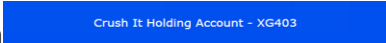


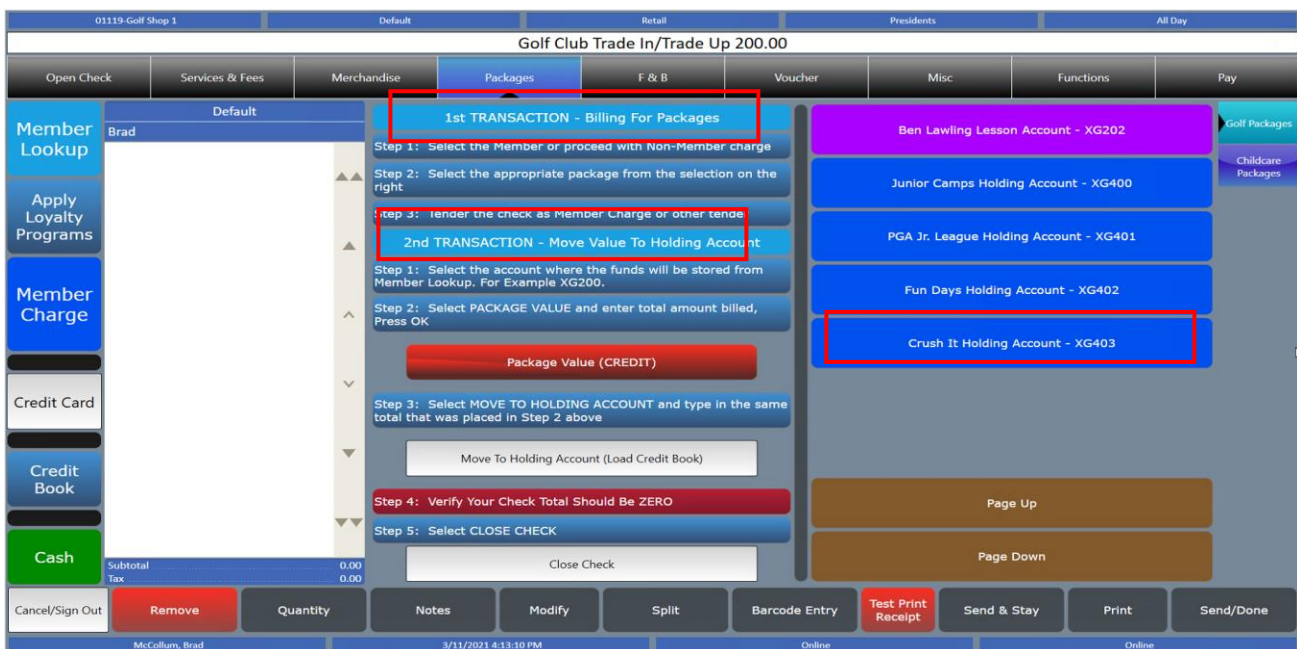
Crush Billing Process

The Crush It Class Tracking/ Payout Spreadsheet will calculate the payout to each instructor for each class delivered. Each class will have its own pay out based on the number of class sessions and participants in each month. The lesson commission percentage for all Crush It programming is 50%, paid out each month, while the other 50% will be recognized as Crush It department revenue also within the same month of the program.

