1. Log into your RegattaCentral account and look in the “Regatta Calendar & Entries” box on the left side.

2. Click in the “my invoice” link to get to your invoice.
   a. If you have more than 1 organization on your account, then click on the “my invoice” link for the organization you want to view the invoice for.

3. On the page that appears, on your invoice, you may see one or some of the below items:
   a. OK boats, Scratched boats, Waitlisted boats, Applications
   b. Scratch Fee
   c. Options with Fees (ie per athlete fee or meal registration)
   d. Credit Card Payments OR Check/Cash Payments recorded by an Admin

4. If you have an outstanding balance, you can enter your payment information on the right side and click the “SUBMIT PAYMENT” button.