



## **Quick Reference Guide: Gateway and Payments**

MyNetball allows you to collect payments online for Netball Queensland Memberships, Association Fees, Club Memberships, uniform items etc.

This **Quick Reference Guide** contains the following information:

- **MPS Gateway (disbursements, split payments, primary gateway)**
- **MyNetball Payment Service (pin payments, secondary gateway)**
- **Offline payments**

The “Split Payments” set up is a multi-disbursement gateway (MPS Gateway) that allows online payments to be disbursed to multiple recipients, to eliminate the need of invoicing for Netball Queensland Memberships.

### **How does this MPS Gateway work exactly?**

A participant purchases a product online, through their Club, for \$117. Included in this \$117 is the Netball QLD Membership (\$90), an Association fee (\$10) and a Club fee (\$17). When the disbursement is completed, \$90 is disbursed to Netball QLD, \$10 is disbursed to the Association and \$17 is disbursed into the Club’s bank account.

Each Organisation receives the money they are expecting into their nominated bank account and there is no need for invoicing.

### **How does the MyNetball Payment Service work exactly?**

A participant purchases a product online, through their Club, for \$117. Included in this \$117 is the Netball QLD Membership (\$90), an Association fee (\$10) and a Club fee (\$17). When the payment is completed, \$117 is disbursed into the Club’s bank account.

Netball Queensland invoice the Association for any members affiliated with that Association for Netball Queensland membership fees. The Association invoices the club for Netball QLD and Association fees and the Club keeps the remaining funds.

### **How does Offline payments work exactly?**

A participant purchases a product online, through their Club, for \$117. Included in this \$117 is the Netball QLD Membership (\$90), an Association fee (\$10) and a Club fee (\$17). When the registration is completed, the participant receives an emailed tax invoice.



The Club then relies on the participant to follow the instructions that were entered in the offline payment option of the signup form and collect funds.

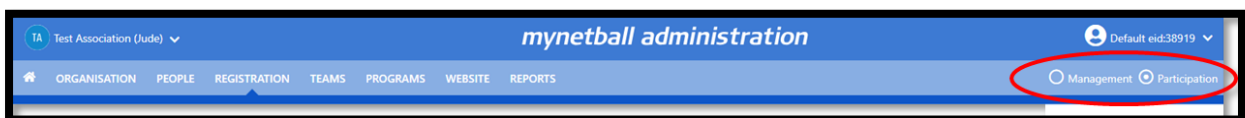
Netball Queensland invoice the Association for any members affiliated with that Association for Netball Queensland membership fees. The Association invoices the club for Netball QLD and Association fees and the Club keeps the remaining funds.

### Enter bank details in MyNetball for MPS Gateway (disbursements, split payments, primary gateway)

Enter the organisations bank details – Account Name, BSB and Account Number.

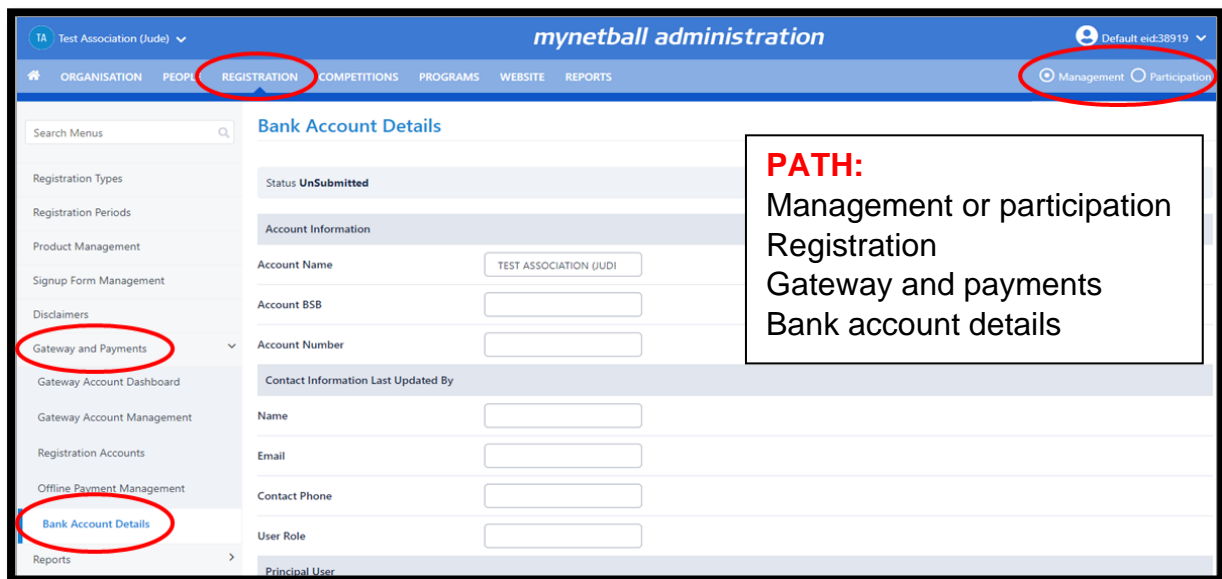
**The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.**

