NEASE ATHLETICS

GOLDEN PANTHER BOOSTER CLUB

BOOSTERHUB

QUICK START GUIDE

TEAM LIAISON & TEAM TREASURER

October 2026 Edition | Everyday Team Administration

A practical guide to:

Expenses, deposits, and Store sales

Registration, QR codes, and in-person payments

Team management and GPBC help contacts

ONE TEAM. ONE COMMUNITY.

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BEFORE YOU BEGIN

If you manage more than one sport, confirm the correct team is selected in BoosterHub before editing pages, products, or transactions.

1. Team Treasurer: Expense Management

Team Treasurers manage team financial activity and month-end account cleanup. Three ways to manage expenses: **Submit Expense**, **New Transaction**, and **TransactionHub**. For the complete accounting workflow, use the BoosterHub website.

> **MULTI-SPORT ADMINISTRATORS: If you manage more than one sport, confirm the correct team in the upper-right corner before making changes, creating products, or reviewing transactions.**

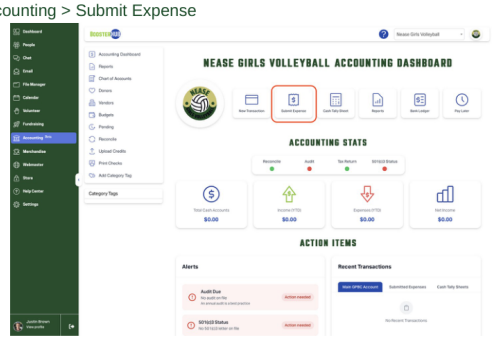
A. Submitting an Expense — Submit Expense

1. Go to **Accounting > Submit Expense**.

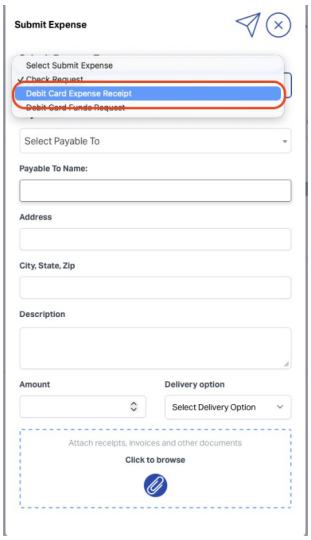
transactions show what still needs attention.
e full accounting workflow, use the BoosterHub website. Submit Expense may also be
ole in the mobile app, depending on the current BoosterHub version.
ldditional help, see BoosterHub Academy in the Help Center; financial videos are unde
nting.

ubmitting an Expense (via “Submit Expense”)

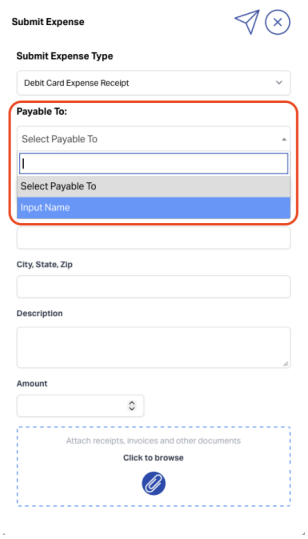
k on Accounting > Submit Expense



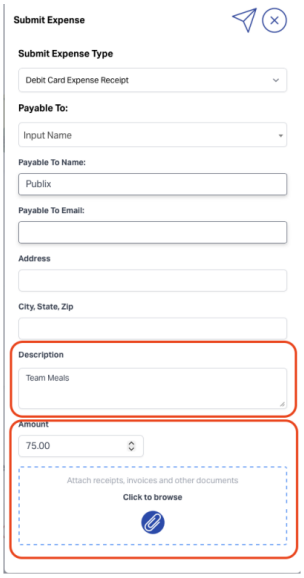
2. Choose **Debit Card Expense Receipt** from the Submit Expense dropdown.



