

Ellerslie AFC Inc

Making Payments to the Club

The Club offers members several ways of making payments for amounts owing as follows:

1. ONLINE BY VISA OR MASTEWRCARD – Preferred Option

(Only available while the relevant season is open in our Friendly Manager database system.)

The club operates the Friendly Manager database system which supports online payments by Visa or Mastercard. To use this facility you need to:

- a. Login to the database by selecting the “Login” button from the home page on our website at www.ellersliefootball.org.nz
- b. If you cannot recall your username or password use the “I have forgotten my Username or Password” option on the login screen
- c. Once logged in select “Tasks” from the top menu bar, then select “Make a Payment”
- d. Follow the on screen instructions.

NOTE: This method requires you to pay the total owed for at least one outstanding item. Preferably you will pay the entire balance due.

2. ONLINE BANK TRANSFER USING INTERNET BANING

The Club’s bank account details are:

Account Name	ELLERSLIE ASSOCIATION FOOTBALL CLUB INCORPORATED
Account Number	12-3060-0187771-01

IMPORTANT:

- Please ensure you use the correct bank account number and name to enable a match within the “Confirmation of Payee” service recently introduced by New Zealand banks.
- Please make sure to include the invoice number, surname and initials for the charge you are paying. Include this in the “Particulars”, “Code” and “Reference” fields of the bank transaction. This will enable us to correctly credit the correct account/invoice.

3. CASH PAYMENTS - Discouraged

The Club now normally operates on a “cashless” basis. **Cash payments are therefore STRONGLY discouraged.** If you have absolutely no other way of making your payment:

- please **email us** at registrations@ellersliefootball.org.nz and we will contact you **to confirm the times** staff will be available at the Club office to receive your payment.
- **please bring the correct amount of cash** for the invoices you wish to pay (we do not have “change” available).
- **please ensure you receive a receipt.**
- Due to the need for a special trip to the bank before processing a cash payment, there may be a delay in payments received in cash being credited to your account.