



Chico Senior Softball Pay After Already Registered

If you have already registered for the Chico Senior Softball season but haven't paid your fees yet this document will take you through the steps to pay online with a credit card.

Please Note, the images shown here were taken from a Windows computer using the Chrome browser. If your using a different device or system you'll need to determine how to perform each step on your device and/or browser.

1. Login:

- Go to the [Chico Senior Softball](#) homepage and select the "Login" link in the upper right as shown here in Figure 1 below.



Figure 1: CSS Homepage

- Log into your CSS Player account via the Login dialog box shown in Figure 2.
- Use the "Forgot Password?" link in the lower right if you have forgotten your password.

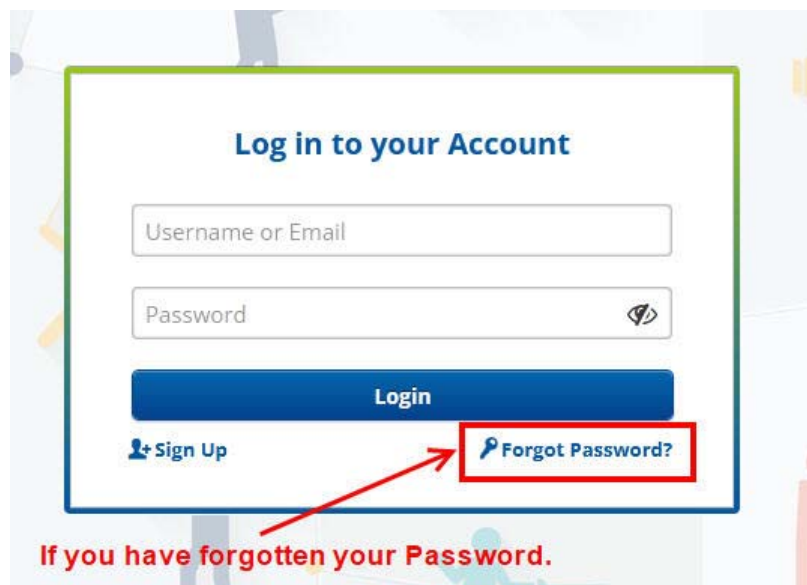


Figure 2: Login Dialog Box



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2. Find Your Current Registration:

- Once in your Player Account Page select **[Registrations]** in the left panel as shown here in Figure 3.

The screenshot shows the Chico Senior Softball Player Account Page. The top navigation bar includes the Chico Senior Softball logo and the text "Chico Senior Softball". To the right of the logo are two links: "My" (highlighted with a red box) and "Team". Below the navigation bar is a sidebar with a list of links: Home, Schedules, Teams, Messages, Registrations (highlighted with a red box and an arrow pointing to it), Payments & Orders, Register for Programs, and Shop. The main content area displays the player's profile for Zowie McPlayer, including their photo, name, athlete status, birth date (Mar 01, 1950), email (zmcplayer@yopmail.com), and phone number (530-765-4321). To the right of the profile is a box with the following information: Member ID: 211336, Last login date & time: Mar 24, 20, Mobile app installed: No, and Subscribed to text messages: No. At the bottom of the page, there are two boxes: "Upcoming Games" with a count of 0 and "Upcoming Practices" with a count of 0.

Figure 3: Player Account Page



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You will now be taken to your “**My Registrations**” page, Figure 4.

- Find the **registration/season** you want to make a payment for.
- Under “Actions” on the right select the 3-Dot Circle menu to bring up a Sub-Menu.
- Select the **[View Registration Info]** option.

The screenshot shows the 'My Registrations' page. At the top, there are tabs for 'My' (selected and highlighted with a red box) and 'Team'. Below the tabs is a header 'My Registrations' with a help icon. A table lists registrations with columns: ID, Registration Date, Program Name, Start Date, End Date, Total Fee, Registration Status, and Actions. The first row is highlighted in yellow. The 'Actions' column for the first row shows a 3-dot menu icon circled in red. A red arrow points from this icon to a sub-menu where 'View Registration Info' is highlighted with a red box.

ID	Registration Date	Program Name	Start Date	End Date	Total Fee	Registration Status	Actions
> 237410	Mar 24, 2023	2023 Masters (Age 65+, Tuesday & Thursday A.M.)	Apr 02, 2023	Oct 31, 2023	130.00		<ul style="list-style-type: none">Apply DiscountView Registration Info

Figure 4: Player Registrations Page



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3. Make a Payment:

- Once in the selected season as shown in Figure 5, select the **[Make a Payment]** link under “Actions” to the right.

