



GameOfficials How-To Guide for:

NISL Officials





Important NISL/GameOfficials Info:

- NISL owns the information related to **Northern Illinois Soccer League [Group 1444]** in GameOfficials. NISL manages the access and permissions for its users.
- NISL oversees which clubs participate with game assignments in GameOfficials. NISL also manages which assignors are responsible or each club. Please contact NISL if you have any questions on clubs their assignors.
- This "GameOfficials How-To Guide for NISL Official" is geared towards brand new users of the GameOfficials software. Current users familiar with GameOfficials can also benefit in reviewing this guide for info on where to find key information related to NISL's setup in GameOfficials.
- For questions related to game assignments and availability in GameOfficials, please contact your Assignor (see "<u>Contact your Assignor for Help</u>" section below).
- For NISL-related inquires, referee payments, and GameOfficials access, please contact Philip Richardson at philip@chicagosoccer.com.
- For GameOfficials software information and technical support, please GameOfficials Support at gosupport@gameofficials.net.





How-To Guide Sections:

Click on the links in **blue** below to jump to their respective page. Each section will have a (①) icon in the upper right hand corner that you can click on in order to return here, the "How-To Guide Sections" page.

- How to Login: <u>as a New User</u> or <u>as a Current User</u>
- Update your Personal Info
- Add Your Availability
- <u>Choose your Club(s) and Assignor(s)</u>
- Accept or Decline Game Assignments: <u>by Email</u>, <u>by Text Message</u> or <u>by Logging in</u>
- Adding a Game Score
- <u>Contact your Assignor for Help</u>
- NISL Payments to Officials
- Setup a Pay Method in GoPay





How to Login: New Users

A **New User** means you do not have an account anywhere with <u>www.gameofficials.net</u>. Please follow these instructions to setup a username and password so you can get setup with GameOfficials.

- 1) Go to <u>www.gameofficials.net</u>
- 2) Click on New Official?
- 3) In the **Group Number** and **Access Code** text boxes, NISL officials can use:
 - Group Number = 1444
 - Access Code = NISL2015
- 4) Click Continue







For Future Password Assistance

(Cont...) How to Login: New Users

- Fill in your new account details: Name, Email address, Username and Password, etc. 5)
- Click Save (Create New Account). 6)
- 7) If your account was created successfully, you will see a popup window to confirm that you have created an account. Click **OK** on the popup. You will also receive a "Welcome" email from GameOfficials.

Security Questions

You can now login with your username and password at <u>www.gameofficials.net</u>. 8)

<u>NEW USER SIGNUP</u> A confirmation email will be sent to the address you enter below. (Fields in red are required) If you are signing up someone else (a child or dependent), enter their Name and Date of Birth below, not yours.	By selecting 3 security questions below, you will be able to reset your password if you forget it and are unable to reset it using the Reset Password function. To participate, you must select 3 questions from the list below and provide an answer in the box next to each question. If you choose not to participate, you will need to contact your assignor or group administrator if you are unable to reset your password in the future. You can change/answer these questions and answers at any time from the Change identity link.
Login Information For Cancel and return to Login page NISL: Northern Illinois Soccer League New Official's Name	I Do Not Want to Complete the Security Questions I will contact My Assignor or Group Admin for assistance if I am unable to reset my password in the future
	Terms of Service Current Version: 2006.030
Display Name (Ex. "Chuck Smith" instead of "Charles Smith") First JANE Last JONES	Bonzi Technology, Inc Terms of Service for Your Personal Use of GameOfficials.net By using Bonzi Technology, Inc's products or other PAS services, such as GameOfficials.net ("PAS Services"), you agree to be bound by the following terms and conditions (the "Terms of Service").
Date Of Birth 1/1/1990 (M/D/YYYY) Why do I have to enter my Date of Birth?	Printable Version
	Personal Use Only
Confirm Email janeyjones@email.com	The BONZI Services are made available for your personal, non-commercial use only. You may not use the BONZI Services to sell a product or service, or to increase traffic to your Web site for commercial reasons, such as advertising sales. You may not take the results from a BONZI report or page and reformat and display them, or mirror any BONZI page on your Web site without written permission from BONZI. If you want to make commercial use of the BONZI Services, you must enter into an agreement with BONZI to do so in advance. Please contact us for more information.
Username * janeyjones@email.com (4 - 50 characters)	✓ I Agree With These Terms (Required)
Password * Confirm Pwd (4 - 15 characters)	SAVE (Create New Account)





