Viewing Event Settlements

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Quick Steps: Go to Events > Settlements or Events > Event Console > Settlements

Settlement reports allow administrators to view the amounts that are being paid into their organisation's bank account by SportsTG, as well as a breakdown of how these payments have been calculated.

<u>**Viewing Individual Event Settlements**</u>

1. Within the Management Console, select **EVENTS** from the top menu, then **EVENT CONSOLE** next to the Event.
2. Select **SETTLEMENTS** from the expanded left menu.
3. Click on the hyperlink next to any date to open a Settlement Report for that date.

<u>**Viewing All Event Settlements**</u>

1. Within the Management Console, select **EVENTS** from the top menu, then **SETTLEMENTS** at the top of the page.
2. This will show you a list of each Event that had payments for each Settlement Date, as well as a total for each date. Click on the hyperlink next to any date to open a Settlement Report for that event and date.

The settlement period runs from Friday midnight through to Friday midnight, so 12:00am Saturday morning through to 11:59pm on Friday, and is paid into your account the following week. The date displayed in the Settlement area reflects the last day of the Settlement period and the amount in your account should be around 4 days after this.

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