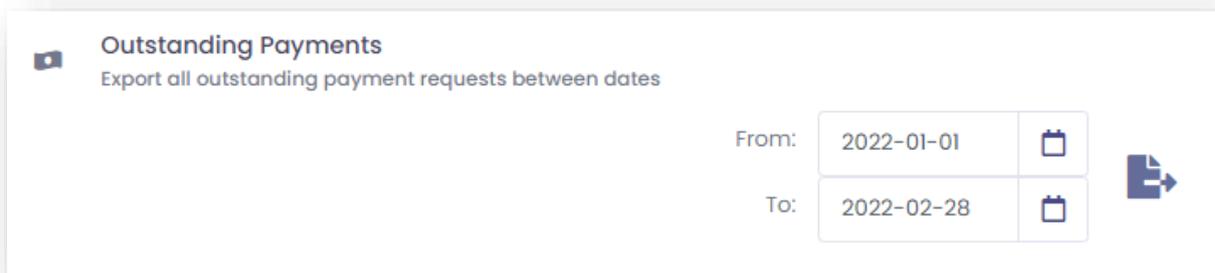


How To Check Outstanding 'Aged' Subs in Coacha

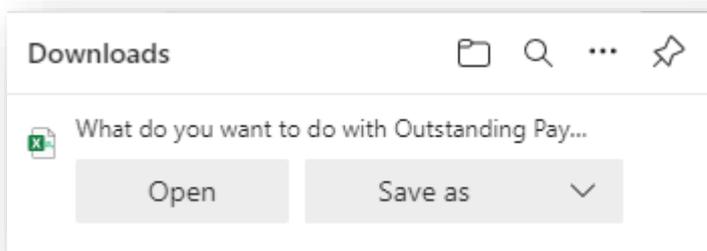
- Login to Coacha as Admin
- Click on **Statistics & reports > Custom Reports**



- Scroll down to the **Money Reports** section
- In the Outstanding Payments section, enter the date of the period to check



- Click the download icon on the right
- Select Open or Save as



Note: This will produce an outstanding subs report for the months selected. Note that one quirk of this is that Coacha uses the 'payment date' so the next step is to strip out the payments that are for later sessions and of no interest at this point.

- Open the report in Excel
- Increase the width of the columns (they will be narrow as this is a .csv file)
- Select the lines that are outside the dates of the period required from the session date in the Description column (note that this uses YYYY-MM-DD format – US style)

In the example below (run in mid March) all dates from 1st March and later have been highlighted for removal. (names have been redacted)

