

# SELF EMPLOYED TEAM MEMBERS INVOICING



INVOICES ARE COMPLETED IN ARREARS FOR THE MONTH PREVIOUSLY WORKED

INVOICES SHOULD BE SUBMITTED BY THE 5TH OF THE MONTH FOLLOWING

INVOICES WILL BE PAID ON 12TH OF THE MONTH

THOSE WORKING ACROSS UKIDS AND USPORTS WILL NEED TO COMPLETE TWO SEPARATE INVOICES FOLLOWING SLIGHTLY DIFFERENT INSTRUCTIONS

## STEP 1: ACCESS GOOGLE SHEETS INVOICE

TO ACCESS THE GOOGLE SHEETS TEMPLATE, VISIT THE FOLLOWING WEBSITE:

[WWW.U-KIDS.CO.UK/TEAM-AREA](http://WWW.U-KIDS.CO.UK/TEAM-AREA)  
Password: PuttingYouFirst

STEP 2:  
CLICK THE 'RATES OF PAY' TAB



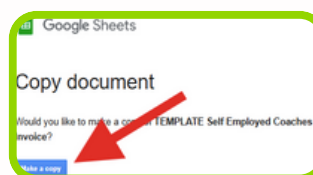
STEP 3: SELECT "SELF  
EMPLOYED INVOICE TEMPLATE"  
AND THEN MAKE A COPY

### Self Employed

Self Employed Invoice Template

When you click the button above, you will create a copy of the Google Sheets invoice template which you can then edit & share with the relevant person to check (see the table below for who to share this with).

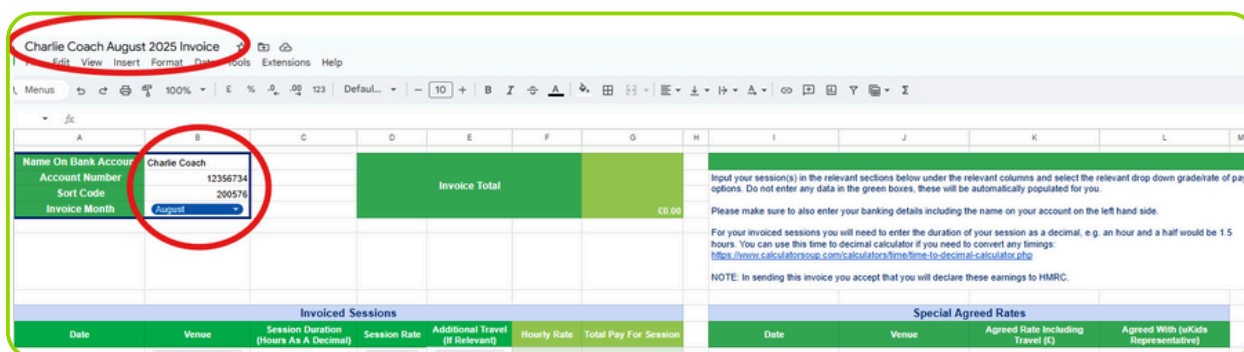
Pay Date	12th of Month B
What To Invoice	You should submit an invoice for all sessions worked between the 1st - 31st of Month A.
Invoice Deadline	5th of Month B
Send Invoices To	loretta@u-sports.co.uk



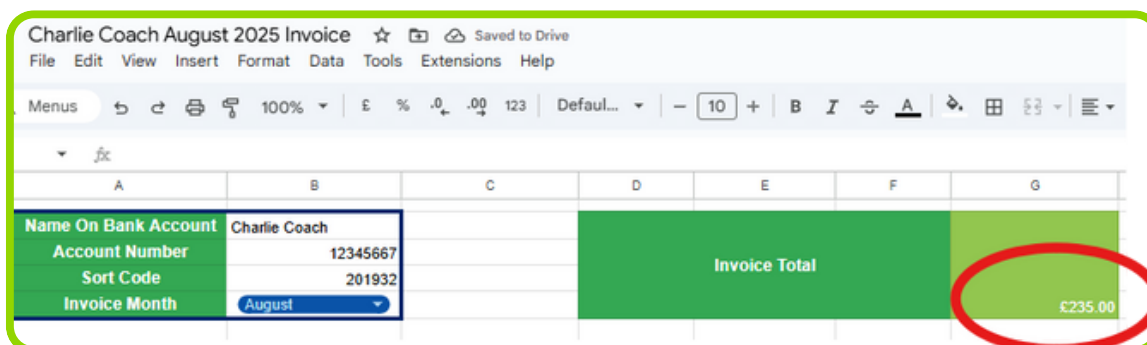
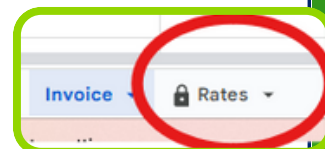
# STEP 4: COMPLETE INVOICE



