

Online Payment Process Information

Kyrene Athletics has implemented a new payment process, online payments are now available. With this new system you will be able to log on to your eservices account register for the team and pay online. Credit card payments can also be made over the phone with an attendant, Kyrene Phone Registration System or with an authorized signature on the payment form. Personal checks and Money Order payments will be accepted at the Kyrene Customer Service Center only, located at 8700 S. Kyrene Rd., Tempe, AZ. 85284.

In order to pay online or through the Kyrene Phone Registration System, you will first need to register for the team or course. A "client barcode number" and "family pin number" is required to begin. Anyone who has previously participated in Athletics, All Day Kindergarten (before 2006), Kids Club, Summer Academy or other Community Education Youth & Adult Enrichment programs will already have an eservices account and these numbers.

First time users or those who have forgotten their client barcode and/or their family pin number can request one, it will be provided to you via email within 24 hours.

Here's what you will need to do once both numbers are available to you:

*In order to verify athlete information for team & tax credit validation, a **Athlete Information** form must be turned in to your School's Student Services Secretary once your payment has been made. (see athletic sign-up packet for form)*

You are ready to make a payment **ONLY** if you have: *(the following applies to all payment methods)*

- Turned in all required paperwork to student services secretary
- Completed a Try-out session (cut-sport) for the desired sport (must attend all three scheduled try-out sessions)
- Received notification from the coach that you have made the team (the coach will issue a participation ticket)

Payments are Due:

- By or before the **first** practice for all **cut-sports** and **cheer**
- By or before the **second** practice for all **non-cut sports**

Online Payments

To Login to your Account:

1. Log onto **www.kyrene.org/eservices** (if you are on the Athletics homepage there is a link to **E-services Online**)
2. Click on **online registrations**
3. Click on **Login** to log on to your account with client barcode and family pin or click on **New Account** to set up a new account. (this is a good time to review and update personal information on your account)
4. Follow prompts for either one, you will need to **register for the team before you can make the payment.**

Here's how to Register for the Team and Make a Payment: (must complete steps 1 - 4 to continue)

5. Click on **Programs**
6. Choose a **Session** (under Athletics)
7. Click on **Sport/Team** (from the list on the right)
8. Look over the list and click **ADD** by the corresponding school
9. Find the **Client** name (student who made the team, you are registering and paying for)
10. At this point you can **Go to Checkout** and complete the payment process or **Continue Shopping** (register for other activities or make a general Athletic Tax Credit Donation)

Please make sure to print a receipt for your records and write down the receipt number on the Athlete Information form before you turn in to the Student Services secretary or coach. This is also a good time to print a Tax Credit Receipt, we will only mail out duplicate receipts at your request in January. Payments/Donations made after December 31st will be applied as a tax credit donation for the current calendar year .

Kyrene Phone Registration System -

Dial (480) 783-7314 and follow the prompts. Please note that you will also need a team/course barcode number for this option, as you will be prompted to register for the team or course before you can make an actual payment. Team/course barcode numbers can be found online or at the Kyrene Customer Service Center.

PLEASE NOTE: *Current Community Education account holders must reflect a zero balance in order to participate in Athletics or any other Community Education Program. All fees must be paid when due in order to continue participation. All athletic participation fees qualify as a tax credit (the state allows up to \$200 for a single return and \$400 for a married couple filing a joint return). In order to apply a tax credit donation to an athletic fee, the donation must be made to the Athletic Program. Questions or concerns can be addressed to the Kyrene Community Education Athletics Dept. at (480) 783-4060.*