












# How to pay membership fee via teamsnap? (desktop version)

## Step 1: Go to "Payment" Tab

Navigation bar with icons for: Home, Roster, Schedule, Availability, Tracking, **Payments** (highlighted with a red box), Statistics, Assignments, Media, Messages, Preferences, Manager.

Non-Players	Full Member (2019) HK\$2,500 per person	Student Member (2019) HK\$1,000 per person	Young Member (2019) HK\$1,500 per person	Player Balance	
 Bonnie Chu	<a href="#">Pay My Fees With </a>	n/a 	HK\$5.00 	n/a 	HK\$5.00
 Katherine Lian		n/a 	n/a 	n/a 	+PAID
<b>Total Team Balance Remaining:</b>	HK\$67,500.00	HK\$4,005.00	HK\$7,500.00	HK\$79,005.00	

**Click here**

Key: **RED** = Amount Owed    **GREEN** = Paid in Full    GRAY = Fee Does Not Apply to This Person

## Step 2: Check the membership fee



Home



Roster



Schedule



Availability



Tracking



Payments



Statistics



Assignments



Media



Messages



Preferences



Manager

Pay Online with **PayPal**

You can pay your team fees online any time using PayPal. If you do not have a PayPal account you will be able to set one up for free during the payment process.

By initiating a PayPal payment here, you agree to the [TeamSnap Terms of Service](#) regarding payment transactions.

Please enter the amount you wish to pay for each of the following fees. You will confirm payment information on the next page before you are charged:

Student Member (2019)

You owe HK\$5.

Cancel

Continue

**Check the fee and click "Continue"**

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# Step 3: Login to your Paypal account or pay with a Debit or credit card

### Your payment summary





Description	Amount
Hong Kong Beach Water Polo Association Limited	\$5.00 HKD
<b>Total:</b>	<b>\$5.00 HKD</b>

### Choose a way to pay

▼ Log in to your PayPal account 

[Log In](#)

[Problem with login?](#)

► Pay with a debit or credit card    

Or simply create a PayPal account.

[Cancel payment and return to TeamSnap, Inc.](#)

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## Step 4: Review your payment and click "Pay"

### Your payment summary

Description	Amount
Bonnie Chu	\$5.00 HKD
<b>Total:</b>	<b>\$5.00 HKD</b>

### Review your information

**Additional information** 

Your memo about this payment: Bonnie Chu (Hong Kong Beach Water Polo).

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**Payment method** [Change](#)

PayPal Balance \$5.00 HKD

[View PayPal policies](#) and your payment method rights.

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**Click here**

# Step 5: Completed your payment

## Your payment summary

Description	Amount
Hong Kong Beach Water Polo Association Limited	\$5.00 HKD
<b>Total:</b>	<b>\$5.00 HKD</b>

## Your payment has been sent



✔ You've completed your payment.

We've sent you an email with a summary to bonniechu.hk@gmail.com.

**Click here**

[Return](#)

to TeamSnap, Inc.

You will be redirected to TeamSnap, Inc. in a few seconds.

# Step 6: Teamsnap will update your record automatically upon payment transferred

The screenshot shows the 'Payments' tab of the Hong Kong Beach Water Polo League Website. The page displays a table of player payment records. The table has columns for 'Non-Players', 'Full Member (2019) HK\$2,500 per person', 'Student Member (2019) HK\$1,000 per person', 'Young Member (2019) HK\$1,500 per person', and 'Player Balance'. Two players are listed: Bonnie Chu and Katherine Lian. Bonnie Chu's record shows '+PAID' in green text under the Student Member column, which is highlighted with a red box. Katherine Lian's record shows '+PAID' in green text under the Player Balance column. A 'Total Team Balance Remaining' row at the bottom shows amounts in red: HK\$67,500.00, HK\$4,000.00, HK\$7,500.00, and HK\$79,000.00. A key at the bottom explains the color coding: RED = Amount Owed, GREEN = Paid in Full, and GRAY = Fee Does Not Apply to This Person.

Non-Players	Full Member (2019) HK\$2,500 per person	Student Member (2019) HK\$1,000 per person	Young Member (2019) HK\$1,500 per person	Player Balance
Bonnie Chu	n/a	+PAID	n/a	+PAID
Katherine Lian	n/a	n/a	n/a	+PAID
<b>Total Team Balance Remaining:</b>	<b>HK\$67,500.00</b>	<b>HK\$4,000.00</b>	<b>HK\$7,500.00</b>	<b>HK\$79,000.00</b>

Key: RED = Amount Owed GREEN = Paid in Full GRAY = Fee Does Not Apply to This Person

## How do Members Pay Fees on the Mobile App?

The answer is it depends on the type of fee payment your players are trying to make.

### Team Payments Tab using PayPal

The Pay By PayPal option is not available on the mobile app. To pay team fees by PayPal, members need to login to Teamsnap from a mobile browser then navigate to the Payments tab to complete the payment using the Pay by PayPal button.

**Thank you!**