

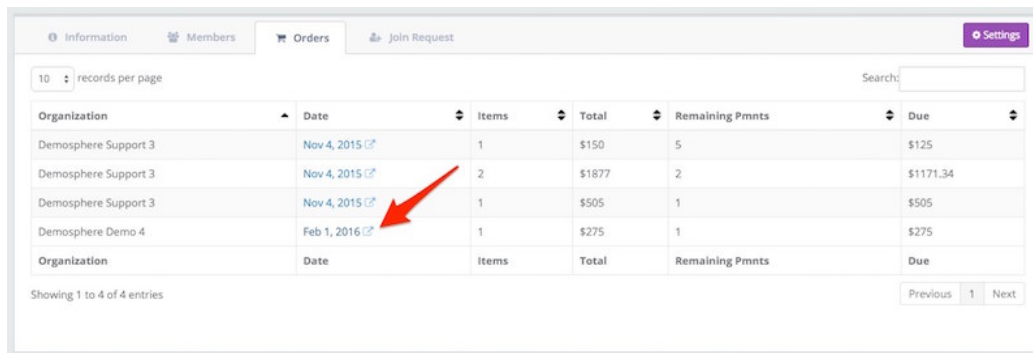
## (2) "Update A RosterPro Method of Payment From TeamNet"

The TeamNet platform provides Household Administrators with a comprehensive list of **all** registration orders that have been placed for their Household on **any** RosterPro® Registration System site.

The order history indicates the date the order was placed, the organization it was placed for, the number of remaining payments, and the amount still due. Rather than manually navigating to each organization's registration system, locating the order, and making a payment separately – TeamNet's order history links directly to the RosterPro® order to make updating payment methods and making payments as simple as possible!

### Locating TeamNet Orders

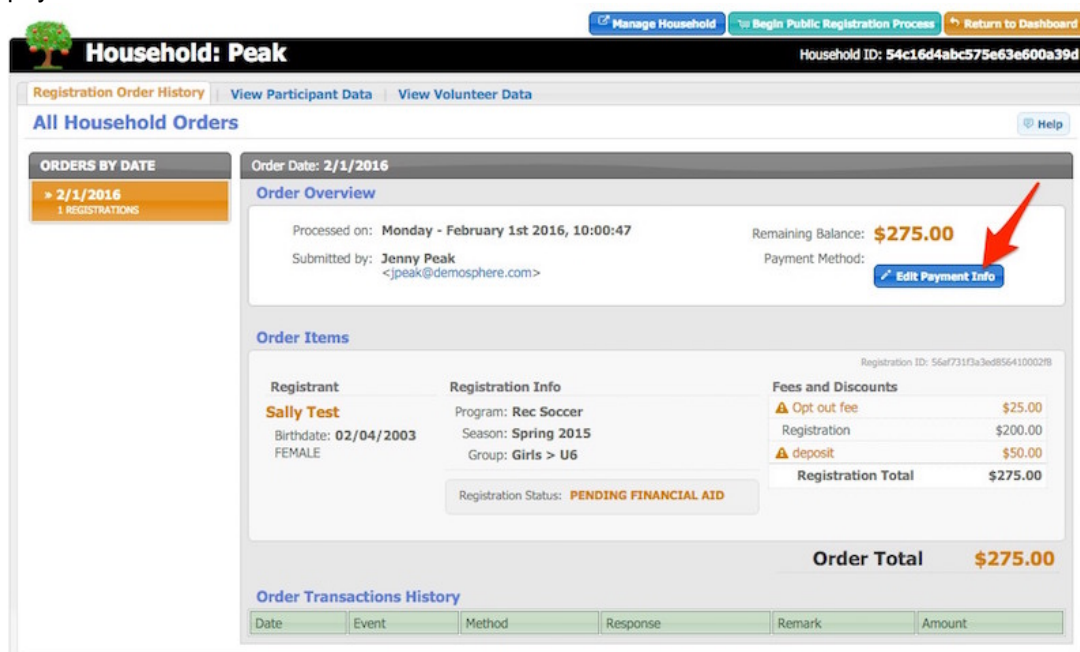
To access your full list of registrations, click into the My Household section and then click into the third tab, Orders. This section will alert the Household Administrator of any remaining payments left on a particular order, and the remaining amount due.



Organization	Date	Items	Total	Remaining Pmnts	Due
Demosphere Support 3	<a href="#">Nov 4, 2015</a>	1	\$150	5	\$125
Demosphere Support 3	<a href="#">Nov 4, 2015</a>	2	\$1877	2	\$1171.34
Demosphere Support 3	<a href="#">Nov 4, 2015</a>	1	\$505	1	\$505
Demosphere Demo 4	<a href="#">Feb 1, 2016</a>	1	\$275	1	\$275

### Update Your Payment Method

To make a payment, or update the payment method on a particular order, click on the linked date. Clicking on this link will redirect the Household Administrator to the **Registration Order History** in the corresponding RosterPro® Registration System. Once redirected to the RosterPro® Registration System, Household Administrators can edit their payment info per usual. If there are multiple registrations placed on the same date, make sure you are editing the correct order payment.



Household: Peak  
Household ID: 54c16d4abc575e63e600a39d

Registration Order History | View Participant Data | View Volunteer Data

All Household Orders

ORDERS BY DATE

> 2/1/2016  
1 REGISTRATIONS

Order Date: 2/1/2016

Order Overview

Processed on: Monday - February 1st 2016, 10:00:47  
Submitted by: Jenny Peak  
<jpeak@demosphere.com>

Remaining Balance: \$275.00  
Payment Method: [Edit Payment Info](#)

Order Items

Registrant: Sally Test  
Birthdate: 02/04/2003  
FEMALE

Registration Info: Program: Rec Soccer  
Season: Spring 2015  
Group: Girls > U6

Registration Status: PENDING FINANCIAL AID

Fees and Discounts

Opt out fee	\$25.00
Registration	\$200.00
deposit	\$50.00
Registration Total	\$275.00

Order Total \$275.00

Order Transactions History

Date	Event	Method	Response	Remark	Amount
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