How to Login: Current Users

A **Current User** means you already have an account with <u>www.gameofficials.net</u>. Please follow these instructions to setup with NISL [Group 1444] in GameOfficials.

- 1) Go to www.gameofficials.net
- 2) Under **Username / Password**, type in your username and password.
- 3) Click Log In
- 4) Go to **Personal Info > My Assignors**

	• MY ASSIGNORS •	
ve access to the ge or from Chang . If you need help for further assista	following groups as an Official user. You can switch back and forth betwe e Identity on the Main Menu. In addition, you can use the other options be joining another group, click the "Need Help" link next to the option or cor ance.	en groups from elow to join new ttact the assignor
Group		Assignor(s)
Current Bonzi Tra	aining Group: Bonzi Training Group 13 New Games	View
(Hide)	Join New Group	Need Help?
	Join Existing Group	
	Group/Assignor Number 1444	
	Group Access Code NISL2015	
	Join Group	

- 5) On the **My Assignors** page, click **Show** for **Join New Group**
- 6) Enter the Group/Assignor Number and Group Access Code
 - For Group / Assignor Number: 1444
 - For Group Access Code: NISL2015
- 7) Click on Join Group







(Cont...) How to Login: Current Users

- 7) If you were able to join the group, you will see a popup window that says you were added to the NISL group. Click **OK** on the popup.
- 8) Now, to get logged in to the NISL group, click **Change Identity**.
- 9) On the Change Identity page, click Switch as an Official next to NISL: Northern Illinois Soccer League [Group 1444], and you're done!

Group			Assignor(s
Current Bonzi Training Group: Bonzi Training Group 13 No	ew Game		View
Switch NISL: Northern Illinois Soccer League			View
4	J		
GAME (1) Bonzi Training Group • Home - Change I	OFF! Group dentity	1329] • Support	
	J		
Assignment System Identities			
Num Group	Туре	Full Name	
Current 1329 Bonzi Training Group	Official	Bonzi Training Group	
Switch 1444 NISL	Official	Northern Illinois Soccer League	





Update your Personal Info:

ΞP = M

- Login at <u>www.gameofficials.net</u> 1)
- Go to **Personal Info > My Info** 2)
- Under User Information and Contact 3) Information, you can update your personal details, address, phone numbers and email addresses.
- Check the box for **Private** if you do not 4) want to not share with other **officials** at NISL. Your Assignor can still see your contact info, whether marked as Private or not.
- Check the box for **Auto Emails** if you 5) want to receive automated email notifications from NISL/GameOfficials to this email address (new game assignment, game cancelled, etc.)

•		• USERS MAIN	TENANCE	•	
Contraction of the second sec	User Information Full Name JANE JON Display First JANE Date Of Birth 1/1/1980 (Why is D Gender Male Personal Photo Add Pi (Hint Mo	ES (If Full Name is not correct, c Last JONES (Contact your Group Admin if incorrect late of Birth required?) Female Organization, Teal noto	ontact an admin t) m, etc. ne right to view fu	for assistance)	Name, DOB, SSN No Photo Available
My Assignors My Payments	E Contact Informat			A	ddress, Phone, Email
	Address 1	12345 SW MAIN ST		Private * (All Address	Info)
	Address 2				
	City				
	State	OR Zip 12345			
	Phone 1	(555) 555-5555	Cell * •	Private *	
	Phone 2		- Select - 🔻	Private *	
	Phone 3		- Select - 🔻	Private *	
	Phone 4		- Select - 🔻	Private *	
	Email 1	email@email.com		🗹 Auto emails **	Private *
	Email 2	momanddad@email.com		🗹 Auto emails **	Private *
	Email 3			Auto emails **	Private *





