



# Michigan State Youth Soccer Association

## MSYSA – RM Voucher Codes Information Sheet

Each RM voucher will be administered as a club-specific, “Background Check” Billing Account in GotSport. This means your club will have access to view your voucher balance, reload your voucher balance via credit card payment, and view voucher usage – all from within your own club account.

Voucher billing accounts are not automatic. The MSYSA State Office must set one up for your club in advance, upon request. Once the voucher account is created, you can likely access your voucher account information right from your Club Dashboard, under ‘Registration Billing.’ Look for an account with the category, “Background Check.” You can also access the voucher account by clicking on the Billing tab of your left-side Dashboard menu, and selecting Payor Accounts.

### View (& Editing) Voucher Billing Account Details

Click the Account Number to view the Billing Account Details. Many fields are not editable by the club. Please contact the MSYSA State Office in order to make changes.

Two editable fields to pay attention to are:

- **Voucher Code** – You can view & change your voucher code here. Please use caution in editing your RM voucher code, in case you already distributed the code to those who have not yet used it. Once a voucher code is changed on this page, the previous code will no longer work during the background check process.
- **Payment Method** – This is where you can input your credit card information, in order to reload your voucher. Before you can reload your balance, you must add a credit card to your account.

Note: If your club prefers to mail a check as voucher payment, please contact the MSYSA State Office to coordinate.

### Invoices

Under the Invoices section, you will see a list of voucher uses. As individuals from your club utilize your RM voucher for their background checks, entries will be added here.

### Payments

Under the Payments section, you will see a list of payments made toward your account. The first payment you’ll see is any remaining balance that MSYSA transferred over from the GotSoccer Legacy system. As you add funds to your account balance, those transactions will also show here as Payments.

### Reloading Your Voucher

Once you’ve added a credit card under Payment Method (& refreshed your screen), click the “New Payment” button to reload your voucher balance. Fill out the amount (preferably in an increment of \$7.50) and click Pay. The payment should process right away.



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## Other Important Notes

- Clubs must pre-pay for voucher uses. A voucher cannot be used if there are insufficient funds to cover the cost of a background check.
- A person will only be able to use your club's voucher code if they are first affiliated with your club. In other words, a coach from Club A cannot use Club B's voucher code if that coach does not have an assigned role with Club B in GotSport.
- If a coach's assigned club doesn't utilize RM vouchers at all (i.e., the club has no voucher billing account), the coach won't be shown the option to enter a voucher code during the background check process. Their only option will be 'Credit Card Checkout.'
- A person will only be able to use your club's voucher code if they are **accessing their background check through their role with your club**. This is important when a person is affiliated with multiple clubs. Here's an example:

This user has assigned roles with two clubs, Danielle Test Club and Michigan Test Club Account. If the user has a voucher from Danielle Test Club, but Michigan Test Club Account does not use RM vouchers, this user needs to click the "More Info" button under Danielle Test Club in order to use the RM voucher for Danielle Test Club.

Danielle Test Club  
MI, US

Role	Level	Affiliate	USYS Requirements	Rolling	20/21	21/22
admin			<span style="color: green;">Heads Up</span> <span style="background-color: #28a745; color: white; padding: 2px;">Approved</span> <span style="background-color: #28a745; color: white; padding: 2px;">Fulfilled</span> <a href="#">More Info</a>			
coach						
referee		USYS	<span style="color: green;">Safe Sport</span> <span style="background-color: #ffc107; padding: 2px;">Required</span> <a href="#">More Info</a>	<span style="background-color: #ffc107; padding: 2px;">Required</span>		
			<span style="color: green;">Background Check</span> <span style="background-color: #ffc107; padding: 2px;">Required</span> <a href="#">More Info</a>			

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Michigan Test Club Account  
MI, US

Role	Level	Affiliate	USYS Requirements	Rolling	20/21	21/22
referee			<span style="color: green;">Heads Up</span> <span style="background-color: #28a745; color: white; padding: 2px;">Approved</span> <span style="background-color: #28a745; color: white; padding: 2px;">Fulfilled</span> <a href="#">More Info</a>			
			<span style="color: green;">Safe Sport</span> <span style="background-color: #ffc107; padding: 2px;">Required</span> <a href="#">More Info</a>			
			<span style="color: green;">Background Check</span> <span style="background-color: #ffc107; padding: 2px;">Required</span> <a href="#">More Info</a>			

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