3. Under Select Payable To, choose **Input Name**.

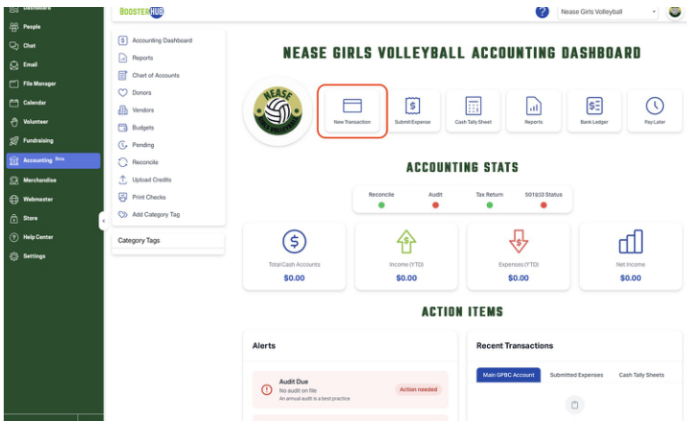


4. Enter the vendor, description, and amount. Attach the receipt or take a photo, then use the arrow to submit.

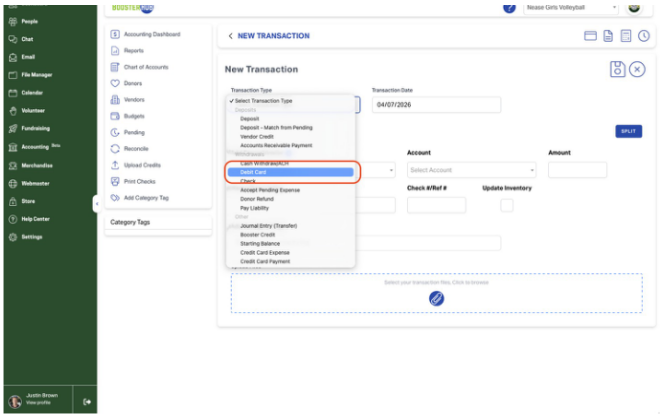


B. Submitting an Expense — New Transaction

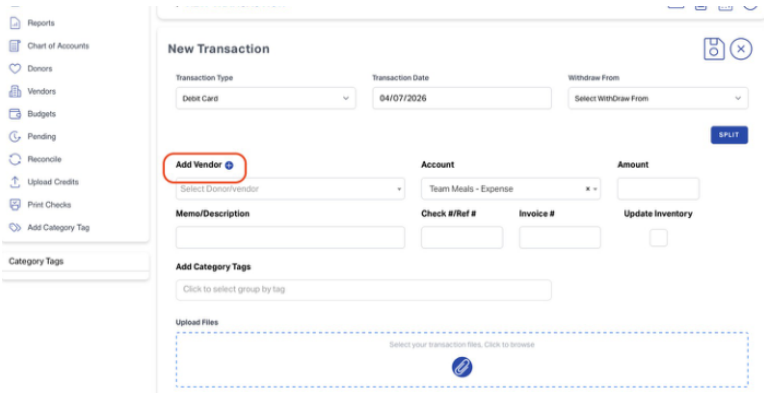
1. Open **Accounting > New Transaction**.



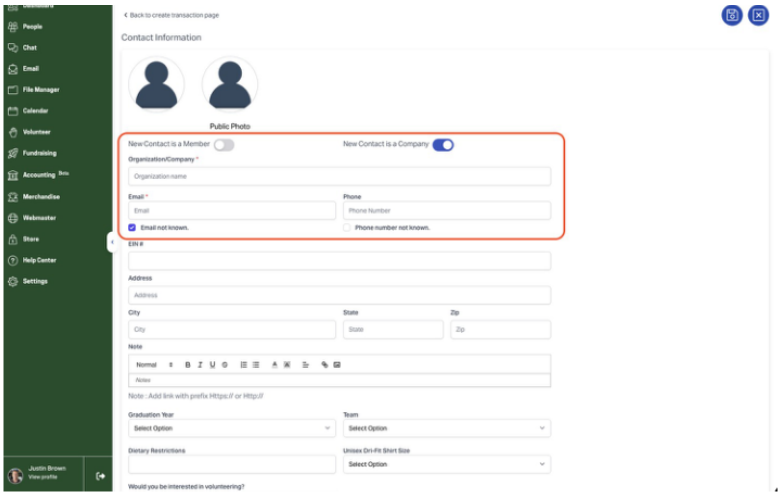
2. Select the appropriate transaction type (for example, Debit Card).