Associations can manage their bank account under **Management** or **Participation**.



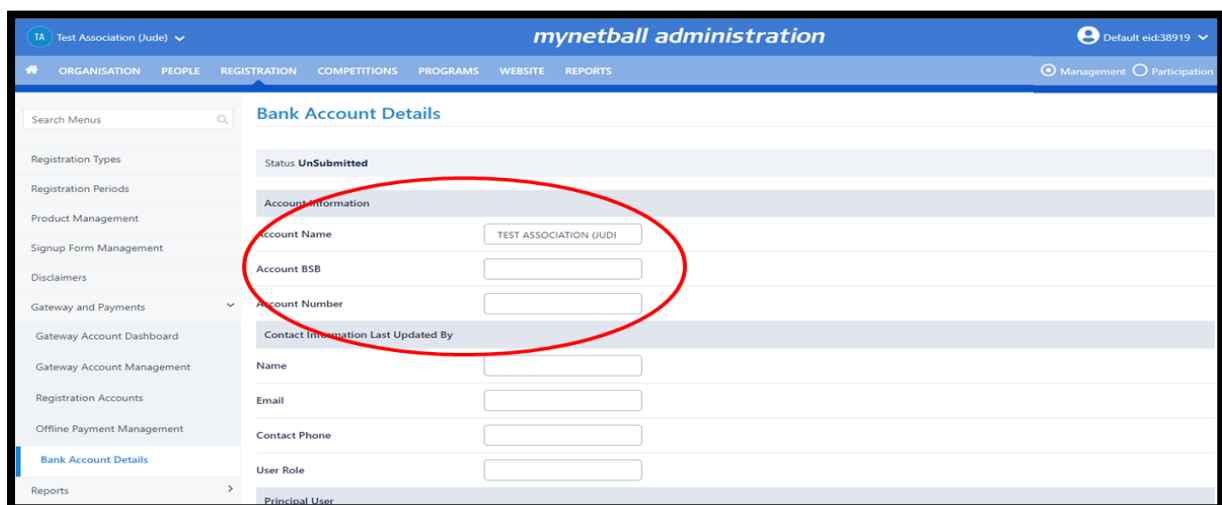
Clubs will not have the option to choose between management or participation, they will just be in participation.