(Cont...) Update your Personal Info:

- 6) Under **Emergency Contact Information** you add who NISL/your assignor should contact in case of an emergency.
- 7) Under Cell / Email Notices you can setup if you want to receive text notifications for any new game assignments, etc. from NISL/GameOfficials. Make sure to put in your Device/Carrier and Phone #, as well as check off any type of Cell Notifications you want to receive.
- 8) Click Save (Modify User), and you're done!

E Emergency Co	ntact Information		Name, Phone				
Name Angela	a Jones]					
Relationship Mom		-					
Phone 555-55	5-5555						
	10-0000	Cell					
E Cell / Email No	E Cell / Email Notices Device, Carrier, Type						
New Game Emails One Per Game - One email will be sent for <u>each new game assignment*</u> One Per Batch - One email will be sent for <u>each new batch of assignments</u> (* In order Accept / Decline games via email or text message, this must be set to "Per Game")							
Select the Carrier (Verize you're not sure which is o Carrier may charge for e	on, T-Mobile, Sprint, AT&T, correct, you can enter your ach mobile message sent fi	etc) of your mobile device from information and click the "Test" I om the system!	the list below. If there are multiple entries and link below to send a test message. NOTE: Your				
Device / Carrier	Verizon Wireless [10 D	igit Phone Number]@vtext.com	T				
Phone # / Pin # / etc.	555555555	Required if carrier selected a	above				
(Send Test Msg)	(Enter the information your	carrier requires in the box abov	ve) 5 1212				
(Notice Type (Cell Notifi	cations Only)	- 12 12				
	New Game Assignment	(One notice per game)					
	Game Detail Change (I	Date, Time, Location)					
	Game Cancelled						
	Unassigned From Game	e (Removed from assignment)					
If the items above are device in addition to ye	being used by an Assignor our standard email account	or Group, a message will be se s).	nt to your mobile				
■ Forum Inform	ation		Auto Login for http://forums.gameofficials.net				
Communication	on Preferences		Announcements, Critical Notices, Special Offers				
		SAVE (Modify User)					





Add Your Availability:

- 1) Login at <u>www.gameofficials.net</u>
- 2) Go to Personal Info > My Availability
- Use the green arrows (← →) to select a Month, or select the Month from the drop down menu. Any dates outlined in blue means there are games scheduled on that date.
- 4) Click on the calendar date you want to manage availability for.
- After you click on a date, you will get the Availability Maintenance popup and New Availability Entry – Official.









(Cont...) Add Your Availability:

- 5) Check the **All Day** check box next to **Time Entry** to mark your status for the entire day. You can uncheck **Time Entry** if you wish to put in a specific hours of the day using **Start** and **End**.
- For Entry Type, select either Available (i.e. you can work games on this date), or Not Available (i.e. you cannot work games on this date).
- If you work with different assignors in GameOfficials, you will see Applies To. Check the box for "NISL", so you can share availability with NISL assignors.
- 5) Click Save (Add Entry), and you're done!
- You can **delete**, **copy**, **edit** any availability you have added under **Existing Availability**.







Choose your Club(s) and Assignor(s):

- 1) Login at <u>www.gameofficials.net</u>
- 2) Go to **Personal Info > My Preferences**
- 3) Click on **Working Area Preferences** to expand the view. You will see a list of NISL club names under "**Area**" and who the assignor responsible for the club is under "**Description**".
- 4) By default, under **Working Area Preferences**, all preferences are set as **No** in red. If you want to work games for a specific club and assignor, select the radio button for **YES** in green next to their name. If you are unsure at this time, select **MAYBE** in gray. Your assignor will be able to view this information.
- 5) Click **Save (Modify Preferences)**, and you're done!