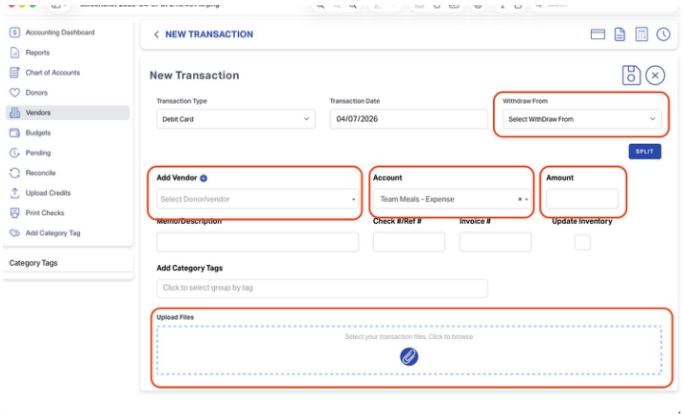
3. Choose a vendor. If missing, select the **+** next to Donor/Vendor.



4. For a new vendor, select Company, enter the name and known details (or Email Not Known), and save.

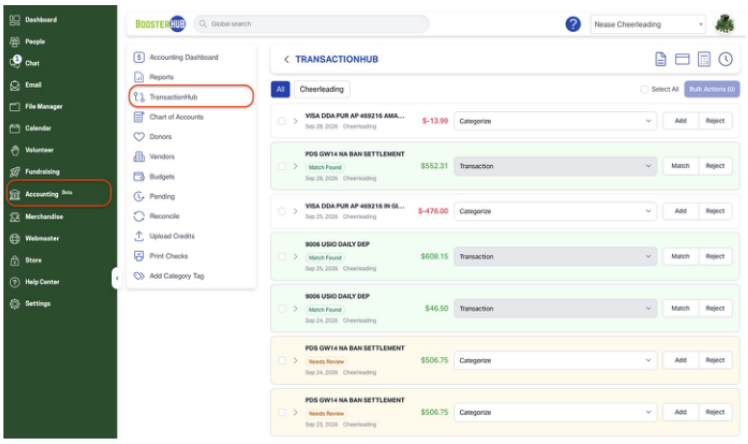


5. Complete required fields, choose the correct sport under Withdraw From, attach the receipt, and save.

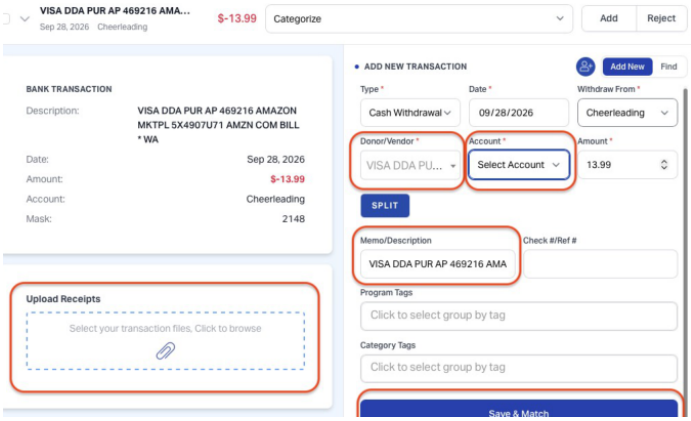


C. Editing Transactions — TransactionHub

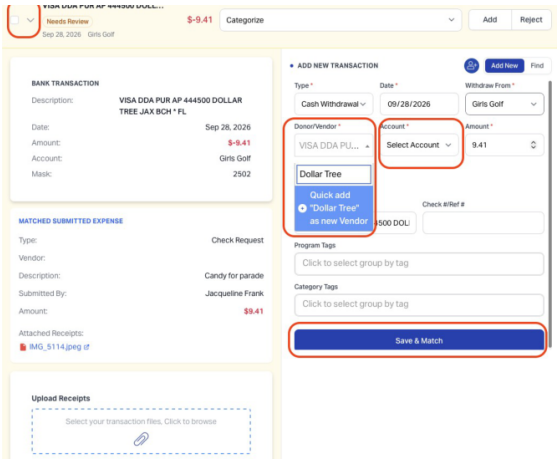
1. Open **Accounting > TransactionHub**.



