Club Monthly Report and Financials Instructions
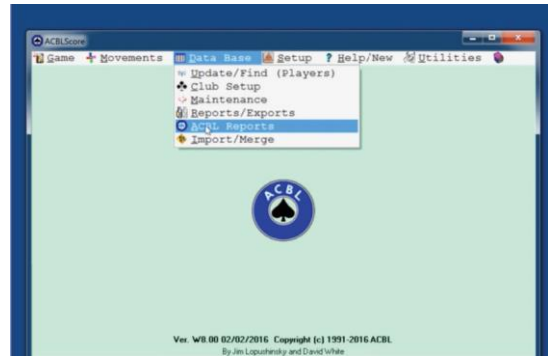## ACBLscore

The following steps will take you through the process of filing your club's monthly report and paying your fees. These new steps are necessary to ensure the security of payment method information.

1. From the home screen of ACBLscore, click Data Base in the toolbar and select ACBL Reports from the menu.
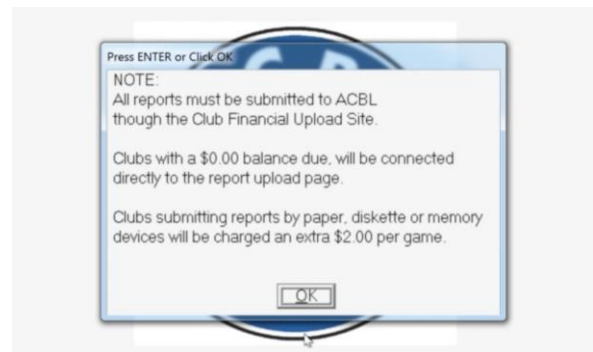

2. In the Select Report Month screen, select the month for which you will be submitting reports and financials and click OK. You can choose any month in the last six months.

3. In the next screen, select the club for which you will be filing your report and click OK.

4. Click OK in the NOTE screen. If you don't owe anything, you will be directed to the upload page.

5. The next screen will give you three options. Select 3 for Both financial and masterpoint reports for submission. Click OK.


6. In the following screen, choose whether you want to include financials for prior unreported games.

7. Games that will not be included are listed in the next screen. Click Yes to continue with the financial report.

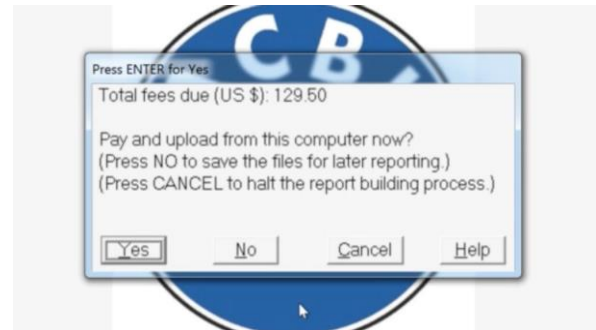8. Select option 1 for reports as a File with coversheet to file reports. Click OK.
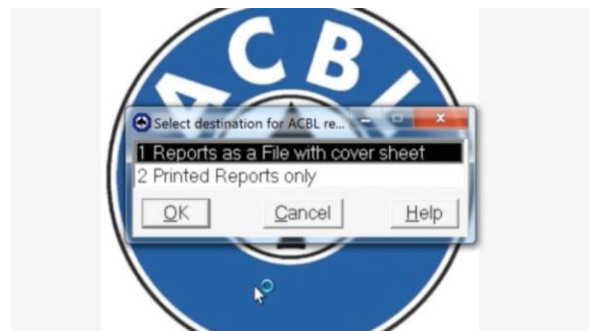
9. Click Browse to choose where to save the files for the report on your computer and then click OK.
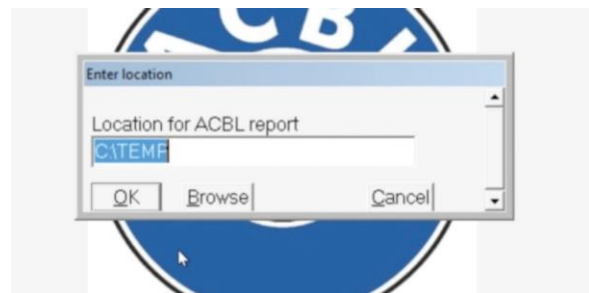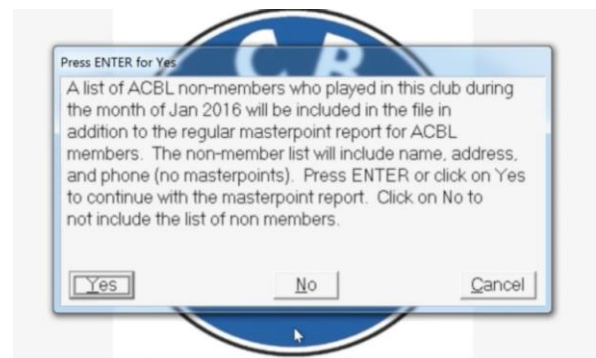
10. The next screen states that all payments must be made by credit card, debit card or Pay Pal. Click OK.