- In Excel delete the rows where the data is irrelevant

Payment Date	User Name	Currency	Amount	Description	Payment Request Key	Payment Type	Payment Provider	Payment Status
12/01/2022 17:42		GBP	4	Session Elsea Park Saturday 6pm on 2022-02-19	W5YAX249993	One-off	Stripe	Request Sent
15/01/2022 15:21		GBP	5	Session Sun 23/1 PDFL League 50+ MD3 (Competitive) on 2022-01-23	B43PU250442	One-off	Stripe	Request Sent
17/01/2022 09:37		GBP	4	Session Borderville Saturday on 2022-02-12	9DVPN249995	One-off	Stripe	Request Sent
17/01/2022 21:34		GBP	4	Session Borderville Tuesday on 2022-02-01	IAUL0250063	One-off	Stripe	Request Sent
17/01/2022 21:35		GBP	4	Session Borderville Tuesday on 2022-02-08	09CS3250063	One-off	Stripe	Request Sent
02/02/2022 18:54		GBP	4	Session Elsea Park Thursday on 2022-02-03	L0LS9333497	One-off	Stripe	Request Sent
03/02/2022 10:44		GBP	4	Session Borderville Tuesday on 2022-02-22	RW02M250061	One-off	Stripe	Request Sent
05/02/2022 07:21		GBP	4	Session Borderville Saturday on 2022-03-19	JBIS6249995	One-off	Stripe	Request Sent
05/02/2022 07:22		GBP	4	Session Borderville Saturday on 2022-03-26	QX76249995	One-off	Stripe	Request Sent
05/02/2022 07:22		GBP	4	Session Borderville Saturday on 2022-04-02	35B3Q249995	One-off	Stripe	Request Sent
05/02/2022 07:22		GBP	4	Session Borderville Saturday on 2022-04-09	FF74J249995	One-off	Stripe	Request Sent
05/02/2022 07:23		GBP	4	Session Borderville Saturday on 2022-04-16	JAHJP249995	One-off	Stripe	Request Sent
05/02/2022 07:23		GBP	4	Session Borderville Saturday on 2022-04-23	ESSJG249995	One-off	Stripe	Request Sent
05/02/2022 07:23		GBP	4	Session Borderville Saturday on 2022-04-30	X6G1W249995	One-off	Stripe	Request Sent
06/02/2022 11:10	Names Redacted	GBP	4	Session Borderville Tuesday on 2022-02-08	Q4GTL250027	One-off	Stripe	Request Sent
07/02/2022 20:32		GBP	4	Session Borderville Tuesday on 2022-03-15	ASV8D249995	One-off	Stripe	Request Sent
07/02/2022 20:33		GBP	4	Session Borderville Tuesday on 2022-03-22	34838249995	One-off	Stripe	Request Sent
07/02/2022 20:33		GBP	4	Session Borderville Tuesday on 2022-03-29	HJZFO249995	One-off	Stripe	Request Sent
07/02/2022 20:34		GBP	4	Session Borderville Tuesday on 2022-04-05	2UJG1249995	One-off	Stripe	Request Sent
07/02/2022 20:34		GBP	4	Session Borderville Tuesday on 2022-04-12	NHZZ6249995	One-off	Stripe	Request Sent
14/02/2022 18:55		GBP	4	Session Borderville Saturday on 2022-03-05	J360Z250063	One-off	Stripe	Request Sent
14/02/2022 18:55		GBP	4	Session Borderville Tuesday on 2022-03-01	5ZQLX250063	One-off	Stripe	Request Sent
15/02/2022 06:26		GBP	4	Session Elsea Park Tuesday on 2022-02-15	MMNT1249974	One-off	Stripe	Request Sent
21/02/2022 09:50		GBP	4	Session Elsea Park Friday Evening on 2022-03-11	SBHC2250014	One-off	Stripe	Request Sent
21/02/2022 21:10		GBP	4	Session Elsea Park Tuesday Early 5pm on 2022-02-22	CP4FQ249974	One-off	Stripe	Request Sent
22/02/2022 17:11		GBP	4	Session Borderville Tuesday on 2022-03-01	EOXR1354721	One-off	Stripe	Request Sent
27/02/2022 11:19		GBP	5	Session Sun 3/4 CHARITY WF ROUND ROBIN SLEAFORD - FRIENDLY on 2022-04-03	8HJ51249972	One-off	Stripe	Request Sent
27/02/2022 11:19		GBP	5	Session Sun 3/4 CHARITY WF ROUND ROBIN SLEAFORD - FRIENDLY on 2022-04-03	44E8S249995	One-off	Stripe	Request Sent
27/02/2022 11:19		GBP	5	Session Sun 3/4 CHARITY WF ROUND ROBIN SLEAFORD - FRIENDLY on 2022-04-03	7TIS2250065	One-off	Stripe	Request Sent
28/02/2022 13:43		GBP	4	Session Borderville Saturday on 2022-03-05	M35M6250000	One-off	Stripe	Request Sent

This will leave the workbook with just the dates being queried.

- Sort the Excel workbook by Name if necessary

Payment Date	User Name	Currency	Amount	Description
02/02/2022 18:54		GBP	4	Session Elsea Park Thursday on 2022-02-03
06/02/2022 11:10		GBP	4	Session Borderville Tuesday on 2022-02-08
17/01/2022 21:34		GBP	4	Session Borderville Tuesday on 2022-02-01
17/01/2022 21:35		GBP	4	Session Borderville Tuesday on 2022-02-08
03/02/2022 10:44		GBP	4	Session Borderville Tuesday on 2022-02-22
12/01/2022 17:42		GBP	4	Session Elsea Park Saturday 6pm on 2022-02-19
17/01/2022 09:37		GBP	4	Session Borderville Saturday on 2022-02-12
15/02/2022 06:26		GBP	4	Session Elsea Park Tuesday on 2022-02-15
21/02/2022 21:10		GBP	4	Session Elsea Park Tuesday Early 5pm on 2022-02-22
15/01/2022 15:21		GBP	5	Session Sun 23/1 PDFL League 50+ MD3 (Competitive) on 2022-01-23

