

## Adding a club split to an Athletics NSW 2015/2016 subscription via One Sport Technology

*Background – the “base price” for subscriptions for 2015/2016 has been set by Athletics NSW and released into each club’s IMG portal. Clubs are now able to add their own split, of an amount of their choosing. This extra profit may cover a club registration fee, grounds hire/electricity fee, a coach expense levy, etc. Clubs are welcome to leave the amount as set by ANSW.*

*These instructions are relevant to IMG’s One Sport Technology software.*

*The following is an example of this process, and in no way reflective upon the club that was used for these graphics.*

### Instructions

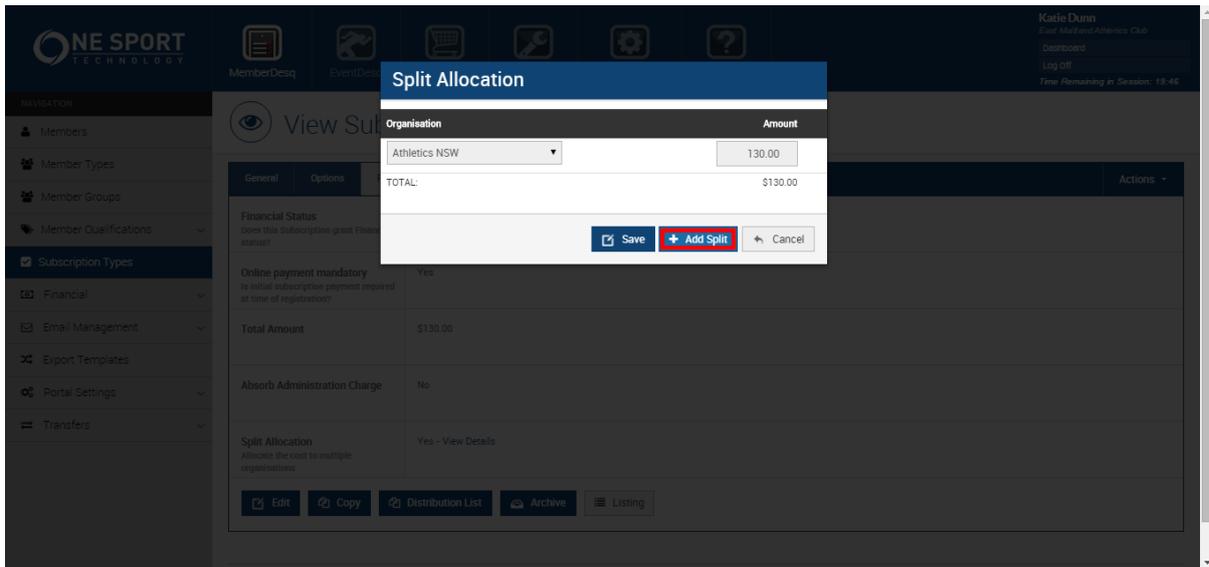
1. Log into your club’s portal. Click Member Desq → Subscription Types. The 2015/2016 subscription types are available to view.  
We will use the 2015/2016 Athletics NSW “Open Athlete Membership” for our example. Click view, as highlighted on the screen.

Name	Listing Type	Code	Amount	Order	Actions
Transfer	Syndicated	19519	\$0.00	0	Actions
2014/15 Athletics NSW Member	Distributed	19520	\$0.00	0	Actions
2015/16 Athletics NSW Open Athlete Membership	Syndicated	20138	\$130.00	10	View
2015/16 Athletics NSW Junior Athlete Membership	Syndicated	20139	\$105.00	20	Actions
2015/16 Athletics NSW Youth Athlete Membership	Syndicated	20152	\$70.00	30	Actions
2015/16 Athletics NSW Dual Athlete Membership	Syndicated	20143	\$0.00	40	Actions
2015/16 Athletics NSW Age Concession Athlete Membership	Syndicated	20153	\$90.00	50	Actions
2015/16 Athletics NSW Club Athlete Membership	Syndicated	20154	\$70.00	60	Actions
2015/16 Athletics NSW Community Athlete Membership	Syndicated	20155	\$10.00	70	Actions
2015/16 Athletics NSW Family Membership	Syndicated	20156	\$250.00	80	Actions
2015/16 Athletics NSW Club Associate	Syndicated	20157	\$60.00	90	Actions