Press ENTER or Click OK

All payments are made by credit card.

Payments and report uploads are done though the Club Financial Upload site. http://web3.acbl.org/club-reports/upload

ALL credit cards and debit cards, along with Pay-Pal are accepted.

OK

11. Your total fees will appear in the next screen. Either click Yes to pay and upload files now or select No to finish the process later. (**For Yes, proceed to step 12. For No, skip to step 29.**)

Press ENTER for Yes

Total fees due (US $): 129.50

Pay and upload from this computer now?
(Press NO to save the files for later reporting.)
(Press CANCEL to halt the report building process.)

Yes   No   Cancel   Help

12. In the next screen, choose whether to include the list of non-members in your report.

Press ENTER for Yes

A list of ACBL non-members who played in this club during the month of Jan 2016 will be included in the file in addition to the regular masterpoint report for ACBL members. The non-member list will include name, address, and phone (no masterpoints). Press ENTER or click on Yes to continue with the masterpoint report. Click on No to not include the list of non members.

Yes   No   Cancel

13. Select whether you want to include unreported masterpoints from previous months.

Press ENTER for No

Include MASTERPOINTS from other unreported games?

Yes   No   Cancel   Help

14. There will be an alert that a web browser is about to open, which will bring you to the ACBL website. Click OK.

15. Minimize the ACBLscore window to see the ACBL website in your web browser.

16. This is the first screen you will see. For now, ignore the three gray boxes at the top. It is time to upload the JSON and Report files. Click Browse (or select file) just below the three gray boxes beginning with the JSON file.

ACBL Club Financial Upload Screen

Complete Process

	UPLOAD JSON FILE		UPLOAD REPORT FILE		PAY BALANCE

UPLOAD JSON FILE   Browse... No file selected.

Example filename: J123456201804.json
Where "J" denotes the JSON file, followed by your club number (123456), then by the year 2018 and finally the month (04).

UPLOAD REPORT FILE (LZH)   Browse... No file selected.

Example filename: R123456201804.LZH
Where "R" denotes the report file, followed by your club number (123456), then by the year 2018 and finally the month (04).
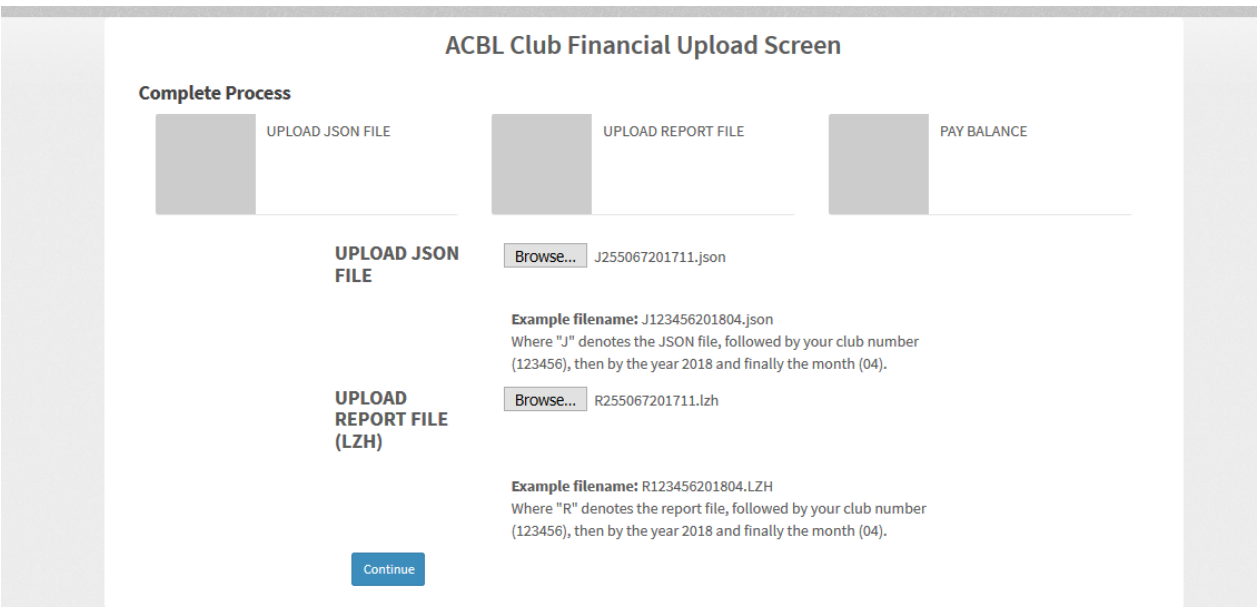
Continue

17. Locate where you have saved the JSON file on your computer. The JSON file has a particular naming convention. The first six characters are the club number, the next four characters are the year and the final two characters are the month you are uploading.