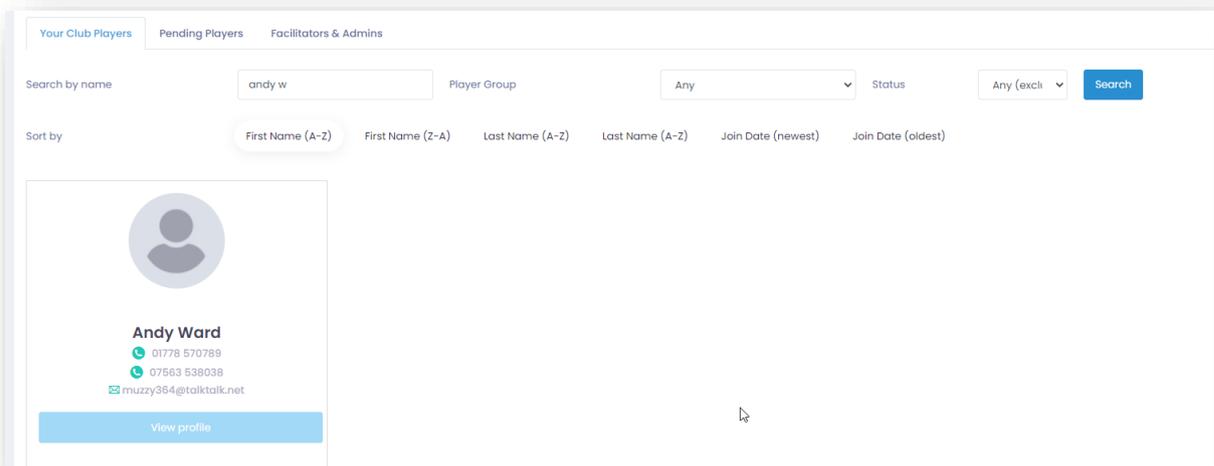
- Save the workbook in Excel remembering to change the format to an Excel file (.xlsx) from a .csv file



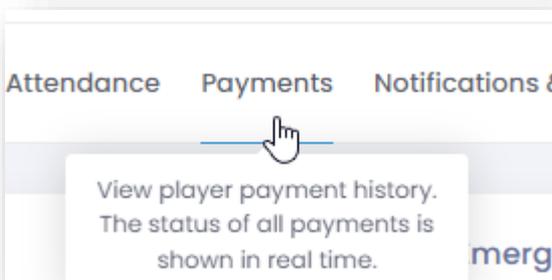
This produces a list of subs not paid during the period under review.

To send a reminder to the players listed through Coacha

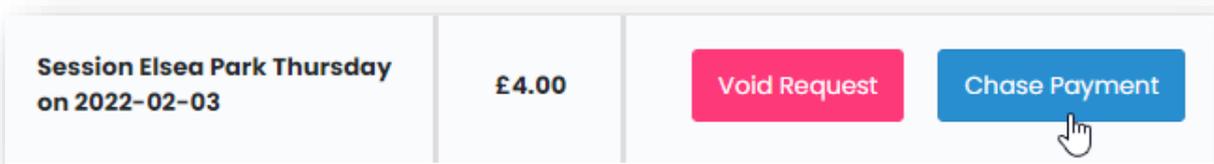
- In Coacha open **People > Your Players**
- From the Excel overdue list
- Enter the player you want to chase up for payment



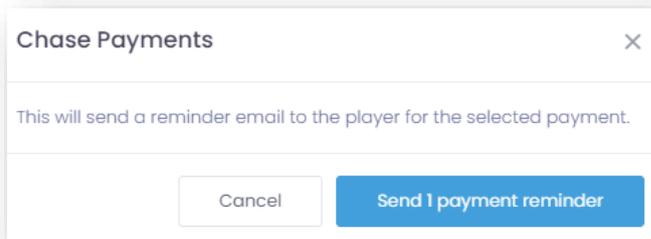
- Click View Profile
- Click View Payments



- Scroll down to the session that has the outstanding subs and click on Chase Payment



- Click on **Send 1 payment reminder**



- Close the box that pops up confirming that the payment has been 'chased'

The player concerned will receive an email requesting payment.

Note: Before sending out the late payment request it is worth checking the player payment details to see if there is a duplicated payment request. This happens rarely but does happen.

The reminder is usually enough for the player to either pay the outstanding sub, or to get them to contact the Treasurer to request the fee be waived or cancelled if there was a valid reason to do so.

The responsibility for chasing individual players for outstanding subs falls with the Treasurer.