CLUB·SIDE

COACH GUIDE SUPPLEMENT

Sending Your First Payment Request

The whole money loop in pictures: you send a request, families pay online, and the money lands in your team's own account.

For Head coaches **Version** 1.0 · August 2026 **Online** clubside.io

The money loop at a glance

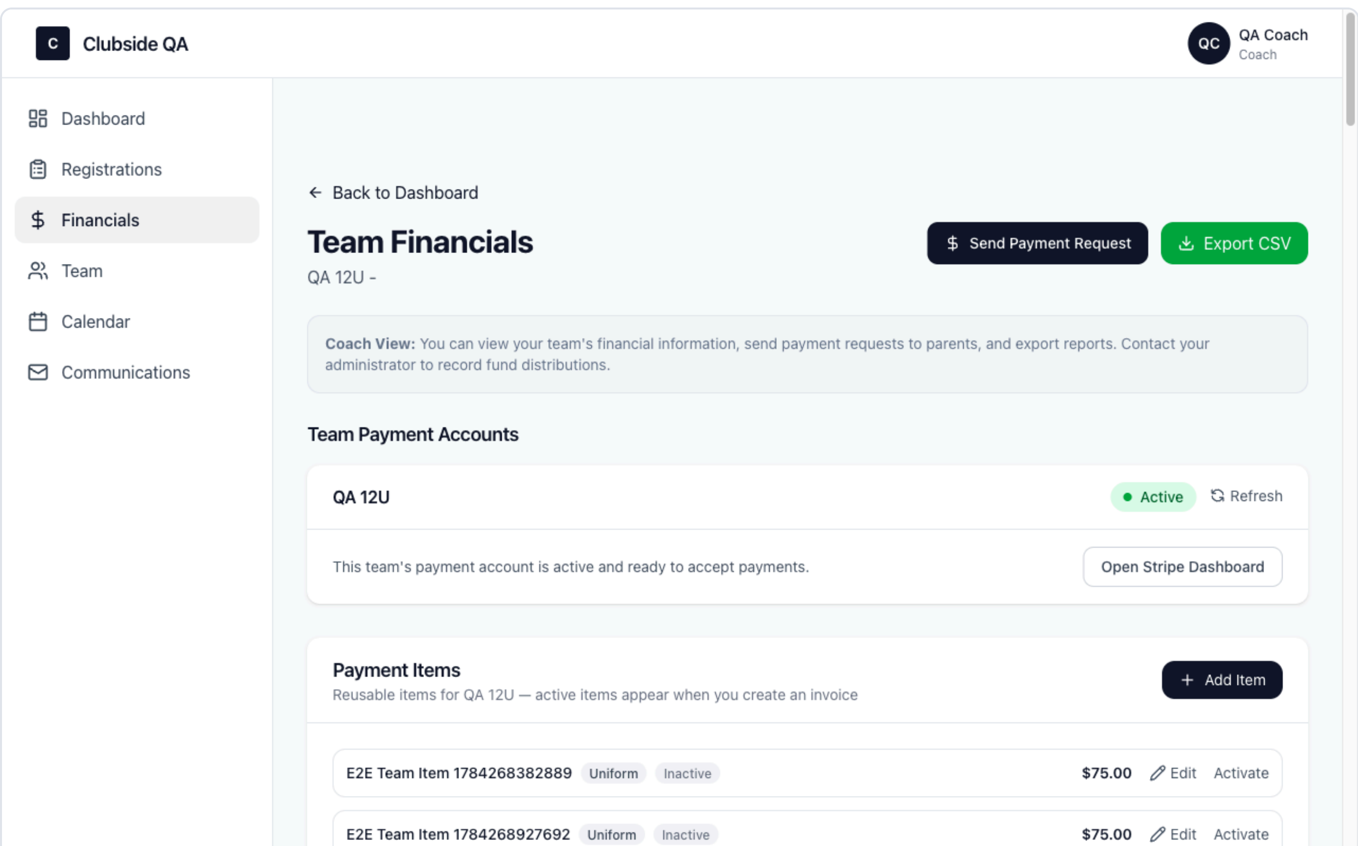
Collecting money in Clubside is three moves: define the fee once, request it from your families, and watch it land. You never chase checks, and you never handle card numbers. The screens below are from our demo club, so your team names will differ; the buttons will not.

