

## BC LACROSSE ONLINE PLAYER REGISTRATION AND PAYMENT DETAILS

The BC Lacrosse online registration process allows a BCLA Association to have their players register and pay online and then add or merge that information into the existing BCLA database.

Each Association can choose their own methods of registration and payment, from the following options:

- Cheque
- PayPal – the Association is required to have a Website Payments Standard account through PayPal. Parents can register and pay using a credit card (Visa, MasterCard, and American Express) or their own PayPal account.
  - Parents signing up through PayPal DO NOT need a PayPal account, only a credit card.
  - It takes about 20-30 minutes to setup a Website Payments Standard account.
  - You must complete a minor financial transfer of funds to confirm the account. This will take a day or two. However, we can still get your other details up while we wait for this.
  - We only need the **email address associated with your PayPal account** to set up the payment process for PayPal.
- Merchant Account – you must have a merchant account through your financial institution. Your financial institution will tell you which credit cards are accepted--and you can then use--for the registration process.
  - It can take a month or two to setup a merchant account and then get that account interfaced into the BCLA online registration system.

**Note:** *You can choose any combination of the options above, including a credit card (or PayPal) **only** option, which many of the Associations are beginning to choose.*

### COSTS

- Merchant Account one-time setup fee: \$125.00. (There are no setup fees for cheque or PayPal).
- Cheque Only – All registrations are charged at \$1.25/registration.
- PayPal or Merchant Account – **All registrations are charged at \$2.00/registration.**
  - **Please note:** This would also include adding players through the backend using paper registrations. They would also be billed \$2.00 per player.

Also note the following additional fees which are the responsibility of the Association:

- PayPal (Website Payments Standard): there is no monthly fee or setup cost for using PayPal. Each transaction will cost 30 cents plus a percentage of the transaction which ranges from 1.9% - 2.9%. (These fees are current as of July 2013)
- Merchant Account – depending on your financial institution there can be an initial setup fee and a monthly fee. There will also be a transaction fee. Contact your financial institution for further pricing details.

**Note:** *Any monies owing from using the online registration system will be billed to each Association by the BCLA at the normal billing time frame. You will not get any bills or financial requests from us (Digital Element Design).*

If you have any questions, please contact Daryl Fernquist at [darylf@fernweb.com](mailto:darylf@fernweb.com) or call 604-941-6001.