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			T (If you are a me	The inform mber of oth	a tion below o er groups, you r	nly applies to this group (nay need to update this inform	NISL) nation for each group.)
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Lea	ague		Team	Age	Level	Gender	Notes
					No Game	Conflicts Defined	
					Add Nev	/ Game Conflict	
🗉 Wo	rking	Area F	Preferences				
Yes	No	Maybe	Area			escription	
۲	\bigcirc	0	AAC EAGLES (02)		A	ssignor: Wally Bielecki	
۲	\bigcirc	0	ADDISON UNITED (Q)		A	ssignor: Mike Kroll	
۲	0	0	AJAX (I2)		A	ssignor: Ronald Colaizzi	
0	۲	0	ARLINGTON ACES (C4)		A	ssignor: Larry Stone	
0	0	۲	AURORA FLAMES (K1)		A	ssignor: Hector Zavala	





Accept or Decline Game Assignments: By Email

New Game Assignment Email:

- When your assignor assigns you to a game, you will receive a New Game Assignment email to the email address(es) that you checked off as Auto Email on your My Info page.
- Under **Game Information**, you will see game details such as: Number, Date, Time, Age, Gender, Location and Team, if available.
- Under **Officials Information**, you will see your crew assignment position.
- Under Accept or Decline New Game Assignment you will see a link for Accept and Decline. Click on the link you want to notify your assignor with.

auto@gameofficials.net to me, JANE 💌	3:15 PM (0 minutes ago) ☆ 🔸
Automated Message from: Bonzi (http://www.GameOfficials.net) [DE:96068A4FC16AA31C] Username: jane.jones	 Training Group
JANE JONES,	
You have a new game assignmer JONES. See Game Details belov	nt for Bonzi Training Group assigned by JANE v:
GAME INFORMATION	
League: WEST CHICAGO UNITE Game #: W3080507 Date: Jun 6 2015 1:00PM (Satu Level: U08 - F (Soccer) Location: EXAMPLE COMPLEX Home: WHEATON WINGS WHIT Away: W.C. UNITED NAVY CAT	rday) - FIELD 1 (CHICAGO) FE S
OFFICIALS INFORMATION	
Referee - JANE JONES	
ACCEPT OR DECLINE NEW GA	AME ASSIGNMENT





(Cont...) Accept or Decline Game Assignments: By Email

Status Confirmation:

- 2) Once you click **ACCEPT** or **DECLINE** for your assignment, you will be taken to a page called: **Game Assignment Decision Confirmation**. It will ask that you confirm your decision.
- 3) Click **CONFIRM**, and you're done!
- After clicking Confirm, the Game Assignment Decision Confirmation page that show a confirmation summary. You will also receive an Accepted (or Declined) Game Notification email. Your status will now be updated for your assignor in GameOfficials.







Accept or Decline Game Assignments: By Text Message

New Game Assignment Text:

- When your assignor assigns you to a game, you will receive a New Game Assignment text to the cell number you setup under Cell / Email Notices and checked off to receive New Game Assignments on your My Info page.
- On the text, you will see game details such as: Number, Date, Time, Age, Gender, Location, Team and Crew Position, as available.
- You will also see a link for ACCPT (Accept) and DECL (Decline). Click on the link you want to notify your assignor with.







- 12

(Cont...) Accept or Decline Game Assignments: By Text Message

Status Confirmation:

- 2) Once you click **ACCPT** or **DECL** for your assignment, you will be taken to a page called: **Game Assignment Decision Confirmation**. It will ask that you confirm your decision.
- 3) Click CONFIRM, and you're done!
- After clicking Confirm, the Game Assignment Decision Confirmation page that show a confirmation summary. You will also receive an Accepted (or Declined) Game Notification email. Your status will now be updated for your assignor in GameOfficials.







Accept or Decline Game Assignments:

By logging into GameOfficials

- 1) Login at <u>www.gameofficials.net</u>
- 2) Go to Personal Info > My Games
- 3) On the **My Game Information** page, you can pull up games by **day**, **week**, **month**, etc.
- 4) Under **Status**, check the box for either **Accept** or **Decline**
- 5) Click **Save (Game Status)**, and you're done!
- Once you confirm your assignment status, you will receive an Accepted (or Declined) Game Notification email. Your status will now be updated for your assignor in GameOfficials.