BEFORE YOU START

Your team's payment account must be connected (the one-time Stripe setup from onboarding). If your Financials page shows the account as Active, you are ready.

1. Create the fee, once

A payment item is a reusable fee definition. Set it up one time and invoice against it all season.



Start at Coach › Financials. Your team's payment account shows Active at the top, with the Send Payment Request button and your reusable Payment Items list below.

New Payment Item

Name *

Fall Season Dues

Description

Covers fall season tournament entry, field time, and equipment.

Amount *

$ 200

Type *

Registration

☑ Requires Approval

If checked, this item is only added to invoices after registration approval. If unchecked, parents can pay upfront.

Create Item | Cancel

Create a payment item. Give the fee a name families will recognize, a short description, and the amount. "Fall Season Dues, $200" beats "Fee 1".

Fall Season Dues Registration Active

Covers fall season tournament entry, field time, and equipment.

$200.00 Edit Deactivate

Saved and Active. The item now lives in your list, ready to be attached to any payment request this season.

2. Send the payment request

Pick who owes, attach the fee, review the total, send. Clubside creates the invoice and emails the family a pay link.

Recipient Information

Parent/Guardian *

QA Parent (dyland601+qaparent@gmail.com)

Player (Optional)

Demo Player

Team

QA 12U

Coaches can only create invoices for their assigned team

Choose the recipient. Select the parent (and optionally the specific player) the request is for. Your team is already selected.

☑ **Fall Season Dues**
Covers fall season tournament entry, field time, and equipment.
$200.00

Attach the fee. Pick the payment item you created. You can combine more than one item on a single request.

Invoice Details

Due Date

09/09/2026

Notes (Optional)

Optional notes for this invoice

Total Amount: **$200.00**

Review the details. The due date defaults to 30 days out (change it if you need to), add an optional note, and check the running total.

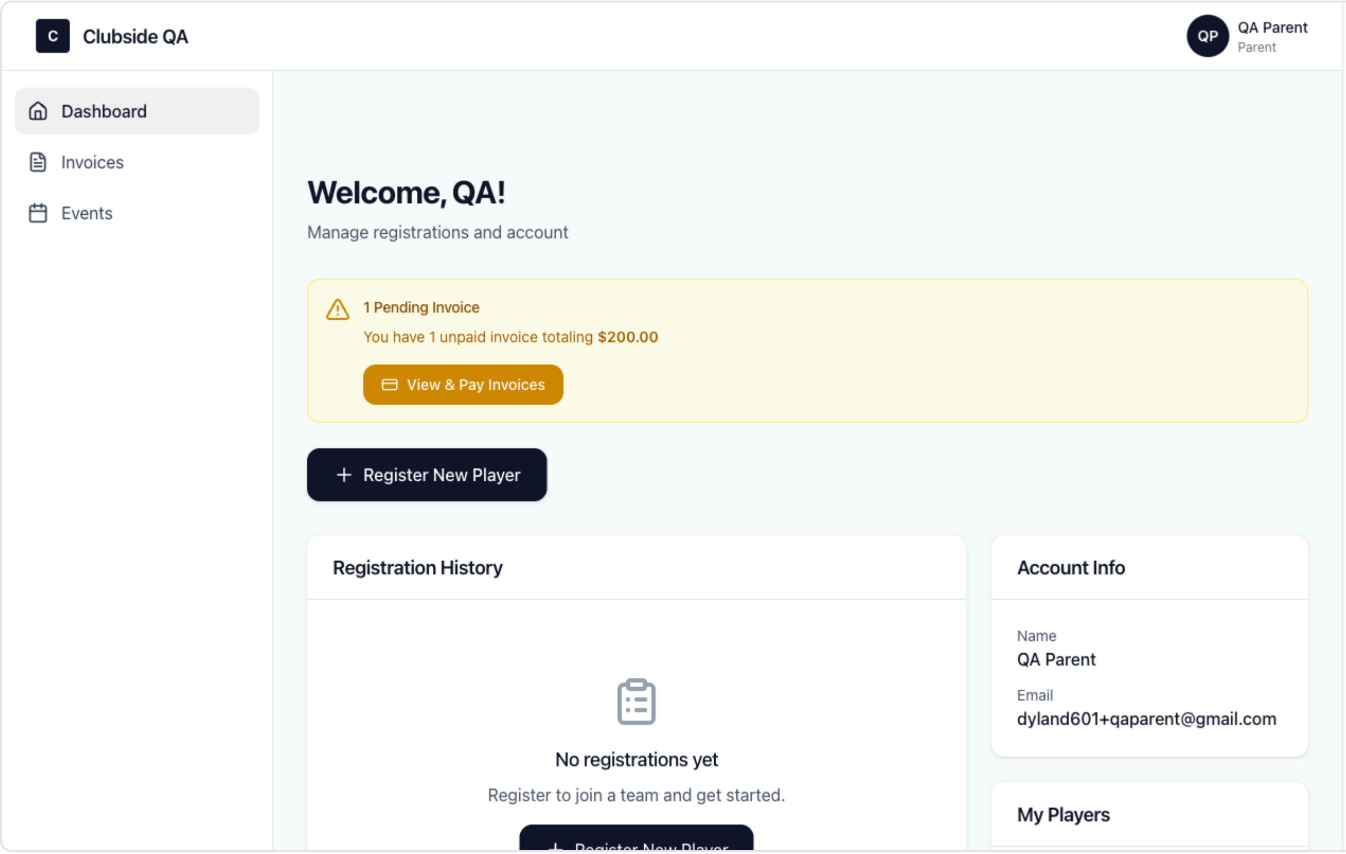
Outstanding Invoices (1)