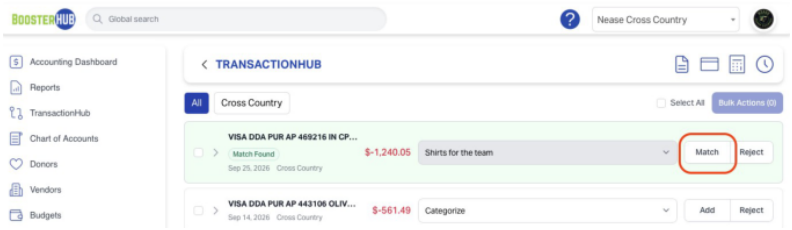
2. **White:** Not yet edited. Complete the required information before Match/Add.



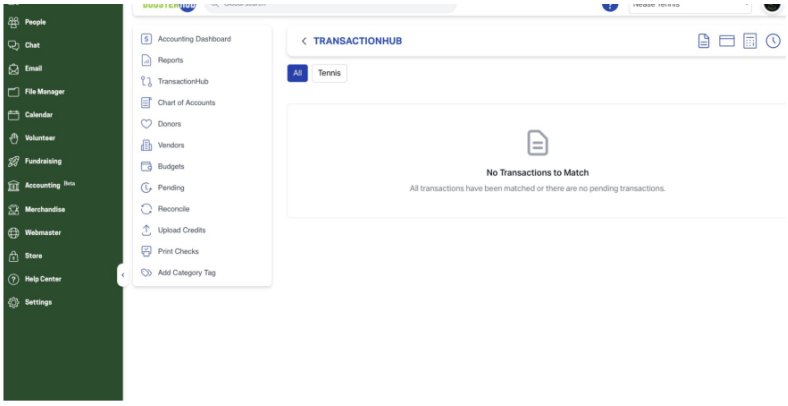
3. **Yellow:** Partially completed. Confirm Donor/Vendor and Account; use Quick Add if needed.



4. **Green:** Required information is present. Click Match/Add, or use Bulk Actions for multiple items.

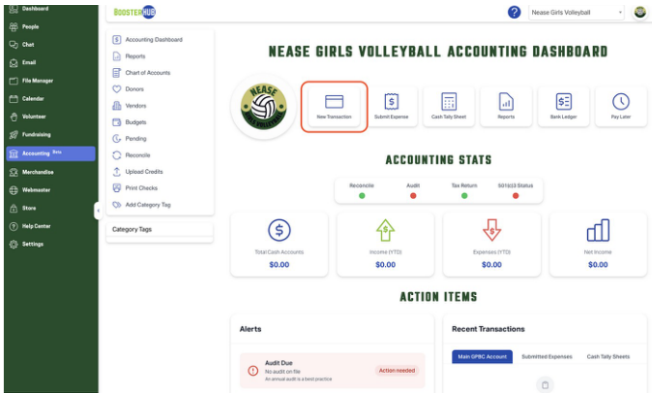


5. Reconcile when all transactions for the month are matched. New-month activity does not prevent prior-month reconciliation.

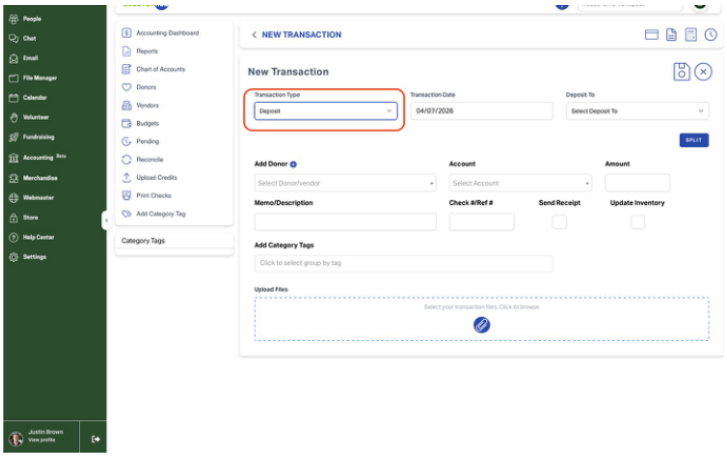


D. Submitting a Deposit — New Transaction

1. Open Accounting > New Transaction. BoosterHub Store income may already appear automatically in TransactionHub.



2. Select Deposit, add the donor, complete fields, attach documentation, and save. Do not duplicate Store income.



E. Bank Ledger

Use **Accounting > Bank Ledger** to locate transactions within a selected date range.

