



CAS Online Registration System – Registration Payment Summary Report – Clubs

The Payment Summary Report has been implemented for clubs to use when submitting payment to OAS. Clubs will use the report to select batches that have been submitted. Along with the payment, clubs will include the report to identify which batches have been paid with their payment.

On the list of registration batches, a check box will appear once a batch has been submitted that allows you to select the batch for payment. You can select as many batches for payment as you need. When you have selected the batches for payment, you can click the "Payment Summary Report". The report will be displayed with only the batches that you have selected for payment. You can print the report or save it as a PDF. **This report must be submitted along with the payment. USE the back arrow to return to the previous screen.**

NOTE: once a batch has been printed on a payment summary report, an "S" will appear beside the check box. This is to let you know it has already been included on a payment summary report. The "S" does NOT prevent you from selecting it again to include on another payment summary report if required.

For Clubs, once a batch has been submitted (PAYT WAIT status), you can select the batch to include on your payment summary report. If you have multiple batches you want to include, select each batch to include. Then click the payment summary report button.

NOTE: the "Payment Summary Report" button will only appear if there have been batches or payments selected for printing.



Club Payment Summary Report Screens

List of batches for a club, only "PAY WAIT" (payments submitted by club) can be printed on payment summary report. These will have the check boxes beside the "Go" button. You can check these on and off as desired.

Canada Artistic Swimming Registration System
Club Canada Artistic Swimming TEST Club (CLUB_ADMIN) - Canada Artistic Swimming TEST Club

Registration Batches: Submitted Pending Completed ALL ALL (Prev. Years)

Number	Status	RegYR	Amount	No. Reg.	Org.		
REG0000843	PAYT WAIT	19/20	\$119.00	1	Canada Artistic Swimming TEST Club	<input type="checkbox"/>	Go
REG0000842	PAYT WAIT	19/20	\$166.00	2	Canada Artistic Swimming TEST Club	<input type="checkbox"/>	Go
REG0000663	PAYT WAIT(NSO)	19/20	\$212.00	4	Canada Artistic Swimming TEST Club		Go

Once you select at least 1 batch, the "Payment Summary Report" button appears. You can select and remove selection as required. You can select more than 1 batch as well.

Canada Artistic Swimming Registration System
Club Canada Artistic Swimming TEST Club (CLUB_ADMIN) - Canada Artistic Swimming TEST Club

Registration Batches: Submitted Pending Completed ALL ALL (Prev. Years)

Number	Status	RegYR	Amount	No. Reg.	Org.		
REG0000843	PAYT WAIT	19/20	\$119.00	1	Canada Artistic Swimming TEST Club	<input checked="" type="checkbox"/>	Go
REG0000842	PAYT WAIT	19/20	\$166.00	2	Canada Artistic Swimming TEST Club	<input type="checkbox"/>	Go
REG0000663	PAYT WAIT(NSO)	19/20	\$212.00	4	Canada Artistic Swimming TEST Club		Go

Payment Summary Report



Once you click the "Payment Summary Report" button, the report appears on the screen for all batches selected.

You can print or save the report as a PDF. The following is an example of the club report.

Batch Payment Summary Report

109 Canada Artistic Swimming TEST Club
Ottawa Ontario

Batch No	Amount	No. Regists	PTSO Amount	NSO Amount
REG0000884	\$119.00	1	89.00	30.00
TOTAL:	\$119.00			

Club Administrators, please submit this form with along with your payment to your PTSO registrar.
Date: 8-Oct-2019 Page: 1

In the example below, the first batch shows an "S" which means it already was printed on a payment summary report. You can check it again if you require it on another payment summary report.

Canada Artistic Swimming Registration System

Club Canada Artistic Swimming TEST Club (CLUB_ADMIN) - Canada Artistic Swimming TEST Club

Registration Batches: Submitted Pending Completed ALL ALL (Prev. Years)

Number	Status	RegYR	Amount	No. Reg.	Org.			
REG0000843	PAYT WAIT	19/20	\$119.00	1	Canada Artistic Swimming TEST Club	S	<input checked="" type="checkbox"/>	Go
REG0000842	PAYT WAIT	19/20	\$166.00	2	Canada Artistic Swimming TEST Club		<input checked="" type="checkbox"/>	Go
REG0000663	PAYT WAIT(NSO)	19/20	\$212.00	4	Canada Artistic Swimming TEST Club		<input type="checkbox"/>	Go

Payment Summary Report