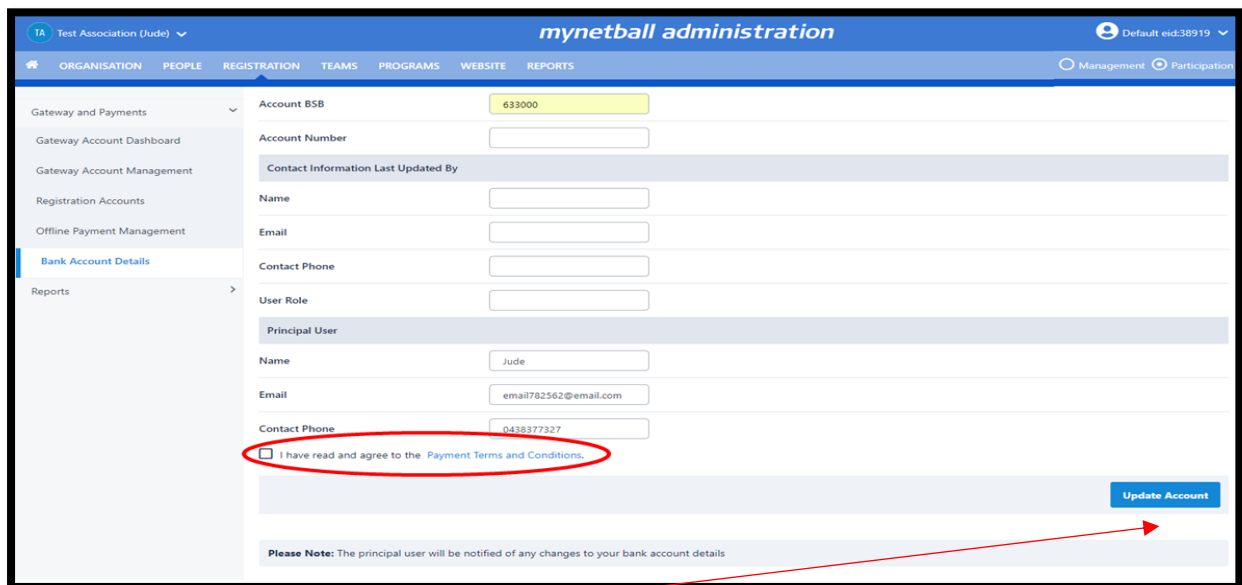
This will bring you to the **Bank Account Details** page.

Enter the Account Name, BSB and Account Number for your organisation.



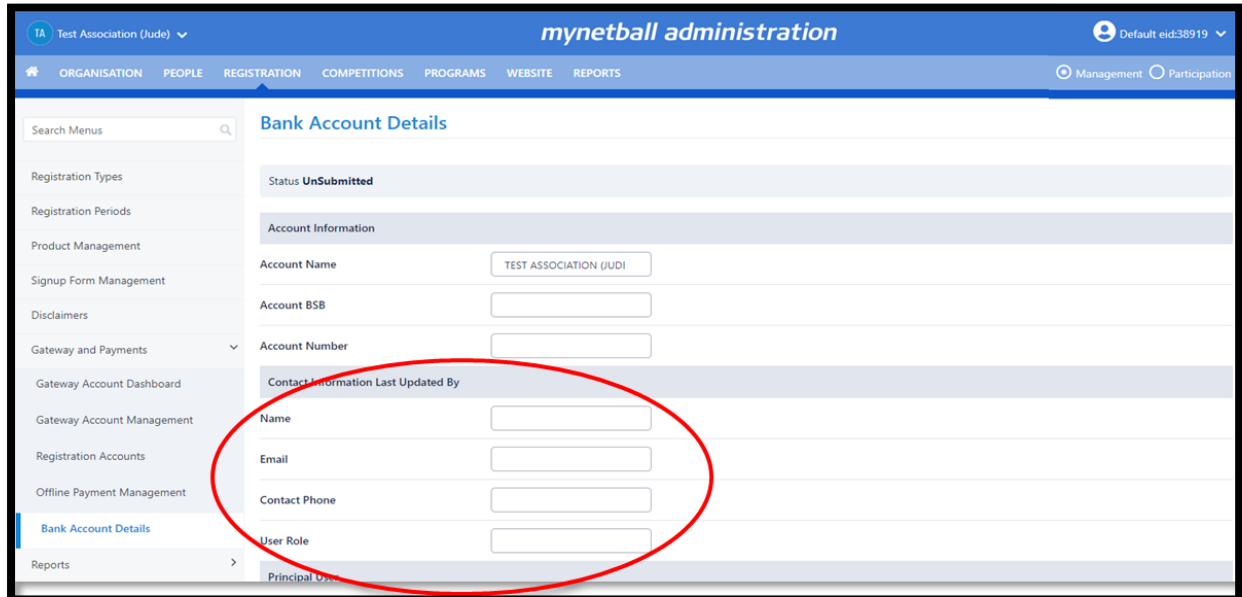
Scroll to the bottom of the page.