2. Store & Sales — Liaison + Treasurer

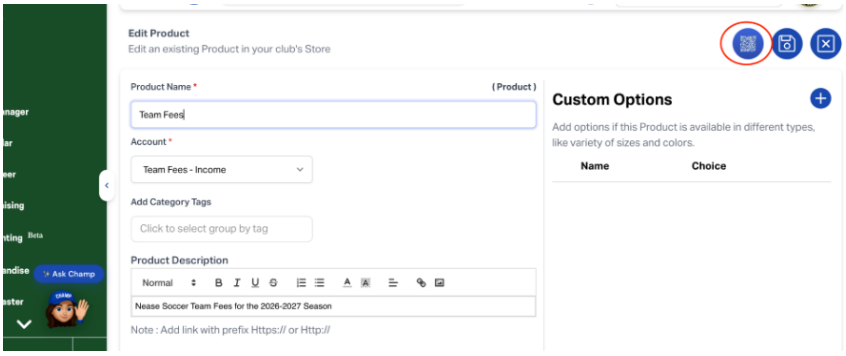
Use the BoosterHub Store for approved dues, merchandise, donations, sponsorships, and fundraising collections. Confirm product name, purpose, price, dates, and any information families must provide. Review sales under **Store > Sales Report**.

Product Setup Basics

1. Open **Store > Products**, then add or edit a product. 2. Enter a clear product name, select the correct accounting account, and set the price. 3. Add any needed details or custom options. 4. For card-reader sales, check **Cashier Store**. 5. Save and verify the public listing.

Product Links and QR Codes

To create a product QR code, open the product editor and select the **blue QR icon** in the upper-right corner. Download/share the code and test it.



Direct product link: Open the Store page in Webmaster, select the product, then copy the URL from the public product page that opens. **Website page QR:** Open the published public page and use its QR/share option if available, or generate a QR from its public URL.

> **SHARING LINKS & QR CODES: Share public-facing URLs, never Webmaster editing URLs. Test every link and QR code without administrator access before distributing.**

Cashier Store & P12 Card Readers

Use the Cashier Store for approved in-person collections. Confirm correct products, pricing, and accounts; enable **Cashier Store** on each product; and save. The P12 is used with the BoosterHub Cashier screen on a phone, tablet, or computer and requires a working internet connection.

Phone/tablet: Open BoosterHub and find **Tools > Cashier**. **Computer:** Open BoosterHub and find **Store > Cashier**. Select the appropriate terminal/cashbox if prompted, add products, choose Pay Credit, and confirm the approved payment.

In-Person Payment Checklist

- Confirm products, prices, accounts, and Cashier Store settings.
- Charge the P12 and verify internet access on the terminal and checkout device.
- Test the checkout flow before families arrive.
- Confirm payment approval; review Store Sales Report after the event.
- Return the terminal, charging cable, and accessories to GPBC.

3. Fundraising — Liaison + Treasurer

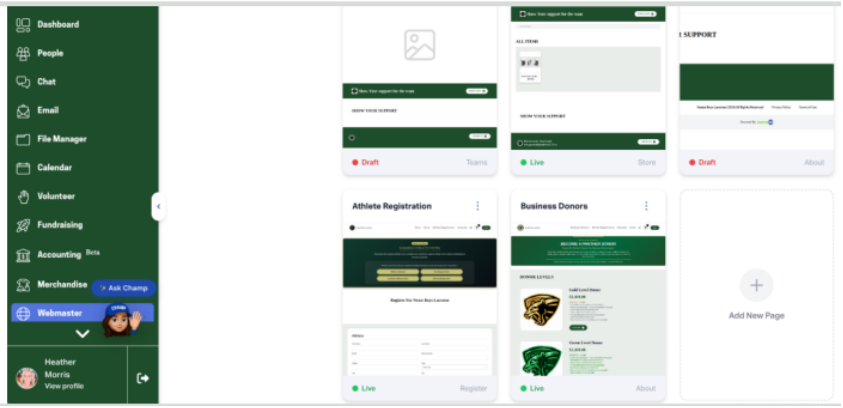
Coordinate with GPBC before launching a fundraiser. Confirm campaign purpose, dates, pricing or contribution options, and approved payment links. During the campaign, review Sales/Fundraising reports and compare proceeds with accounting activity. At closeout, end or unpublish the campaign, run the final report, and confirm related transactions are complete.

