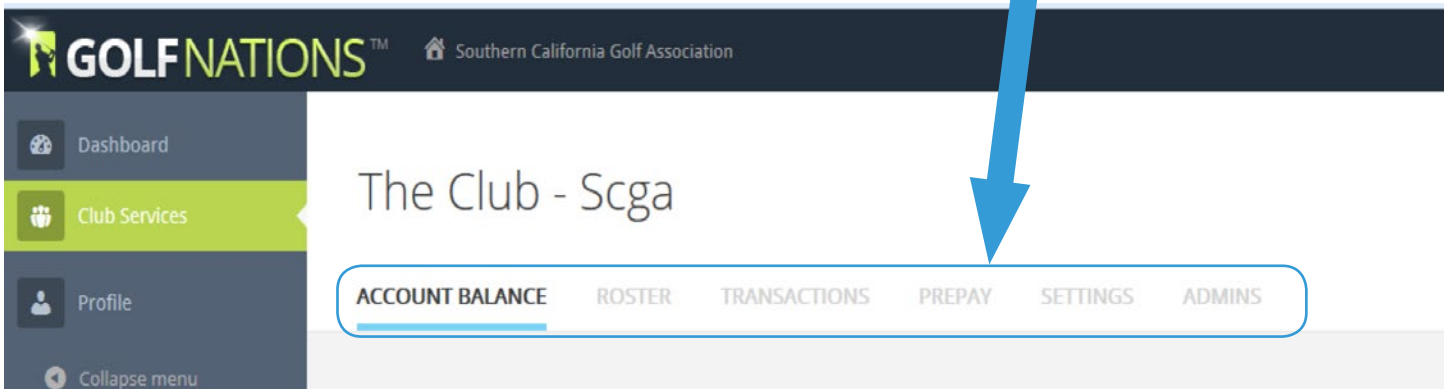
At the next screen, click on **Club Services**.



This will open the page where the club name is listed; for those who are administering billing for more than one club, click on the specific club name to access the club's portal.



The screen that appears shows the following tabs: Account Balance; Roster; Transactions; Prepay; Settings; and Admins. Please keep the BILLING CONTACT EMAIL in the Settings section up to date so that the right people receive monthly notifications or you can notify the SCGA if there are changes to be made to these contact points.



The **Account Balance** tab shows the **Payment History** and the **Unbilled Activity**. The Payment History includes any past Billing Statement with all transactions for the month, as well as any payments the club has made.

Click on a specific bill statement link to access that particular bill statement

SCGA BILL STATEMENTS

» The nuts and bolts of this document can be accessed at scga.org/billing at any time.

The SCGA bills clubs monthly, but does not mail the monthly bill statements (invoices). The balance will be emailed to the individual named as the club's billing contact, along with a link to log in to the club's administration portal to access and see the bill statement and its detail (any club official provided credentials as club admins will have access to the billing statement - clubs can add and delete admins as they wish). The bill statement will reflect all transactions and activity between midnight the first day of the month through 11:59 p.m. the last day of the month, will be dated the last day of the month, and will be available very early on the 1st day of each month.

THE TOP PORTION OF THE STATEMENT IS THE BILL SUMMARY.

The Previous Balance is self-explanatory as the total due from the last bill statement. Payments Received identifies the checks or credit card payments received from the club. Association Payments to the Club identifies any checks paid to the club (in general, for the case of eliminating a credit balance). Credit for Deactivating will automatically credit a club if they deactivate/inactivate an unpaid member within a set period of time. (100% if within 30 days of appearing on a bill statement, 50% if between 31- and 60 days of appearing on a bill statement; no credit if after 60 days). New Charges identify a composite of current transactions for the month (members added manually; supplies purchased, credits for club dues from members paying online, etc.).



Southern California Golf Association
3740 Cahuenga Blvd.
Studio City, CA 91604

Liquamedia Test 992 San Clemen - New Service
Club Service ID: 992-2
Bill End Date: 04/30/2017
Bill Number: 0992-02-001

Bill Summary as of 04/30/2017	
Previous Balance:	\$20.00
Payments Received:	-\$20.00
Association Payments to Club:	\$0.00
Credit for Deactivating:	\$0.00
New Charges:	\$68.50
Amount Due	\$68.50

THE MIDDLE PORTION IDENTIFIES TRANSACTIONS.