Read the **Payment Terms and Conditions** and tick that you have read them.



Click **Update Account**.

The details of who last updated the bank account details will automatically populate once you click update.



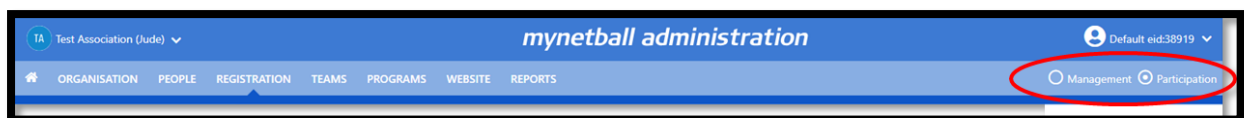
The bank details can be updated here until the first successful transfer of funds. At that point you will no longer be able to change the bank details.

See the steps below for **Updating Bank Account Details** for details of how to do this.

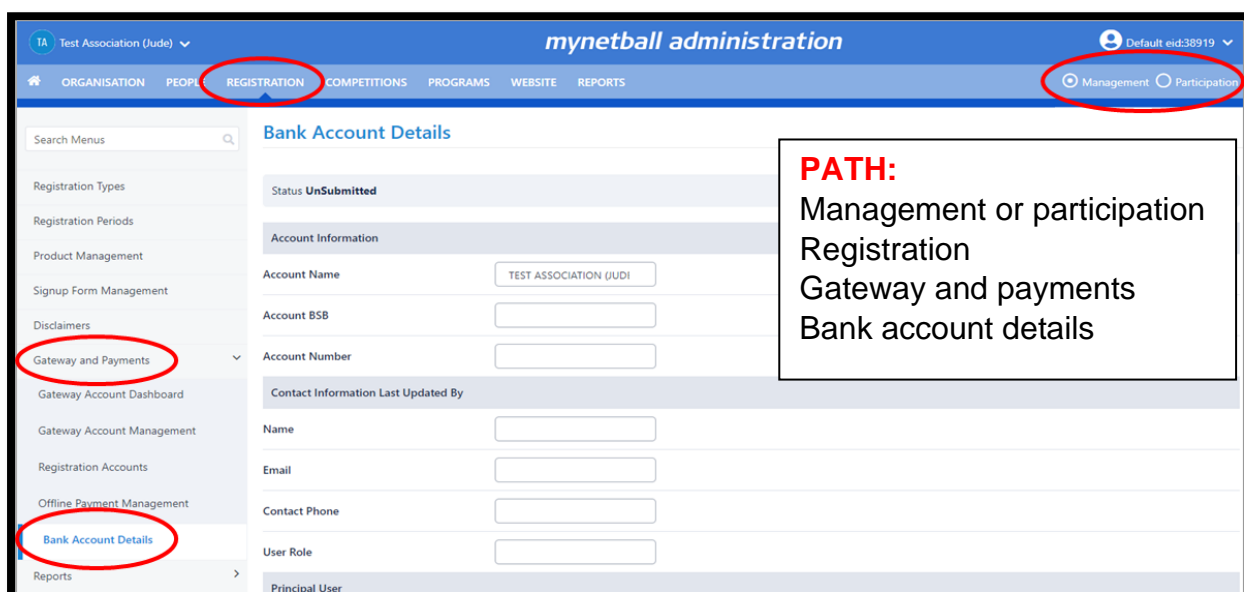
## Update Bank Account Details

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can update their bank account details under **Management** or **Participation**.

