



# Stratford Minor Baseball

P.O. Box 783, Stratford, Ontario N5A 6W1

## **INSTRUCTIONS FOR USING PLOOTO (DIRECT DEBIT) FOR PAYING REGISTRATION FEES**

SMBA is trying something new this year for making your registration payments. It is called PLOOTO. It is an electronic payment system which will pay your registration fee directly from your bank account ON THE DUE DATE. No more writing cheques! No more mailing or delivering the cheques!

Plooto is a SAFE and SECURE system that has been offering services to businesses for many years. They have decided to branch out to the non-profit sector.

### **A) Choose payment option**

**You have two options for using Direct Payment (Plooto) on the registration form**

- 1) A Lump-sum payment for for the full registration fee:
  - a. \$585 March 15<sup>th</sup> for rep players
  - b. \$145 April 15<sup>th</sup> for House League Players
  - c. \$35 May 15<sup>th</sup> for Blastball
  
- 2) FOR REP ONLY: Three equal withdrawals for \$195 each
  - a. \$195 March 15<sup>th</sup>
  - b. \$195 April 15<sup>th</sup>
  - c. \$195 May 15<sup>th</sup>

Once you make your choice on the registration form, and you have entered your email address, SMBA receives notification.

### **B) You receive an email from PLOOTO within 3 – 5 business days after submitting your registration form.**

SMBA then sends an invoice, via email. through PLOOTO stating it is for “SMBA Registration”. The email will include instructions on how to add your banking information. It is helpful to have a cheque handy when you complete the form. Just follow the instructions on the screen.



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## **C) Confirm you banking Information**

Plotoo will then send a “test” transaction to your bank account via a .01 deposit. (This may take two days to occur). *This transaction will have a code assigned to it.* The code will show up in your bank records with the .01 deposit. You will be able to get this code via your online banking

## **D) Enter Plotoo code to finish the setup**

Once you complete and submit your banking information, another email will be sent asking you to enter the code from the .01 deposit. Enter this code from the email.

## **E) All Done!**

You are now set up with SMBA and payments will come directly from your account as per your choice in Section A.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT OUR TREASURER @ [treasurer@stratfordminorbaseball.ca](mailto:treasurer@stratfordminorbaseball.ca).