Date	GHIN #	Member	Association Membership Fees
04/05/2017	2152301	Ghin, Manual	\$36.00
04/04/2017	2111956	Fifteen, Fred	\$36.00
			\$72.00
Date	Description		Online Transactions
04/01/2017 - 04/30/2017	Credits from online transactions (see Appendix A for details)		-\$50.00
Date	Description		Misc. Credits from Association
04/13/2017	Professional Rate Credit for Director of Golf Kevin Jones		-\$36.00
Date	Description		Misc. Fees from Association
04/11/2017	2 boxes of scorecards		\$82.50

Total: **\$68.50**

The next portion of the statement identifies the specific transactions.

Association Membership Fees are the charges for those members who are added manually through the Admin Portal.

Online Transactions are usually credits due to the club based on the collection of the club portion of dues made via the Portal by individual members and are more fully explained under Appendix A of the statement.

Misc. Credits from Association (such as the Professional Rate credit for golf course personnel) and **Misc. Fees from Association** (such as purchased supplies – scorecards, debits tied to golfer refunds in cases where a club has already been credited.) are reasonably self-explanatory and a written description will accompany each as an explanation.

Association Membership Fees	\$36.00
	\$36.00
\$72.00	
Online Transactions	-\$50.00
Misc. Credits from Association	-\$36.00
Misc. Fees from Association	\$82.50

CLUB CREDITS (APPENDIX A)

For clubs that use the membership commerce portal (golfers paying their dues online) this section breaks down that activity. Of specific interest to clubs is the club portion of dues collected, which is identified as a club credit. The total credits to club is a composite of each individual club credit and feeds the online transactions upper portion of the bill statement.

Club Credits (Appendix A)

Date	GHIN #	Member	Total Payment	Assn Fees	Club Credits
04/05/2017	2153787	Portal, Entry	Amount Paid: \$86.00	Membership Fee: \$36.00	Regular Membership: \$50.00
			\$86.00	\$36.00	\$50.00

Total Credits to Club: **\$50.00**

CLUB PREPAYMENTS (APPENDIX B)

Clubs have the ability to pay for golfers who have given them money for renewal, or were previously members of the club and have let their membership lapse. If the club chooses to pay for these members before they appear on a bill statement via credit card, these would be considered prepayments. Anyone that the club pays for using this feature will be identified here. Because these members have not yet been on a bill statement, there is no club credit dollar amount/no crediting to the club's balance.

Club Prepayments (Appendix B)

Date	GHIN #	Member	Total Payment	Assn Fees	Club Credits
04/17/2017	2159037	February Three, Protal	Amount Paid: \$36.00	Membership Fee: \$36.00	\$0.00
			\$36.00	\$36.00	\$0.00

Total Credits to Club: **\$0.00**

PAYMENT OPTIONS FOR CLUBS:

1. WRITE A CHECK AND SUBMIT TO THE SCGA.

As the check is posted by SCGA the club billing contact will be notified via email and this will be logged in the payment history. If the club is paying by check it should identify the club number or the Bill Number to maximize likelihood that the correct account is credited. This identification also can be accomplished by printing out the first page/ uppermost portion of the bill statement and submitting that with the check. If less than the full balance is being paid, identifying who the payments are for is important, otherwise the SCGA will consider the payment to be made for those who have not been paid for the longest time period. Bill statements can be viewed as a PDF by choosing the View as PDF button located just above the Bill Summary.

2. PAY BY CREDIT CARD.

The club may pay its balance via credit card. Once logged into the club's Administration Portal and choosing the club name, the portal defaults to the Account Balance Tab. If the club has a balance due, a make a payment button becomes available for credit card payment. Once a credit card transaction is completed, it is immediately logged in the payment history. Note: Partial balance payments can be made via credit card as well, by "postponing" payment for golfers the club is not yet ready to pay for (unpaid golfers appear on the screen in preparation of the credit card payment procedure). The maximum club payment transaction amount via credit card is \$10,000.

CREDIT BALANCE ON A STATEMENT

Note: Any club with a credit balance on a statement of \$200 or more will automatically be sent a check for the credit balance amount. If a club desires to receive a check for smaller credit balances, please [contact the SCGA](#) to arrange this.