

WSCA Group Payment Instructions

Login Here - <https://www.washcoach.net/registration/groupcp/>

You'll use the email address and password you used when creating your Group Account.

Step 1 - Click on Coaches

Step 2 - Check all of the Coaches you would like to pay for.

Step 3 - Choose a Payment Method.

Paying by Credit Card should be pretty self explanatory. As soon as you pay by credit card Digital Membership Cards will be sent to all coaches via email.

Paying by Check will create an invoice that you will need to print and send in with your payment. Once payment is received our staff will mark your account as paid and Digital Membership Cards will be sent to all coaches via email.

Remember that as long as your registration is open coaches can register. This means you may have to make multiple payments as your coaches register.

We recommend paying after all coaches have registered and registration is closed.

Registration page status can be controlled from within the Profile area.

Other areas of the Group Admin Dashboard include:

Main - Information on how to reach us.

Profile - This is information about your group and you as the administrator.

Invoices - This is a central area that you can view and download your invoice(s).

Reports - This is where you can download a report of all of your coaches.