Instructions for Making an Online Payment

1. Click the online payment portal link on website (on the main page and under the *NIVA FEES* tab)
2. You HAVE to have a Sport Ngin account to pay online
* The account is free
* Sign in if you have account or login with Facebook
* If you don’t have an account, create one
1. Choose who you are registering (it will be your name…the account is in the name of someone over 18 so you have to click you are registering yourself. You will be able to enter your daughter/son’s info later.)
2. Click *CONTINUE*
3. Fill in your information
* Fill in the PLAYER’S NAME
(parents can have the sport ngin account but please fill in the player name for who you are paying for)
* For email, please put parent’s email address, not player’s
* Select your program from the drop down menu (feeder program, HS club or travel/limited travel)
* Select if you want to *pay in full* or *make payments*
* If you choose to pay in full, the feeder team amount and the HS club amount will automatically come up at the discounted price ($30 off). THIS DISCOUNT IS ONLY GOOD UNTIL 12/13/18…NO EXCUSES!
* Travel/limited travel teams do NOT get a paid in full discount
* Travel and limited travel prices already have the $50 tryout credit discounted in the totals that show up
* If you don’t pay in full, these are the assigned plans:

\*\*For all payment plans: You card/bank account will AUTOMATICALLY be charged on the dates listed below (usually around 1AM the morning of the due date). Make sure your accounts are up-to-date before these dates so you don’t get charged a failed payment!

\*\*Any failed payments will result in a $25 processing fee

1. For a feeder/HS club team, you will be charged $140 on Dec 13th payment and $140 on Jan 13th.
2. Full travel you’ll be charged $300 Nov 18th, $300 January 1st, $300 March 1st

3. For 10 & 12U limited, you will be charged $300 Nov 18th, $150 January 1st, $150 February 1st.

4. For 13-18U limited teams, you will be charged $300 Nov 19th, $250 January 1st, $250 February 1st.

5. Click *REVIEW*

6. Check over the information on the next page and click, *CONTINUE TO SHOPPING CART*

7. Check over the info and amounts and click *CHECKOUT*

* If you have a discount code, you must enter it ON THE VERY FIRST PAYMENT YOU MAKE for it to be applied to your balance…the discount will be spread out through multiple payments if you do a payment plan
* If you sold fundraiser, you parent rep will let you know your individual assigned discount code…it is assigned by the company and club.

\*You have until December 13th to enter this discount and make your first payment

**\*If you sell fundraiser items, do NOT make your first payment until you have a code from the club!!**

\* Feeder team assistant coaches, contact your parent rep for your discount code

* If you tried out for travel and did not make it, you need to contact Adria (nivajrs@gmail.com) for your $50 tryout credit discount

8. Fill out your payment information

* You can pay with credit/debit card or checking account
* All payments are guaranteed secure

9. Click *COMPLETE ORDER*