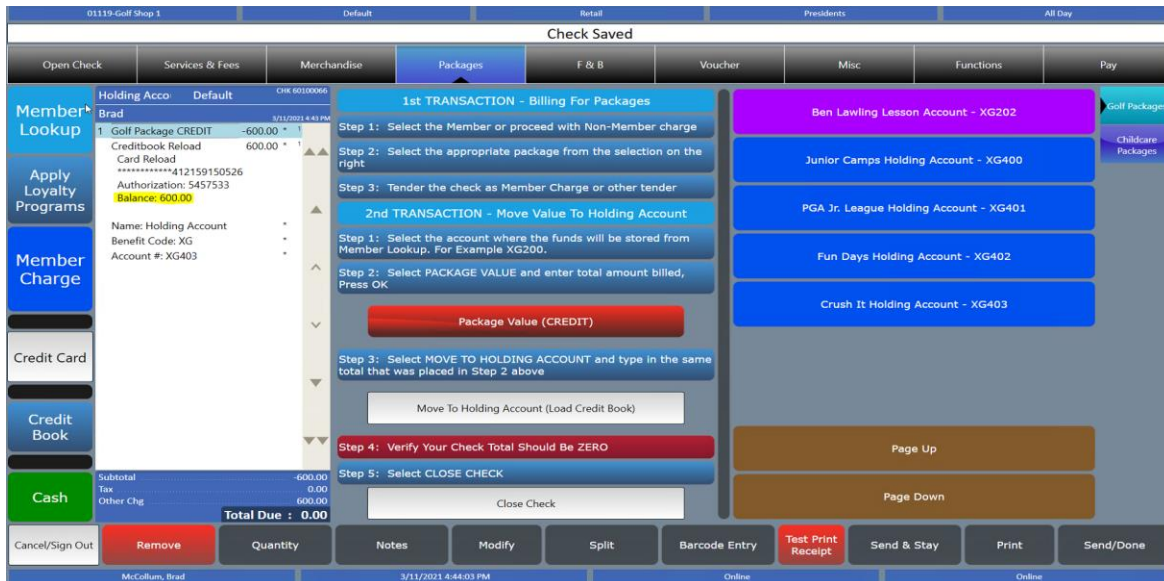
Step 1- Micros

Crush It monthly subscription fee is billed through the MICROS POS using the Package Billing process. PDP will first populate the Crush It Tracking Spreadsheet with all registrations for the month. Each Month the PDP will bill all registrations and update this billing based on any 'adds/subs' that many have occurred for the current month.

A unique Crush It billing button  has been created on your Package Billing tab to tie to the created Holding Account. PDP will follow the first three steps on this page (*NOTE: 1st Transaction Steps outlined in image below*), using this Crush It billing button, to bill all the Memberships who will have juniors participating in the current month subscription program. Once all the current month participants have been billed, the PDP will follow the below five steps to move the total amount billed into the established Crush It Holding Account. (*NOTE: 2nd Transaction Steps outlined in image below*)



The screenshot displays the MICROS POS interface for a transaction. The top navigation bar shows '01119-Golf Shop 1', 'Default', 'Retail', 'Presidents', and 'All Day'. The main menu includes 'Open Check', 'Services & Fees', 'Merchandise', 'Packages', 'F & B', 'Voucher', 'Misc', 'Functions', and 'Pay'. The central area is titled 'Golf Club Trade In/Trade Up 200.00' and shows a 'Member Lookup' for 'Brad'. The transaction area is divided into two main sections: '1st TRANSACTION - Billing For Packages' and '2nd TRANSACTION - Move Value To Holding Account'. The '1st TRANSACTION' section includes steps: 'Step 1: Select the Member or proceed with Non-Member charge', 'Step 2: Select the appropriate package from the selection on the right', and 'Step 3: Render the check as Member Charge or other tender'. The '2nd TRANSACTION' section includes steps: 'Step 1: Select the account where the funds will be stored from Member Lookup. For Example XG200.', 'Step 2: Select PACKAGE VALUE and enter total amount billed, Press OK', 'Step 3: Select MOVE TO HOLDING ACCOUNT and type in the same total that was placed in Step 2 above', 'Step 4: Verify Your Check Total Should Be ZERO', and 'Step 5: Select CLOSE CHECK'. The right-hand panel shows a list of accounts: 'Ben Lawling Lesson Account - XG202', 'Junior Camps Holding Account - XG400', 'PGA Jr. League Holding Account - XG401', 'Fun Days Holding Account - XG402', and 'Crush It Holding Account - XG403'. The bottom of the screen shows a status bar with 'McCollum, Brad', '3/11/2021 4:13:10 PM', and 'Online'.



Total funds billed will be added to the correct tab and location on the Crush It Tracking and Payout Spreadsheet. PDP will then follow the remaining steps below to ensure billing and payout is accurate for each month this subscription program is supported.

This billing by the PDP will occur on the 5th day of each month to allow time to obtain any “adds/subs” for the current months program.

