



LEAGUE OPERATORS

Generate Vendor Payments

1. Under your schedule, select the \$ icon on the date you want to pay.

2. Select the **financial account** you would like to use to pay the officials.

3. Choose which **games** you would like to pay.

Select	Game Date	Site	Space	Game Type	Positions		
	2/10/26 9:00 AM	Pittsburgh Convention Center	Field 1	Varsity	Referee: Gage Baker	\$20.00	Unpaid
					Umpire 1: Heaven Lopez	\$20.00	Unpaid
					Umpire 2: Blaine Johnson	\$20.00	Unpaid
	2/10/26 9:00 AM	Pittsburgh Convention Center	Field 3	Varsity	Referee: Blaine Flores	\$20.00	Unpaid
					Umpire 1: Jimmy Jameson	\$20.00	Unpaid
					Umpire 2: Keegan Johnson	\$20.00	Unpaid
	2/10/26 9:00 AM	Pittsburgh Convention Center	Field 2	Varsity	Referee: Dakota Robinson	\$20.00	Unpaid
					Umpire 2: Rylie Rodriguez	\$20.00	Unpaid
	2/10/26 10:00 AM	Pittsburgh Convention Center	Field 3	Varsity	Referee: Gage Baker	\$20.00	Unpaid
					Umpire 1: Dakota Robinson	\$20.00	Unpaid
					Umpire 2: Keegan Johnson	\$20.00	Unpaid
	2/10/26 10:00 AM	Pittsburgh Convention Center	Field 1	Varsity	Referee: Blaine Johnson	\$20.00	Unpaid
					Umpire 1: Gage Baker	\$20.00	Unpaid
					Umpire 2: Blaine Flores	\$20.00	Unpaid



RCXsports



HOW TO PAY OFFICIALS

LEAGUE OPERATORS

4. Select which **officials** you would like to pay, or choose **Select All**.

Select Users
Select the users you would like to pay.

☒

Select All

☒

Gage Baker: \$60.00 (3 games)

☒

Blaine Flores: \$60.00 (3 games)

☒

Jimmy Jameson: \$60.00 (3 games)

☐

Keegan Johnson: \$60.00 (3 games)

☒

Blaine Johnson: \$60.00 (3 games)

☒

Heaven Lopez: \$60.00 (3 games)

☒

Dakota Robinson: \$60.00 (3 games)

☒

Rylie Rodriguez: \$60.00 (3 games)

5. A table with the officials' names and amounts will populate. Once you're ready, click **Generate Vendor Payments**.

Note: Financial attributions are an optional tag on a payment. They show up on financial exports and can be used as a budgeting tool.

Payment Details

Payment Description (300 characters max) *

Provide a description for the payment.

Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)

Financial Attribution (optional)

Optionally select a financial attribution for the payment.

Payee Email	Payee Name	Payment Amount	Payment Description (300 characters max)	Financial Attribution
GageBaker@example.com	Gage Baker	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	
BlaineFlores@example.com	Blaine Flores	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	
jimmy.jameson@example.com	Jimmy Jameson	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	
BlaineJohnson@example.com	Blaine Johnson	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	
HeavenLopez@example.com	Heaven Lopez	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	
DakotaRobinson@example.com	Dakota Robinson	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	
RylieRodriguez@example.com	Rylie Rodriguez	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	

Generate Vendor Payments (\$420.00)

6. Select **View Vendor Payments** to confirm the batch was created.

Vendor payments have been generated!

Close

View Vendor Payments



RCX**sports**



HOW TO PAY OFFICIALS

LEAGUE OPERATORS

Release Payments

Releasing a payment to an official is a two-step process: request it, then approve it.

1. Select the **Unpaid** tab. From here you can request payments to be released — one at a time, or by selecting the checkboxes and clicking **Request Selected Payments**.

Unpaid Payments

Account Balance: \$1.52
Selected Payments Total: \$4,581.00

	Payee	Amount	Description	Requestor	Financial Attribution	Requested	Request	Delete	F/R
☒	Filter...		Filter...	Filter...	Filter...				
☒	Request Selected Payments	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄
☒	Delete Selected Payments	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄
☒	Set Financial Attribution	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄
☒	Blaine Flores BlaineFlores@example.com	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄
☒	Blaine Johnson BlaineJohnson@example.com	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄
☒	Dakota Robinson DakotaRobinson@example.com	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄
☒	Heaven Lopez HeavenLopez@example.com	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄
☒	Rylie Rodriguez RylieRodriguez@example.com	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄
☒	Gage Baker GageBaker@example.com	\$60.00	Pittsburgh Convention Center (2/10/26 9:00am - 11:00am)	Sam Gloeckner	None	9/2/2026	✓	🗑️	🔄

2. Select the **Requested** tab. From here you can approve payments to be released — one at a time, or by selecting the checkboxes and clicking **Approve Selected Payments**.
3. Approving a payment releases the amount to the official. Payments process for **4 hours** before transferring to the official's RQ Pay account.

