



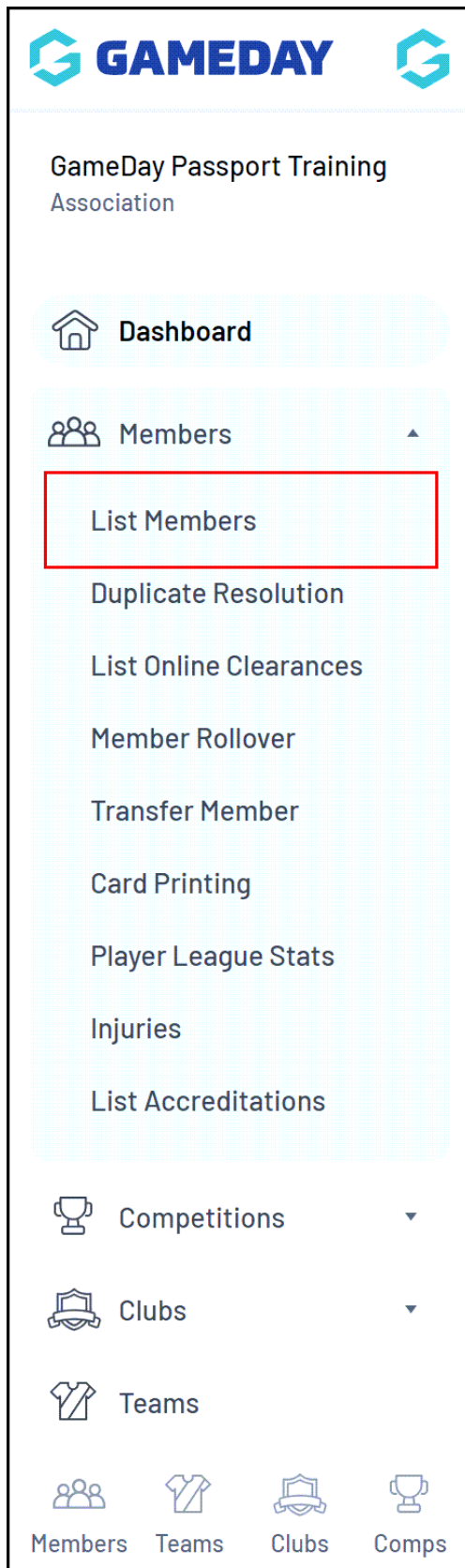
## How do I manually add a payment to a member's record?

Last Modified on 28/03/2024 3:12 pm AEDT

GameDay allows administrators to manually record a payment against a member's record, should they be unable to complete a payment through a registration form, and already existing in your membership database.

To manually record a payment on a member record:

1. In the left-hand menu, click **Members > LIST MEMBERS**



2. Find the applicable member, then click the **VIEW** (magnifying glass) icon to open their record

ADD

## Members in Association ?

If you are seeing 'Potential Duplicate' in the Active field, you may need to resolve duplicates.

Showing Family Name Including

Season

Age Group

Status

Member Type

Gender








2023

--All Age Gr...

