

HOW TO VIEW YOUR TASO-SSA BALANCE

Log into Arbiter (full site – not mobile). Upon logging in you will land on your Dashboard page.

The screenshot shows the top navigation bar of the Arbiter Sports website. The 'PAYMENTS' link is circled in red. Below the navigation bar, there are three sections: 'Arbiter Pay Summary' showing a current balance of \$80.00, 'Upcoming Schedule' with a table of events, and 'Announcements' with a recent message from Bryan Abbott.

Upcoming Schedule			
Sun Oct 06	12:00 PM - 2:00 PM	University of the Incarnate Word vs Northwestern State University	Incarnate Word University
Fri Oct 11	7:00 PM - 9:00 PM	Texas A&M University-Corpus Christi vs Abilene Christian University	Texas A&M Corpus Christi
Tue Oct 29	4:30 PM - 5:30 PM	St. Anthony Catholic High School vs Regents School	St. Anthony Catholic HS

Announcements		
Fri Sep 13	11:33 AM	Bryan Abbott

Click the PAYMENTS link – you will land on the PAYMENTS dashboard. You will then click Invoices.

The screenshot shows the 'View and Print Invoices (TASOSSA 2017)' page. The 'Invoices' link in the navigation bar is circled in red. The page displays a table of invoices with columns for checkboxes, Official, #, Date, Invoice, View, Receipt, and Statement. The invoice for Bryan Abbott with number 195 and a value of 10.00 is circled in red. A magnifying glass icon is visible next to the 'View' column for this invoice. There are 'Print Invoices' and 'Exit' buttons on the page.

	Official	#	Date	Invoice	View	Receipt	Statement
<input type="checkbox"/>	Abbott, Bryan	2	8/1/2019	27.13		2	
<input type="checkbox"/>	Abbott, Bryan	195	8/5/2019	10.00			

The line items represent invoices and the net amount for each invoice. For example, Invoice number 195 above reflects an amount of \$10.00. To view the details of that item, click the **magnifying glass** icon to drill down into the invoice and display the details.

Invoice Detail

Games

Official	Sport & Level	Games
	Expand All	0

Additions & Deductions

Official	Account	Quantity	Total
Abbott, Bryan	Membership Dues	1	10.00

Exit

To view your payment activity and current BALANCE, click the number that is displayed in the **Receipt column**. You will see the following:

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS REPORTS REFLOCKER PROFILE

Dates Sites Teams Partners Travel Limits Summary

Receipts (Official: Bryan Abbott)

Exit

#	Date	Amount	Pmt. Method	Ref/Check No.	Memo
39	8/20/2019	35.00	Check	RefPay Transfer	for 2018-2019 assigning fees
61	9/17/2019	25.00	Check	ArbiterPay	for assigning fees
		37.13			
		60.00	-22.87		

Exit

In the image above, the yellow number represents the total of your invoices. The white number represents the total of your payments received. The number in the Pmt. Method column represents your TASO-SSA BALANCE.

- If this number is blue (as shown above) – you have a credit balance (good)
- If this number is red – you have a debit balance (bad – you owe)

To view/print a STATEMENT of your TASO-SSA activity, click the **Printer Icon** from the Invoices dashboard page. You will see the following:

TASO-SSA
P.O. Box 33232
San Antonio, TX, 78265

Statement

	Date
	9/30/2019

Bryan Abbott

Date	Transaction	Amount	Balance
8/1/2019	Invoice # 2	27.13	27.13
8/5/2019	Invoice # 195	10.00	37.13
8/20/2019	Receipt # 39, Check RefPay Transfer	(35.00)	2.13
9/17/2019	Receipt # 61, Check ArbiterPay	(25.00)	(22.87)
			Amount Due
			-22.87