Adding a Game Score:

NISL asks that all *center referees* add a game score within *48 hours* of play ending. Game scores will be made available in GameOfficials once the game has occurred.

- 1) Go to **Personal Info > After Games**
- 2) On the After Game Information page, you can search games by Day, Week, Month, etc. Once you've found the game you want to add a score to, click on the Game Number.







(Cont...) Adding a Game Score:

- 3) On the After Game Maintenance page, you will see your game's details. Scroll down to Game Score.
- 4) Under Final Score, put in both the Home Team and Away Team scores.
- 5) Click Save (Modify Game Details), and you're done!







Contact your Assignor for Help: Option #1

Week #2

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- 1) Login at www.gameofficials.net
- 2) Go to Personal Info > My Games
- 3) On the My Game Information page, next to each Game #, you will see a (()) info icon.
 Click on the icon to get a popup with game details.
- 4) On the popup, below the game's details, you will see an **Assignor** listed, along with name and contact details. This is the assignor who is manages your game assignment.

tatus	Game #	Date & Time	Level & League	Location	Teams	Pos	Officials	
epted	W3080507	6/6/15 1:00pm (Saturday)	U08 - F (WEST CHICAGO UN	EXAMPLE COMPLEX - FIELD 1 (CHICAGO)	WHEATON WINGS WHITE vs. W.C. UNITED NAVY CATS	Referee	AOL JANE JON	IES
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			GameOfficia Game#W Date/Time: 6/6/1 evel & Sport: U08	I <mark>s.net</mark> 3080507 / W 5 1:00pm (Sat) -F (Soccer)	EST CHICAGO	• () UNITE	Game Informa D (B2)	atio
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Personal Info

(Cont...) Contact your Assignor for Help: Option #2

- 1) Login at <u>www.gameofficials.net</u>
- 2) Go to Personal Info > My Assignors
- On the My Assignors page, under Group you will see NISL: Northern Illinois Soccer League listed.
- 4) To the right of NISL: Northern Illinois Soccer League, click on View under Assignor(s).
- 5) You will get a popup of all NISL assignors. Click the (③) info icon next to your assignor to get another popup with their contact information.







NISL Payments to Officials

- NISL is responsible for paying all *center referees*, plus all *Championship* Division *assistant referees*. NISL manages when each payment is made. All payments to referees will be made through GameOfficials' online payment software "GoPay".
- Individual *clubs* are responsible for paying all *assistant referees*, expect for Championship Division. Your local assignor will work with the club and manage when and how payments are made. Assistant referees will not be paid through "GoPay".
- Important! For tax purposes, please know that center referees paid by NISL through GoPay *do not* hold "employment" status
 with either organization, but are rather considered as "independent contractors". Please contact NISL directly with any
 questions on this.
- The following will be the NISL payment structure for center referees payments through GoPay, unless otherwise noted. No travel expenses shall be paid.

Age Groups	Amount	Age Groups	Amount
U-07 and U-08	\$35.00	U-14, U-15 and U-16	\$55.00
U-09, U-10 and U-11	\$40.00	U-17, U-18 and U-19	\$60.00
U-12 and U-13	\$45.00	Championship Division only: All Age Groups	\$50.00 (Center) \$30.00 (AR)

<u>Center Referee and Championship Division Assistant Referee Pay Rates:</u>





Setup a Pay Method in GoPay:

Credit Card / Bank Account

1) Login at <u>www.gameofficials.net</u>

Click Continue

Enter New Payment Method for JANE JONES

6)

Payment Method Select -

- 2) Go to Personal Info > My Payments
- 3) You will need to fill out the **GoPay User Agreement** if this is the first time setting up GoPay. **Click on Show User Agreement**. To complete the **User Agreement**, click **I Agree**.
- 4) To setup your pay method, on your **GoPay** page, click on **Add New Pay Method**.
- 5) Under Enter New Payment Method, select either Checking or Savings (for Direct Deposit), or Check by Mail.