4. Team Liaison: Everyday Tools

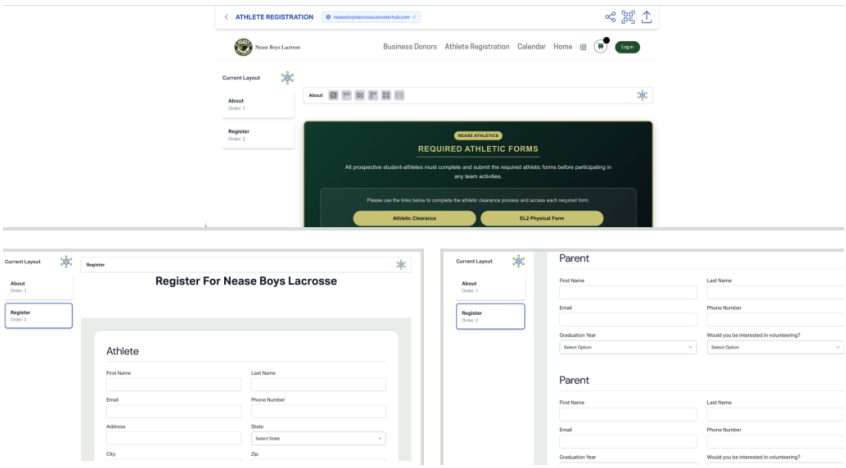
The Team Liaison maintains routine team information using Webmaster, People, Calendar, Volunteer, and File Manager. Keep established Nease branding, navigation, and page structure intact. Coordinate content involving payments with the Treasurer; contact GPBC before major design or custom-code changes.

Athlete & Parent Registration — Existing Page

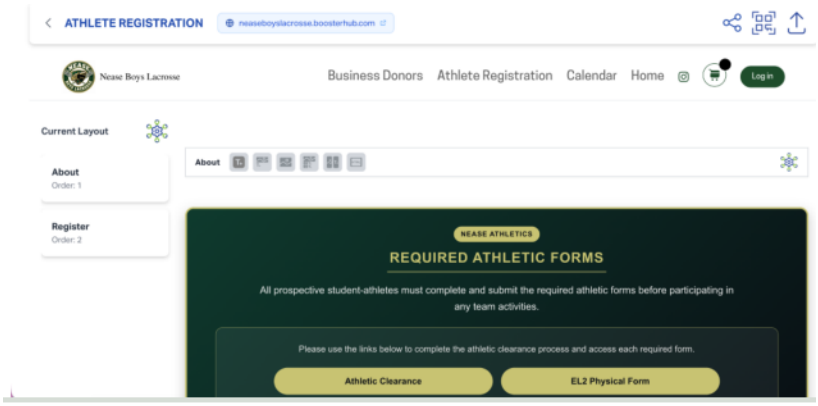
1. In BoosterHub, choose your team and open **Webmaster**. Locate the existing live **Athlete Registration** page.



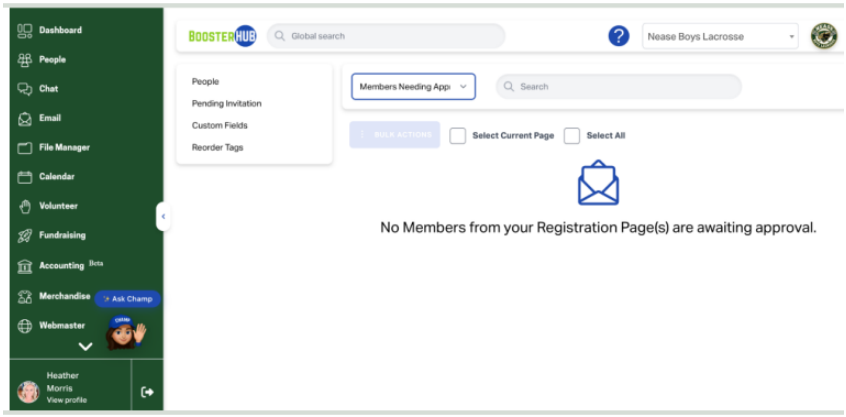
2. Select **Register** (Order 2). Review athlete and parent fields, required fields, and custom fields. Team Liaisons may adjust fields as needed; test before sharing.