The screenshot shows the 'Athlete Registration Info' page for the 2023 Masters (Age 65+, Tuesday & Thursday A.M.) season. The 'My' tab is selected. The registration status is 'Complete'. The fulfillment status is 'Not Paid'. The 'Registration Payments' table shows a payment of 130.00 due on Mar 13, 2023, with a 'Make a Payment' button in the 'Actions' column.

ID	Installment	Due Amount	Due Date	Paid Amount	Paid Date	C Fee	Late Fee	Status	Actions
> 382327	Mar 2023	130.00	Mar 13, 2023	0.00		0.00	0.00	Not Paid	Make a Payment

Figure 5: Player Registration Information



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This will bring you to the payment page, as shown here in Figure 6, for the registration/season you selected previously.

- Fill in your credit card information and then select the **[Place Order]** button.
- This will complete the payment process and you will receive a confirmation email as shown on Figure 7 on the next page.

My Team

Pay Online - 2023 Masters (Age 65+, Tuesday & Thursday A.M.) ?

Make Payment

Payment Summary

2023 Masters (Age 65+, Tuesday & Thursday A.M.) Memo

Due date: Mar 13, 2023

Program fee: \$130.00

Total amount: \$130.00

Payment Options

☒ Credit/Debit Card ☐ Bank Transfer(ACH)

Credit/Debit Card Details

Card number Name on card

Enter your credit card information.

Figure 6: Registration Payment Page



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4. Check Your Email:

- Once you have completed making your payment you will receive a Payment Confirmation Email.

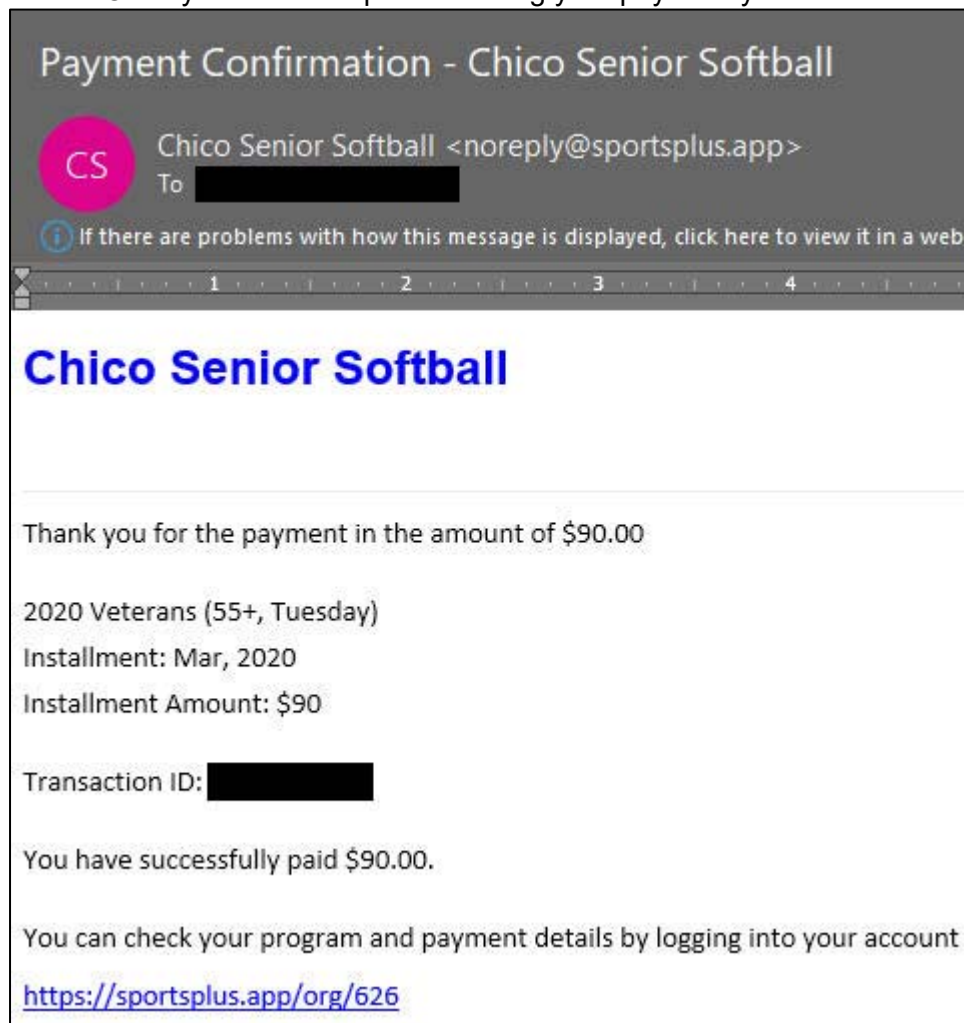


Figure 7: Confirmation Email