PLAYER	PARENT	AMOUNT	DUE DATE	STATUS
Demo Player	QA Parent	$200.00	9/9/2026	pending

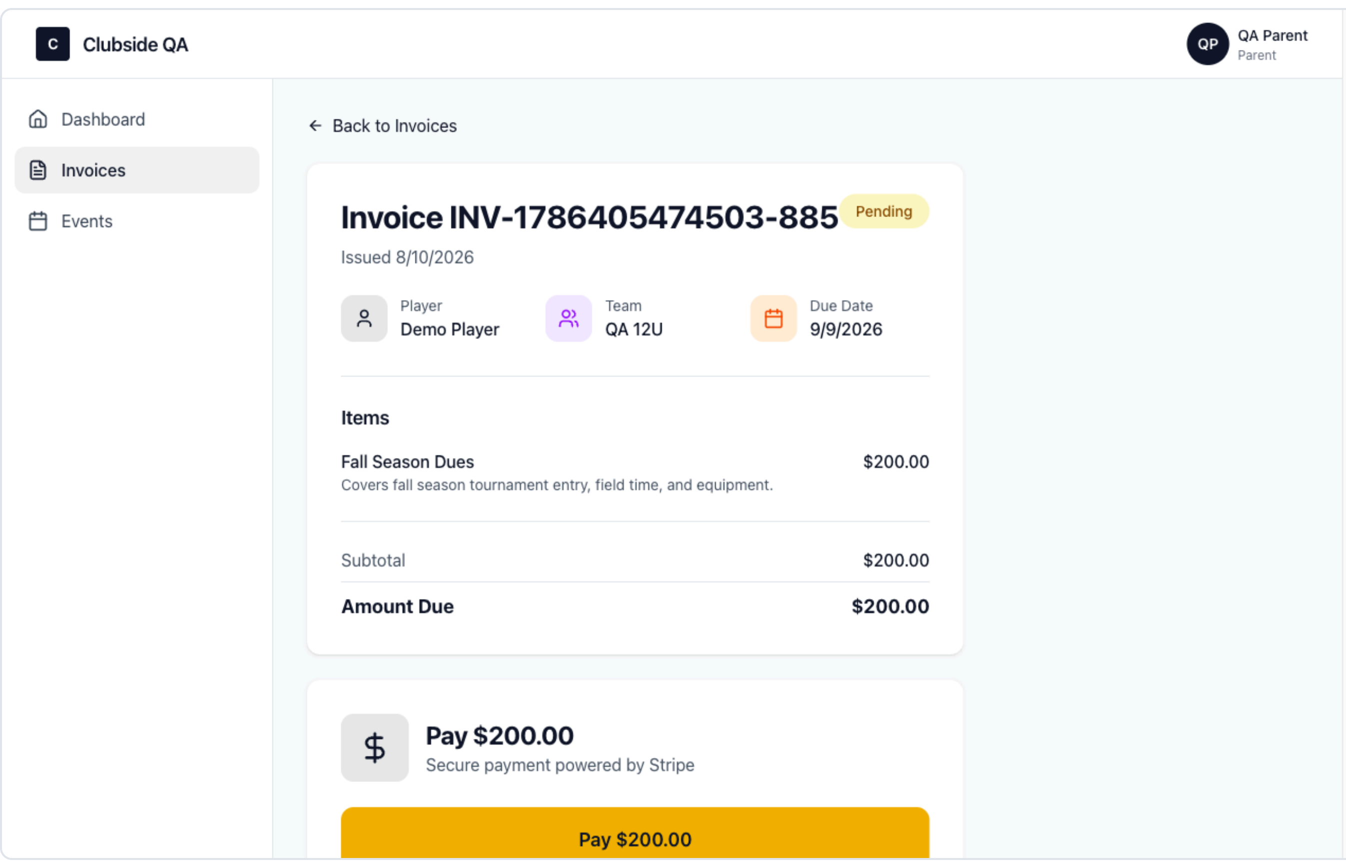
Sent. The invoice appears under Outstanding Invoices with a pending status, and the family gets an email with a pay link.