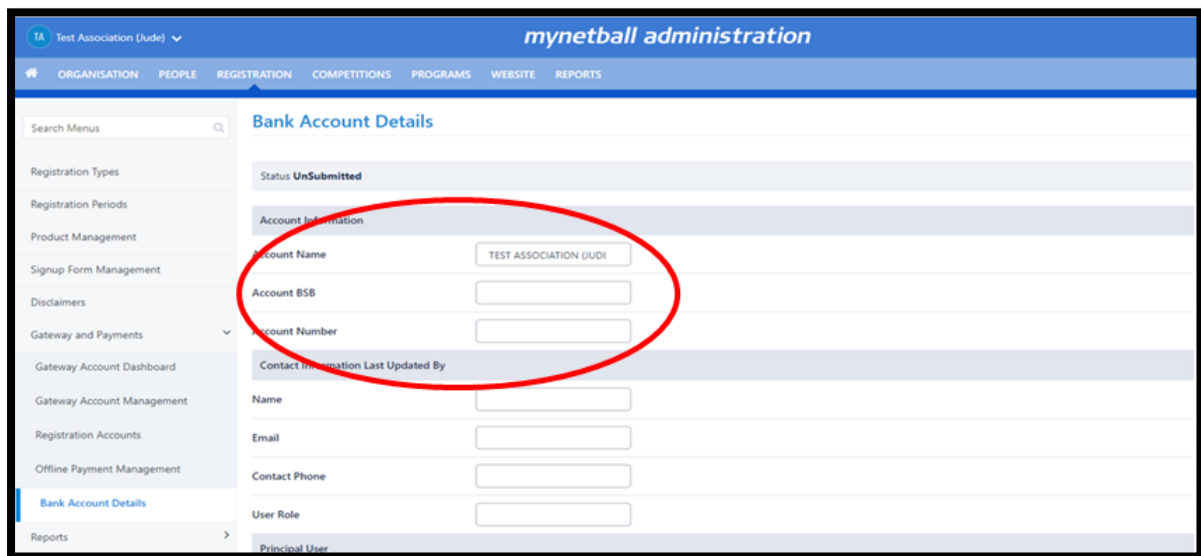


Clubs will not have the option to choose between management or participation, they will just be in participation.

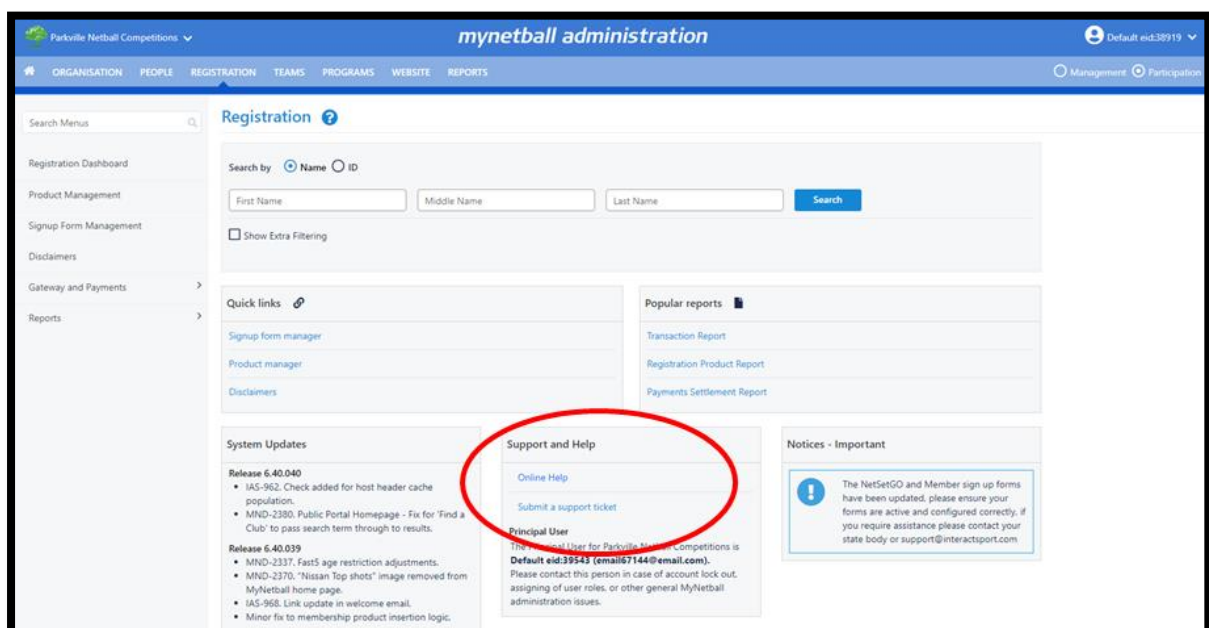


This will bring you to the **Bank Account Details** page.