Continue

BANK
 0123 4567

CHECK-**

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EGO gopay@g NISL (G Fo get star	Poy ameofficials.ne roup 1444) is c ted, please ente	t urrently s r a valid l	Electron (ubscribed to GOPa Pay Method below it	nic 1099 Auth (Add / Remove ay. f you will be r	orization e A	ents directly	GOP G G from this service	ay Service Overview ;OPay Training Videos e.
	F	All GC gopay	DPay Online Pay Services are fully @gameofficials.net	operational. P	lease report any	/ issues to		
		GOPay	Account Balance Your currer	nt Account B	alance is 💲 (0.00		
Rece	ent GOPay Pay	ment Act	ivity			Click fo	r Complete GOP	ay Payment History
Date	Posted	Group	Description	Status	Amount	Fee	Reference	Balance
			No	Recent Paym	ents Found			
	🛃 Saved	l Pay Me	thods - User			Used to 3	Send or Receive Pay	ments
			e	Add New Pa	v Method			





(Cont...) Setup a Pay Method in GoPay:

7) Fill in your **pay method details**.

- For **Direct Deposit**: Fill in your bank name, routing number, account number and account billing address.
- For **Check by Mail**: Fill in the mailing address where you would like GameOfficials to mail your check.
- 8) Click Continue
- 9) Complete the Payment Authorization page by checking the box for "I Understand and agree with the terms above", as well as the Authorized User's Signature and Today's Date.
- 10) Click Save (Confirm Payment Method), and you're done!

PAYMENT INFORM/	ATION ·
Enter New Payment Method for JANE JONES	Credit Card / Bank Account
Payment Method Checking Account (or Money Market) 🔻	
Bank Account Information	
The Routing Number and Account Number can be found by revie Routing, Account or Check number could be in a different order o number because it is 9 digits long and is surrounded on both side should have a II¶ symbol on the right side only and can be of vary	ewing the bottom of a current check. The on the check. You can identify the Routing es by the ∎ symbol. The Account Number ying lengths.
Bank Routing Number Checking Acco	• PAYMENT AUTHORIZATION •
/	
······································	Source: Checking Acct (
Bank Name MY BANK	DIRECT PAYMENT/DEPOSIT AUTHORIZATION
Bank Routing Num 12345678 Please Enter Valid Routing Num	Lauthorize Bonzi Technology, Inc (operating as GameOfficials net) to make electronic
Sank Account Num 0123456789 (Checking or Savin	credit entries to my checking / savings account for payment of agreed upon items. This
Billing Address	authority will remain in effect until I have cancelled it in writing or used the online tools to
Check if Dilling Information is some as your (remove this payment method from this account.
Check it Billing mormation is same as your c	An email notice will be sent after each debit or credit is made to my account. If it
Enter Name As It Appears On Card or Accour	nt becomes necessary to debit a previously deposited credit from my account, I will be notified via
Name JANE JONES	email at least one business day prior to the subsequent debit.
Address 1 12345 SW MAIN ST	Transactions should appear on my Bank Statement as: GAMEOFFICIALSNET
Address 2	I am an authorized user on this account. Lunderstand and arras with the terms
City PORTLAND	Tam an autionzed user on this account. I understand and agree with the terms above
State OR Zip 55555	
	Authorized Liser's Signature JANE JONES (Enter Your Name As
	Signature)
Continue	Today's Date 6/15/2015 (M/D/YYYY)
	CONFIRM ACCOUNT AND ROUTING NUMBERS
	Please enter the Bank Account Number again for security purposes
	Bank Name BANK OF AMERICA
	Bank Routing Num
	Bank Account Num (Checking or Savings Account Number)
	SAVE (Confirm Payment Method) Cancel (Go Back)





Thank You & Good Luck!

www.northernillinoissoccerleague.com www.gameofficials.net