3. What the family sees

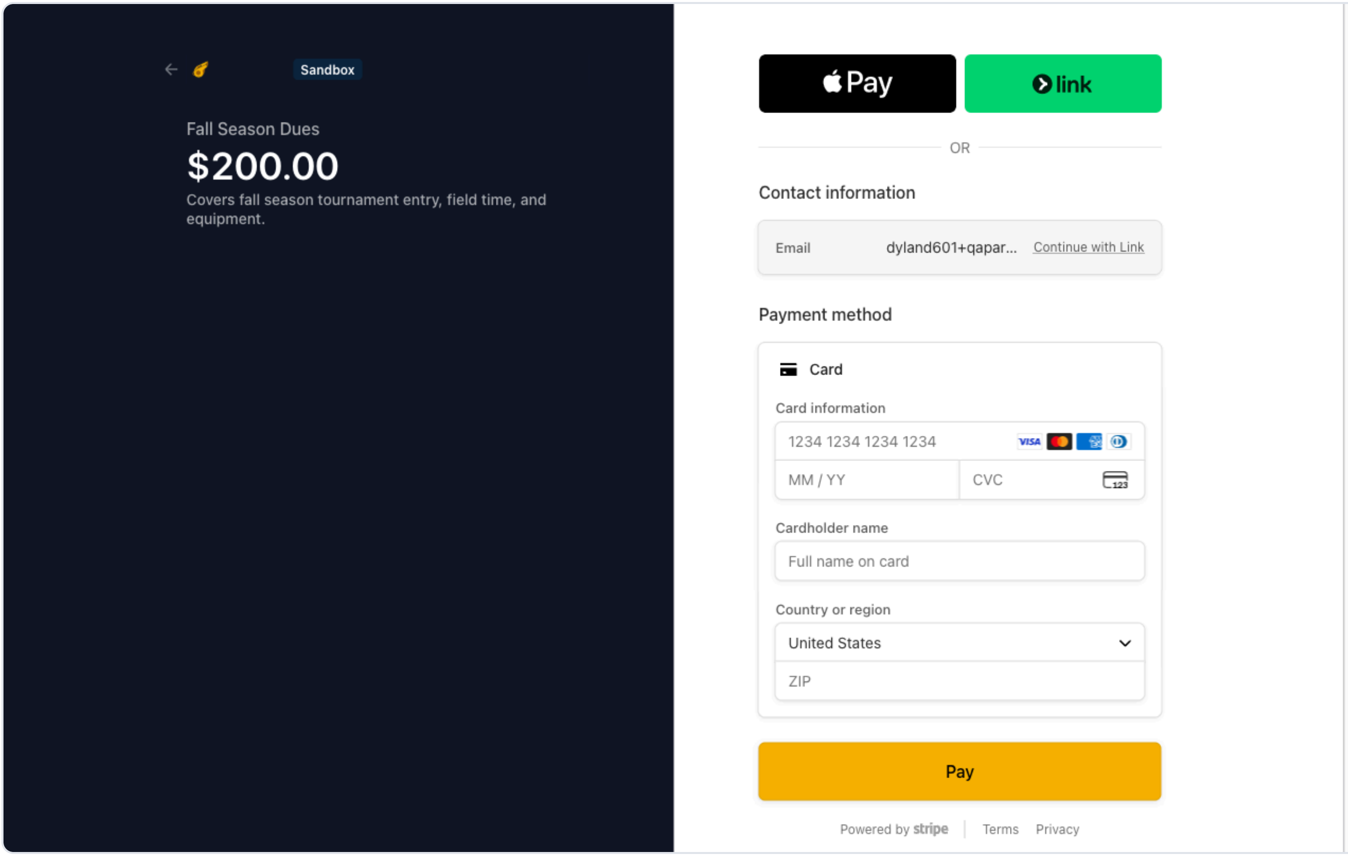
Parents pay online in about a minute, from their phone or computer. You never touch a card number.