Here you can see what bank account details are on file for the organisation.



If the bank account details need to be update for the organisation, the principal user needs to lodge a **Support Ticket** to Interact via the home page under **Support and Help**.



The **Submit Ticket** will allow you to submit a ticket to Interact directly.

Click on the **MyNetball** option.



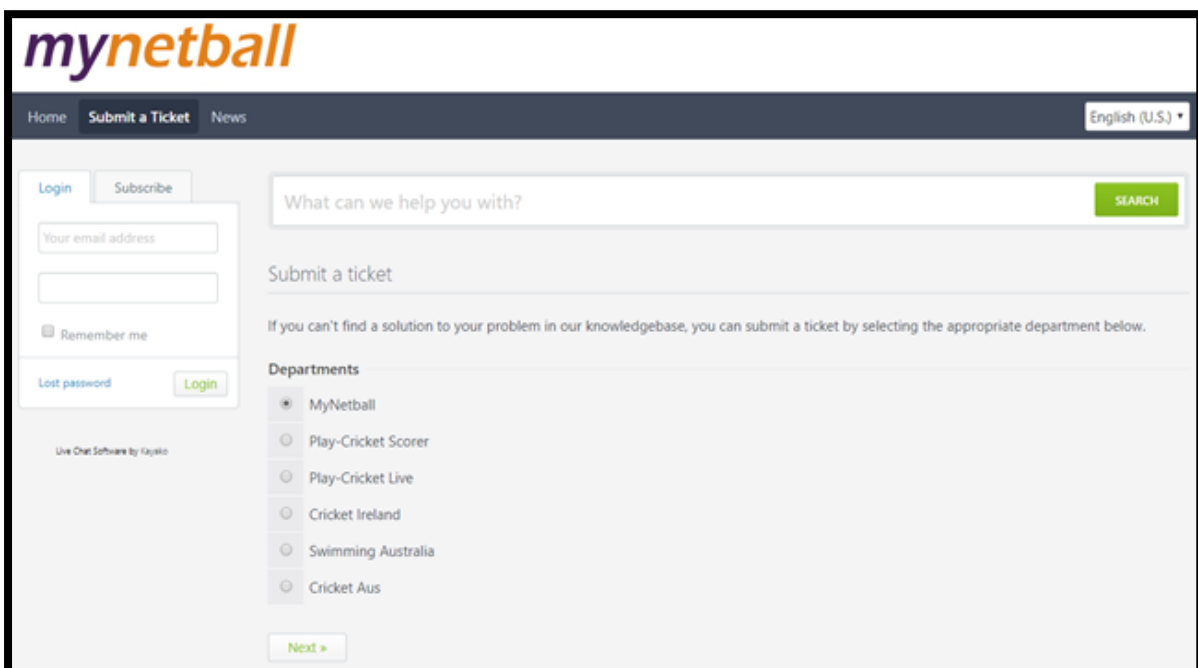
InteractSport Support

SUBMIT TICKET HELP TOPICS - Search

If you cannot find the answer you are looking for in our online help, please submit a support request by clicking the appropriate button below. For all sales enquiries please click on the Info & Sales button.

- MyNetball Support** MyNetball (Netball Australia)
- RugbyLink Support Rugby Link (Australian Rugby Union)
- ResultsVault Support General ResultsVault Support
- Info & Sales Enquiries All Sales Enquiries

Follow the prompts to submit your ticket.



mynetball

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- Play-Cricket Scorer
- Play-Cricket Live
- Cricket Ireland
- Swimming Australia
- Cricket Aus

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