

# CHECK DEPOSIT PROCESS

TRIP LEADER PROCESS USING SPORTS AMERICA OR WORKBOOK FOR SENDING CHECKS TO ASSISTANT TREASURER

## Trip Leaders Using Sports America

1. Click on Reports, Select (Payments, club by dep#)
2. Print report (from PC right click anywhere on report results and hit print)  
(from iPhone select report and scroll down to show up arrow click print)
3. Add your Trip Name to Top of Report in Ink
4. Add your Trip Name on front of all checks and Stamp back of all checks
5. Verify Check is made out to TBSSB or Tampa Bay Snow Skiers and Boarders
6. Verify Check Amount is correct and signed.
7. Use printout to wrap checks
8. Mail to: John Eberhardt 2663 Appaloosa Trail Palm Harbor FL 34685

**Note:** This report will not work well unless you enter deposit number in the **Batch Reference field** when entering payments. If check is for more than one person, enter the following into the **Notes/Description field**: Total \$1,400, split with Jane, Tarzan and Cheeta.

Any questions contact John Eberhardt Assistant Treasurer 727.479.4196

## Trip Leaders Using Workbook

Continue to mail copy of Check Deposit List with Checks (**use Steps 4 thru 8 above**)

Don't forget to **add** the following before you hit Load. Below is my example for Telluride

Leader Name **John Eberhardt**

Date **5/30/25**

Trip # **6**

Trip **Telluride**

(6 for Telluride, 10 for Park City and 12 for Spain)

Trip Deposit # **1**