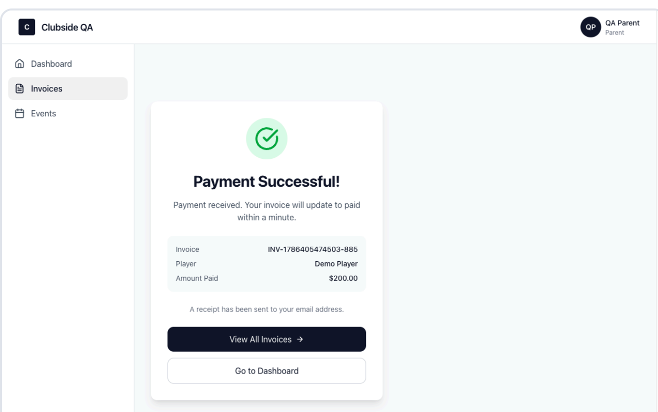
The parent's dashboard flags it. A pending-invoice banner with a View & Pay button appears the moment you send.



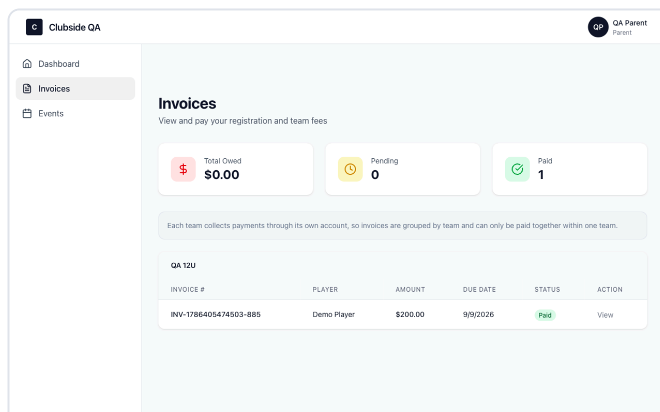
One clear bill. Line items, the amount due, and a single Pay button. If your club allows 2-pay or 3-pay plans, the options appear at checkout and installments auto-charge on schedule.



Secure checkout by Stripe. Card, Apple Pay, or saved details. Processing fees are shown to the family at checkout, so your team nets the full invoiced amount.



Instant confirmation with the invoice number and amount, plus an emailed receipt.



Their balance drops to zero. The invoice flips to Paid on their account immediately.

4. The money lands

Payments go straight to your team's own account. Clubside never holds your money.

Total Revenue	Total Invoiced	Outstanding	Paid Invoices
$200.00	$200.00	$0.00	1 / 1

Your Financials update in real time. Revenue, outstanding balance, and paid-invoice counts reflect the payment as soon as it clears.

Outstanding Invoices (0)

All invoices paid!

This team has no outstanding invoices

Everyone paid. When the last invoice clears, the outstanding list tells you so. No spreadsheet required.

GOOD TO KNOW

Payment plans need nothing from you: if a family picks 2-pay or 3-pay, installments charge their saved card automatically on schedule, reminders go out on their own, and your invoice shows partially paid until the plan completes. Questions? Email support@clubside.io.