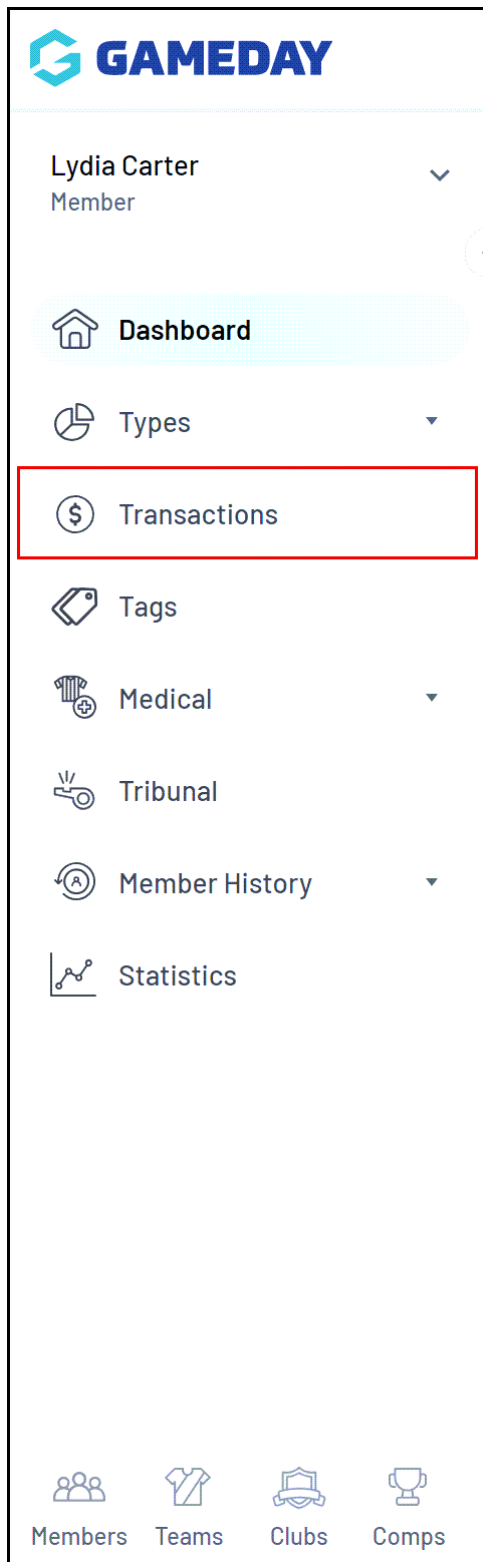
Active

All

All Genders

	Family name	Legal Firstname	Active in Association	Date of Birth	Suburb	Telephone Number (Mobile)
	Carter	Lydia	<input checked="" type="checkbox"/>	12/09/2017		
	Collins	Karina	<input checked="" type="checkbox"/>	25/07/1997		
	Hanslow	David	<input checked="" type="checkbox"/>	04/03/2020		
	Hardy	Jennifer	<input checked="" type="checkbox"/>	26/11/1985		
	Hays	Mala	<input checked="" type="checkbox"/>	01/01/2006		
	Hess	Wyoming	<input checked="" type="checkbox"/>	20/04/2014		
	Holland	Alexandra	<input checked="" type="checkbox"/>	21/07/1990		

3. On the member record, select **TRANSACTIONS** in the left-hand menu




4. Click **ADD TRANSACTION**

ADD TRANSACTION

Transactions

Filter by:

All

	Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
	18212502	Membership-2...	1	GameDay Pass...	100.00	07/02/2023		Paid	<a href="#">View Payment...</a>			<a href="#">View Receipt</a>

[List All Payment Records](#)

5. Select the **Product** that you want to assign to the member, then click **UPDATE TRANSACTION**

Transactions

To modify this information change the information in the boxes below and when you have finished press the 'Update Transaction' button.

Note: All boxes marked with a \* are compulsory and must be filled in.

Details

Product\*

2023 Membership Fee

Amount Due

Date Paid

Quantity

1

Paid?

Delivered?

☐

Notes

Update Transaction

6. Click **RETURN TO TRANSACTIONS**

Transactions

Record updated successfully



Return to Transactions

7. Tick the **PAY** checkbox for the unpaid order

ADD TRANSACTION

Transactions

Filter by:  
All



Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
 18212502	Membership-2...	1	GameDay Pass...	100.00	07/02/2023		Paid	<a href="#">View Payment...</a>	<input type="checkbox"/>		<a href="#">View Receipt</a>
 18215688	Membership-2...	1	GameDay Pass...	100.00			Unpaid	<a href="#">Delete Transac...</a>	<input type="checkbox"/>		

[List All Payment Records](#)

8. From here, you have two options:

**Option A: Submit a Manual Payment**

If you've already received the payment by other means (i.e. Cash, EFTPOS, Bank Transfer etc), you can submit a manual payment by entering the **Amount**, selecting a **Payment Type**, then clicking **SUBMIT MANUAL PAYMENT**.

Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
 18212502	Membership-2...	1	GameDay Pass...	100.00	07/02/2023		Paid	<a href="#">View Payment...</a>			<a href="#">View Receipt</a>
 18215688	Membership-2...	1	GameDay Pass...	100.00			Unpaid	<a href="#">Delete Transac...</a>	<input checked="" type="checkbox"/>		

[List All Payment Records](#)

Process Payment via Payment Gateway

OR

Manual Payment

Amount (ddd.cc):  
100

Date Paid:  
28/3/2024  
dd/mm/yyyy

Payment Type:  
Cash

Bank:

BSB:

Account Name:

Account Number:

Response Code:

Response Text:

Receipt Reference:

Comments:

Submit Manual Payment

?

This will mark the transaction as Paid within the database.

### Option B: Process the payment online

You can also process the payment online through our online credit card gateway by selecting **PROCESS PAYMENT VIA PAYMENT GATEWAY**:

	Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
	18212502	Membership-2...	1	GameDay Pass...	100.00	07/02/2023		Paid	<a href="#">View Payment...</a>			<a href="#">View Receipt</a>
	18215688	Membership-2...	1	GameDay Pass...	100.00			Unpaid	<a href="#">Delete Transac...</a>	<input checked="" type="checkbox"/>		

[List All Payment Records](#)

Process Payment via Payment Gateway

Click **PAY**, then enter the credit card details to process a live payment:

Payments Checkout

Order Item ID	Product	Name	Price
1182156882	Membership - 2023 Membership Fee	Lydia Carter	\$100.00
Total			\$100.00

Pay Now: Select a Payment Method

Pay with Credit/Debit Card, Apple Pay or Google Pay

Pay