3. Share the **public registration link or QR code**, not the Webmaster editor URL. Test the link before sending it to families.



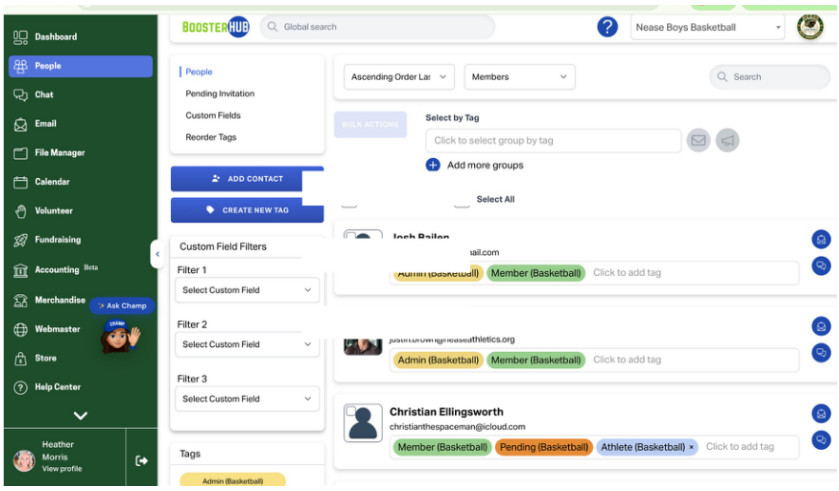
4. Under **People > Pending Invitation**, review outstanding invitations. Use the **Members Needing Approval** filter to review registration submissions awaiting approval; these are distinct queues.



REGISTRATION AND TEAM FEES ARE PROCESSED SEPARATELY. Registration does not pay team fees. Families must also use the separate Team Fees Store product; verify payments in Sales Report.

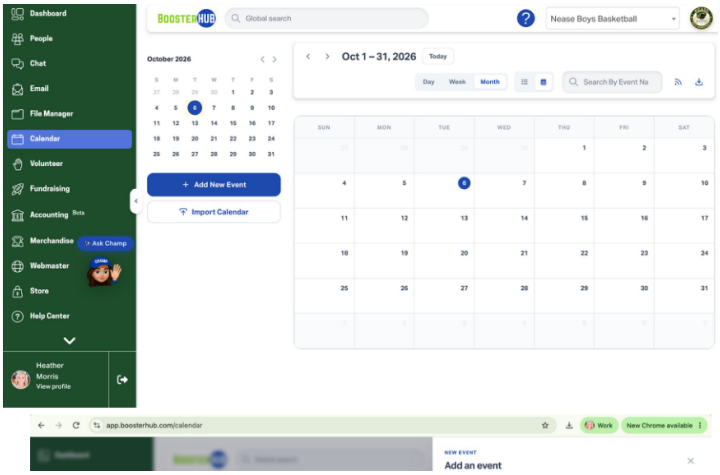
People

View team contacts, member status, and existing tags. Add or update contacts as needed.

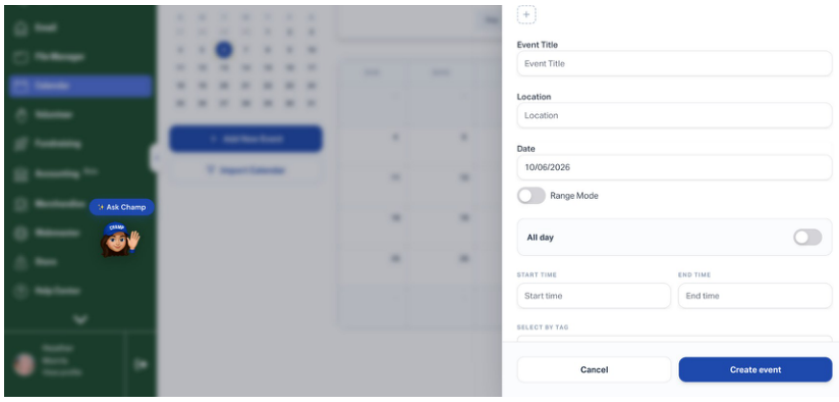


Calendar

Add important events; verify dates, times, locations, and audience before publishing.