Click Browse (or select fle) to the right of the JSON file and a new window opens.
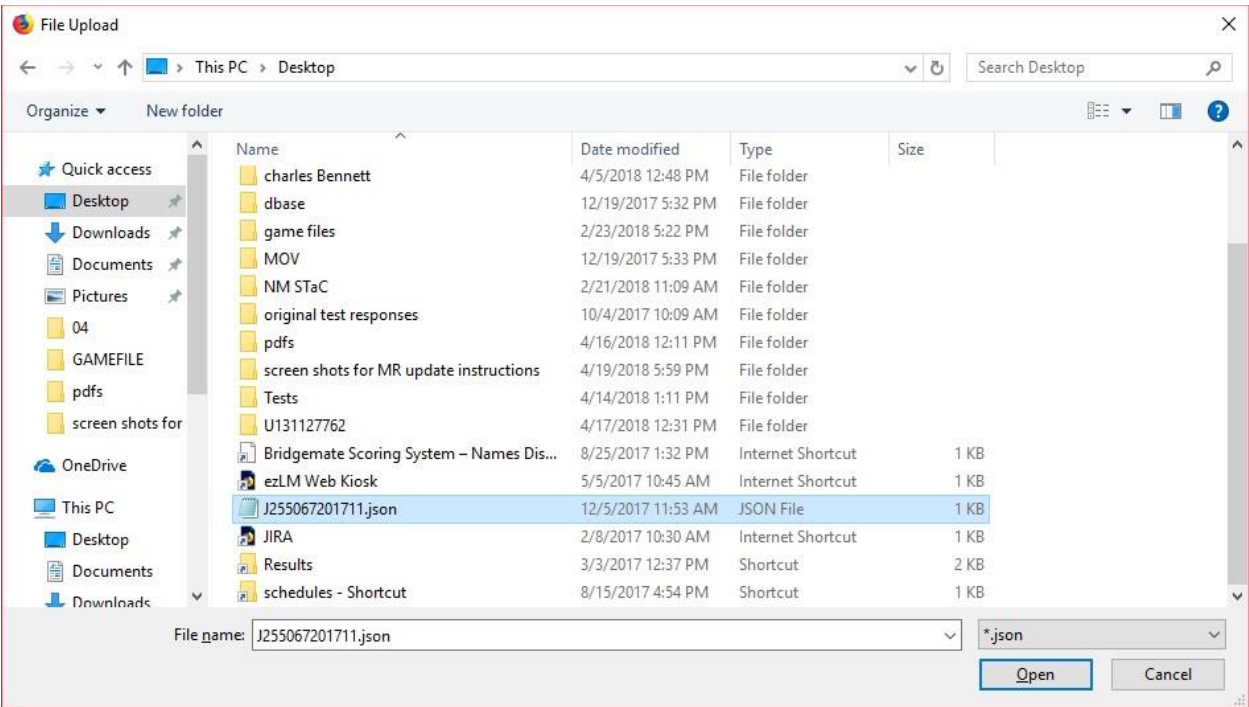
18. Click Open.

19. Follow the same steps to locate and upload the R (lzh) file and you will see the following screen.

ACBL Club Financial Upload Screen

Complete Process

UPLOAD JSON FILE	UPLOAD REPORT FILE	PAY BALANCE

UPLOAD JSON FILE   Browse...   J255067201711.json

Example filename: J123456201804.json
Where "J" denotes the JSON file, followed by your club number (123456), then by the year 2018 and finally the month (04).

UPLOAD REPORT FILE (LZH)   Browse...   R255067201711.lzh

Example filename: R123456201804.LZH
Where "R" denotes the report file, followed by your club number (123456), then by the year 2018 and finally the month (04).

Continue

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20. Click continue to go to the next screen for entering credit card information.

Note you have now completed 2/3 of the process as evidenced by two of the gray boxes now having check marks.

21. Enter your name and email address, credit card number (or use PayPal), expiration date, and the three-digit security code typically found on the back of the card. American Express uses a four-digit code on the front of the card.

22. The final step is to click Pay Now, including PayPal users.

ACBL Club Financial Upload Screen

Complete Process

✅	**JSON FILE UPLOADED** 255067 - Lake San Marcos Bridge Club Monthly Club Report: 11/2017 Thu, Apr 26, 2018 2:26 PM (W8.24)	
✅	**REPORT UPLOADED** R255067201711.lzh Nina Laughbaum Thu, Apr 26, 2018 2:26 PM	
✅	**BALANCE PAID** Transaction ID: 079ybc83 Amount: $268.80 Thu, Apr 26, 2018 2:26 PM	

Upload Another Report

All three boxes are checked indicating the process is complete.

23. If you have another club report, you may click the blue button to upload another report.

24. It is recommended that you delete the JSON, report and invoice files (html) once you have completed the process.

25. You will receive a confirmation email from BrainTree of your payment.

Note: Special instructions if you do not have internet access at the club:

Save your files to a USB drive.
Begin by double clicking the invoice file.
In this example the format is 1255067201811.html
The next screen:

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Double click this screen to get to ACBL Club Financial Upload screen. (Go to step 16)