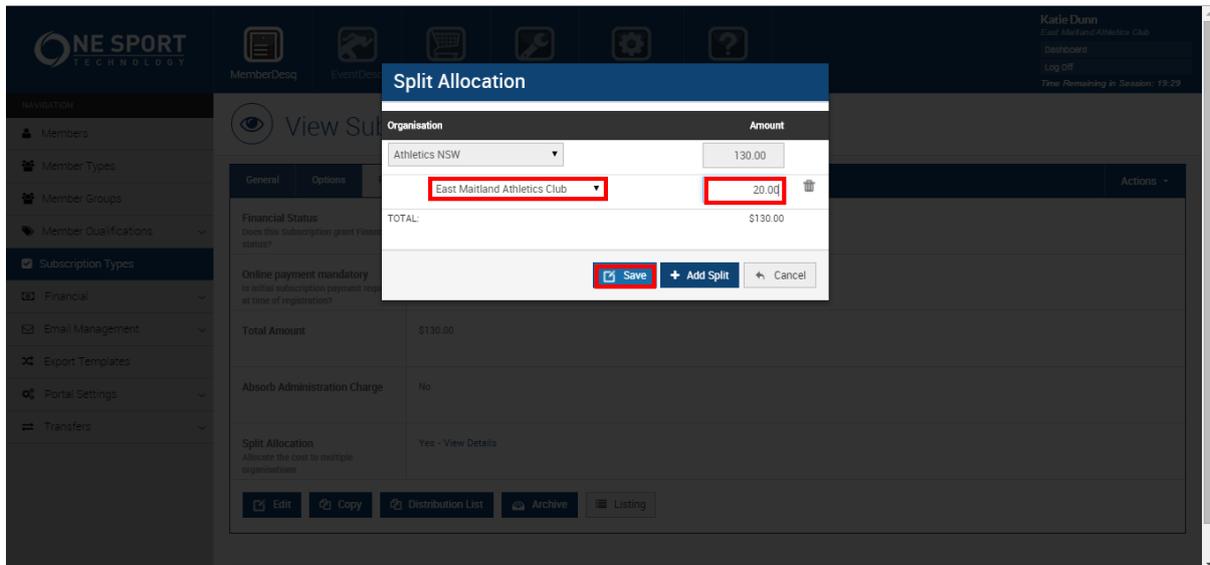
2. There are multiple tabs of over information available (see yellow highlighted box). We want to select “Financial”, which will display the relevant information for that subscription. Click “edit”.

General	Options	Financial	Invoice	Receipt	Auto Reminder	Descendents	Actions
Financial Status Does this Subscription grant Financial status?		Yes					
Online payment mandatory Is initial subscription payment required at time of registration?		Yes					
Total Amount		\$130.00					
Absorb Administration Charge		No					
Split Allocation Allocate the cost to multiple organisations		Yes - View Details					

- The background screen will blacken, and a pop up box will appear. This shows you where money is currently allocated, and the total amount. Click “Add split”.



- You can now select options from the drop down list. Ensure you select your club as this is where the money will go. Enter the amount of the “split” your club will receive.  
*For educational purposes, I chose East Maitland Athletics Club, and added a split of \$20.00*  
Click save.



5. The subscription will then save and update itself. If you click back to the financial tab, you will see the updated price (\$130.00 + \$20.00 = \$150.00).

If you click View Details, you can see where money is allocated.

General	Options	Financial	Invoice	Receipt	Auto Reminder	Descendants	Actions
Financial Status Does this Subscription grant Financial status?		Yes					
Online payment mandatory Is initial subscription payment required at time of registration?		Yes					
Total Amount		\$150.00					
Absorb Administration Charge		No					
Split Allocation Allocate the cost to multiple organisations		Yes - View Details					

The subscription has now had a split added and your members will be charged accordingly.

### Frequently asked questions

Q: What if I make a mistake?

A: The subscriptions have been set up to minimise mistakes, but we recommend you check your work (and get someone else to if unsure), ESPECIALLY before people start registering online.

If you make a mistake with your club split, you can easily change this:

1. In the relevant subscription, click “edit”
2. Alter the amount allocated to the club.
3. Click save.
4. Optional – you are also able to delete the split amount. Click the recycling bin icon, then save.

Organisation	Amount
East Maitland Athletics Club	20
Athletics NSW	130
TOTAL:	\$150.00

Q. Can I change the amount ANSW charged, or put in a negative split by our club to lower that amount?

A. No. The system won't allow negative splits to be entered, and ANSW's prices are a compulsory minimum.