

How to Create an Eventbrite Dues Deposit Form

1. Go to CSUSM ASI- Student Org. Account Services

2. Click on the Deposit Form Adobe Sign

-Found under the “Forms” section

3. In the drop-down bar

-Click on the SA-ASI Deposit Form

4. Click Select at the bottom of the page

5. Student 1

-Fill in the email of the person filling out the Dues Deposit Form

-*This is normally the Treasurer

6. Student 2

-Fill in the email of the other Officer who will sign the form

-*This is normally the President

7. Under “Document Name” in the [] add your club’s name

-Ex. “Water Polo Club”

8. Click submit at the bottom of the page

9. You will receive an email from Esign, click the review and fill out button

-Start to fill out the Deposit Form

10. Select Student Organization Name

-Click on the drop-down arrow and scroll down until you find your Student Organizations name then click on it

-The detail code and fund number will automatically populate

11. Deposit Description

-Membership Dues

12. Source of Funds

- Eventbrite

13. Funds

- Fill in the amount of funds you will receive from Eventbrite under “Check”
- The check number box will be left blank

14. Sales Tracking

- Mark N/A and then put 0 and 0 for this section

15. Signature

- Once the document is complete, you can sign at the bottom of the page
- Make sure to fill in your phone number

You can then submit the document which will now be sent to the second student for signature (President).

Once everyone has signed, you will receive a copy of the document. Make sure to send a copy to the Sport Clubs Staff through email (sportclubs@csusm.edu) and the Cashier's Office (sfs@csusm.edu)