Step 2- Tracking/ Payout Spreadsheet

In Columns C and E for the tab of the current month, enter the day of the week and class time for each Crush It session offered for the month

Step 3- Tracking/ Payout Spreadsheet

In Cell G4, enter your clubs monthly subscription price and
**Price will populate down G column.*

Step 4- Tracking/ Payout Spreadsheet

In Column I, for each class enter the number of juniors in each session that were billed through the MICROS POS Billing Process
**Cell I26 will equal the total number of juniors in the entire program*
**Cell I28 is the total number of juniors from “Starting Month Registration Page” +/- “Adds & Subs”*
**Cells I26 and I28 need to match*

Step 5- Tracking/ Payout Spreadsheet

In Column K, Total Crush It Revenue will be calculated
**Cell K26 will equal the amount placed in holding account*

Step 6- Tracking/ Payout Spreadsheet

In Column M, enter the number of class sessions delivered for the month for each class

- If there are 4 class session in the month, enter a 4
**25% of the monthly subscription price of each junior is paid out weekly which will be calculated in Column O. (12.5% will be recognized to various instructors, with 12.5% recognized as department revenue)*
- If there are 5 class sessions in the month, enter a 5
**20% of the monthly subscription price of each junior is paid out weekly, which will be calculated in Column O. (10% will be recognized to various instructors, with 10% recognized as department revenue)*

Step 7- Tracking/ Payout Spreadsheet

In Column P, enter the number of instructors that taught each class session

*Payout per instructor is calculated in Column Q

*Crush It Dept Revenue is calculated in Column R

CLUB NAME:														
Age Groups	Class Day of Week	Class Time	Price	# of Juniors	Total Crush It Revenue	# of Classes	Payout per Class	# of Instructors	Payout per Instructor	Crush It Dept. Revenue	Weeks Paid Out	Live HA Balance	Live Crush It Dept. Revenue	
4-6yrs			\$100	6	\$600	4	\$150.00	1	\$ 75.00	\$ 75.00	1	\$ 450	\$ 75.00	
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
6-11yrs			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
11-16yrs			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
			\$100		\$0							\$ -		
Total			\$100	6	\$ 600	4	\$ 150	1	\$ 75.00	\$ 75.00		\$ 450	\$ 75.00	

Step 8- Micros/ Tracking/ Payout Spreadsheet- Weekly Action

Crush It Department Revenue

Using Column R, recognize the weekly amount of Crush It revenue that will be recognized as department revenue for that week.

1. Open the Crush It Holding Account XG 403, within Member Lookup on MICROS POS.
2. Select the "Crush It Rev." button under the Lesson Tab to recognize department revenue.
3. Tender this sale to the credit book within the Crush It Holding Account to close the check to Credit Book to remove the funds from the Credit Book balance moved into this account.

The screenshot displays the MICROS POS interface for a transaction. At the top, it shows '1 Crush It Rev. 75.00'. The interface is divided into several sections:

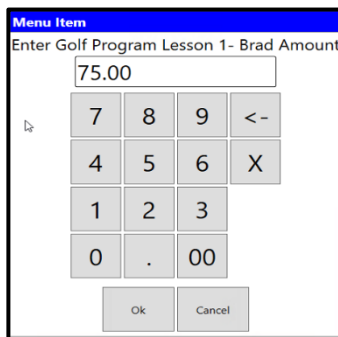
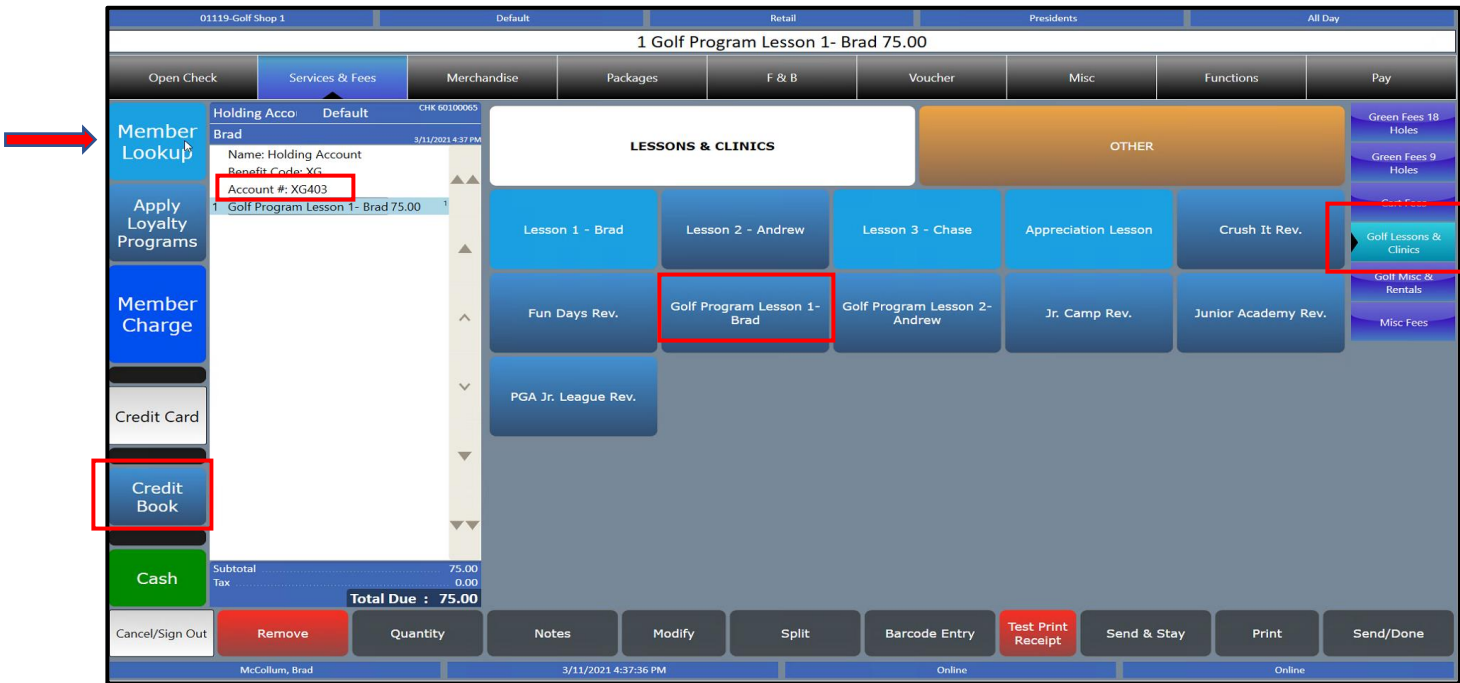
- Member Lookup:** A red arrow points to this section. It shows a holding account for 'Brad' with account number 'XG403' highlighted in red.
- Services & Fees:** A list of items is shown, including 'Crush It Rev.' for 75.00.
- LESSONS & CLINICS:** A grid of buttons for different lessons is shown. The 'Crush It Rev.' button is highlighted in red.
- Credit Book:** A button labeled 'Credit Book' is highlighted in red.
- Menu Item:** A dialog box is open, titled 'Enter Crush It Rev. Amount', with the value '75.00' entered.

At the bottom, the interface shows a subtotal of 75.00 and a total due of 75.00. The status bar at the bottom indicates the user is 'McCallum, Brad' and the date is '3/11/2021 4:29:15 PM'.

Crush It Instructor Revenue

Using Column Q, recognize the amount to be paid to each instructor for the classes delivered during the current pay week. This is paid using each instructors specific “Golf Program Lesson” button. All Crush It funds are located within the Crush It Holding Account credit book balance following the initial billing and moving into this account.

1. Open the Crush It Holding Account with Member Lookup on MICROS POS.
2. Select the “Golf Program Lesson” button for the instructor and type in the amount owed for weekly payment. Continue adding instructors to the check if they supported the program during that week.
3. Tender the sale to the credit book within the Crush It Holding Account to close the check.



Step 9-Tracking/ Payout Spreadsheet

In Column T, enter the number of class weeks during the month that have been paid out.

**Column U is the live holding account balance*

**Column V is the Live Crush It Dept Revenue paid out for the month.*

Step 10- Tracking/ Payout Spreadsheet

Cell U26, will be \$0 at the end of each month and V26 will be $\frac{1}{2}$ of the Total Crush It Revenue.

Step 11-Tracking/ Payout Spreadsheet

YTD tab will calculate YTD # of Juniors, Total Crush It Revenue, Live Holding Account Balance and Live Dept. Revenue