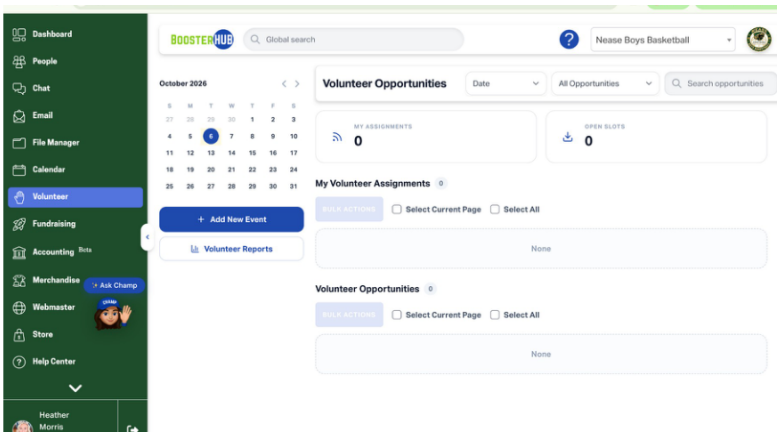


Use the event form to enter details and confirm the event before publishing.



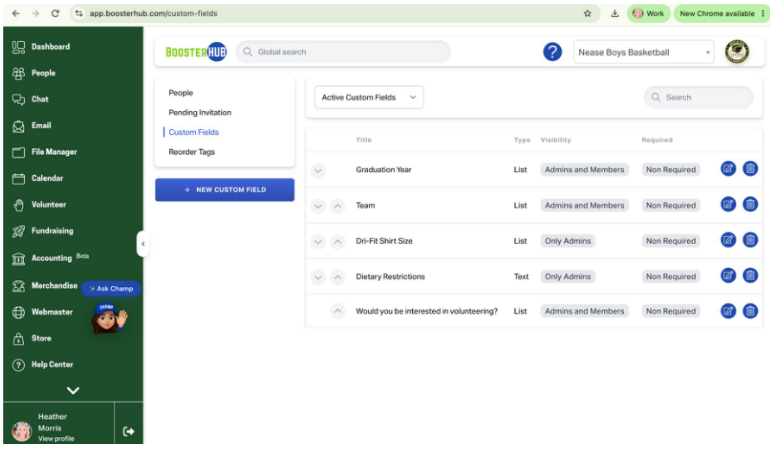
Volunteer

Create and review volunteer opportunities and sign-ups for concessions, meals, and other approved events.



File Manager

Organize approved team documents and website images in appropriate folders.



KEEP IT SIMPLE: Routine updates belong in this guide. Advanced website setup, page design, navigation, and custom code belong in the separate Webmaster Guide.

5. Quick Start Checklists

Team Liaison

- Review website dates, contacts, announcements, and links.
- Manage athlete/parent registration and pending approvals.
- Keep People information, Calendar, Volunteer, and files current.
- Confirm active Store and fundraising links; coordinate payment content with Treasurer.

Team Treasurer

- Enter/review expenses and deposits weekly; attach receipts.
- Complete and match TransactionHub items.
- Review Store Sales Reports and reconcile team income.
- Clean up the team account within four business days of month end.

Shared — Team Liaison or Team Treasurer

- Generate and test public product/page links and QR codes.
- Verify products and Cashier Store settings before an event.
- Test P12 checkout, confirm sales, and return borrowed equipment.

GPBC Help Contacts

Accounting: cathleen.matt@neaseathletics.org or pete.morris@neaseathletics.org

Setup, Store, Webmaster & Other BoosterHub Help: heather.morris@neaseathletics.org

IMPORTANT WORKFLOW REMINDERS

TransactionHub · Account
Account means the income or expense category (for example, Team Fees - Income or Equipment Expense).

Deposits · Supporting Records
Attach available evidence such as a deposit slip, deposit screenshot, or USIO transaction record. Do not duplicate Store income.

P12 · Confirm Approval
A tap or inserted card does not prove payment succeeded. Check that the Cashier checkout shows an approved payment.

Borrowed Readers · Before Events
Arrange a GPBC walkthrough ahead of time if needed, and confirm products and Cashier Store settings before the meeting.

Registration · Use the Existing Page
Team Liaisons should update the established Athlete Registration page rather than create a replacement. Registration and team fees are separate.

For help, use the GPBC contacts listed above.