- CHANGE FILENAME TO 'NAME MONTH YEAR INVOICE'  
E.G. 'CHARLIE COACH AUGUST 2025 INVOICE'
- ADD YOUR NAME, BANK DETAILS AND PAY MONTH TO THE TOP BOX

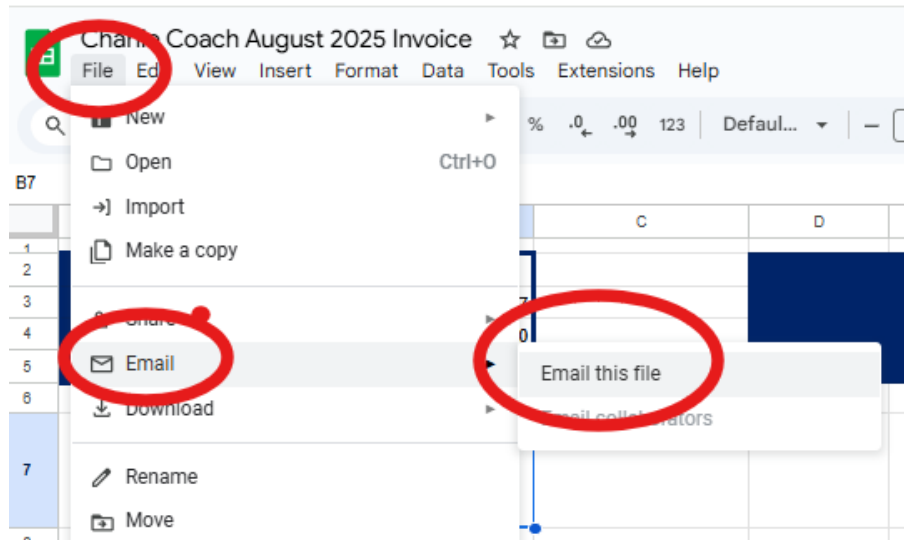


- FOLLOW THE INSTRUCTIONS IN THE TOP RIGHT HAND BOX
- ADD YOUR UKIDS SESSIONS IN THE FIRST SECTION. ENTER THE SESSION DURATION AS A DECIMAL (SEE THE URL IN THE INSTRUCTION BOX FOR HOW TO DO THIS).
- PLEASE ENSURE YOU USE THE DROP DOWN BOXES TO SELECT YOUR VENUE/GRADE/TRAVEL EXPENSES - **DO NOT MANUALLY ENTER THE DATA.** FOR YOUR REFERENCE: THE RATES OF PAY/TRAVEL CAN BE FOUND ON THE SECOND TAB "RATES".
- ADD SPECIALLY NEGOTIATED RATES IN THE MIDDLE SECTION "SPECIAL AGREED RATES" ENSURING YOU NOTE WHICH OFFICE MEMBER APPROVED IT
- CHECK YOU ARE HAPPY WITH THE TOTAL SHOWING IN THE TOP SECTION. THIS SHOULD AUTO-POPULATE FROM THE DATA YOU HAVE INPUT



## STEP 5: EMAIL INVOICE

- BRISTOL COACHES - EMAIL THE FILE TO [BEN@U-SPORTS.CO.UK](mailto:BEN@U-SPORTS.CO.UK)
- ALL OTHER COACHES - EMAIL THE FILE TO [LORETTA@U-SPORTS.CO.UK](mailto:LORETTA@U-SPORTS.CO.UK)
- FOR INVOICES WITH SESSIONS IN BOTH AREAS - EMAIL [LORETTA@U-SPORTS.CO.UK](mailto:LORETTA@U-SPORTS.CO.UK)
- PLEASE CLICK AND COMPLETE THESE STEPS:



- YOU CAN SEND YOURSELF A COPY AND ADD A MESSAGE IF YOU NEED TO HIGHLIGHT ANYTHING SPECIFIC.
- **PLEASE SELECT EXCEL AS THE FILE TYPE (NOT PDF).**

**Email this file**

Send yourself a copy

Subject

Message

File type

**ANY QUESTIONS....  
EMAIL OR DM NISIA SARGOOD  
([NISIA@U-SPORTS.CO.UK](mailto:NISIA@U-SPORTS.CO.UK))**