

Quick Reference Guide: Part Payments

Part payments is an optional feature for Associations and/or Clubs to choose to activate when setting up their signup form.

- It can be applied to any form type but will only apply to **Registration Types/Products**, not saleable items.

****IMPORTANT:** Can only be used if using MPS Gateway (disbursements, split payments, primary gateway)

****IMPORTANT:** Can not be used when using discounts eg. Fair Play Voucher saleable items.

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

- **Part Payment Setup**
- **Scheduled Payments Report**
- **Cancelling Upcoming Payment**
- **How Participants See Part Payments when Completing Online Registrations**
- **Payments Outside the Schedule**

Part Payment Setup

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.

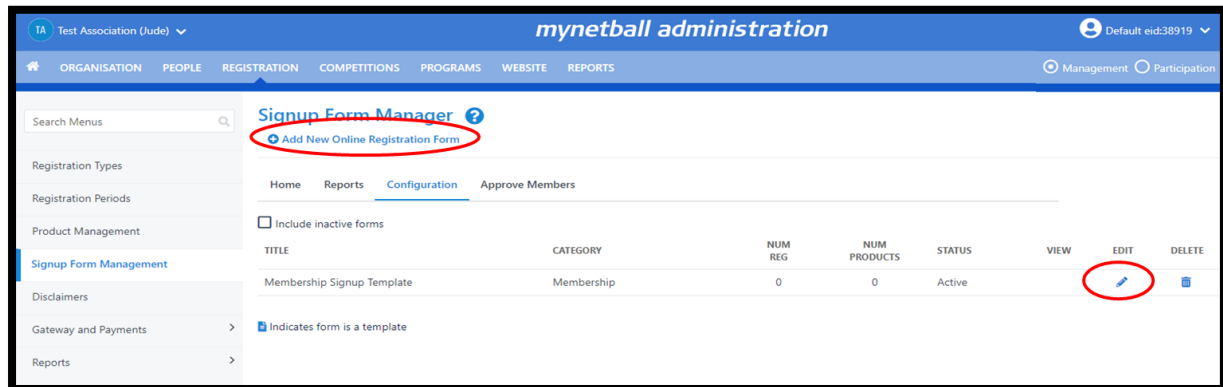
Associations can manage their part payments under **Management** or **Participation**.



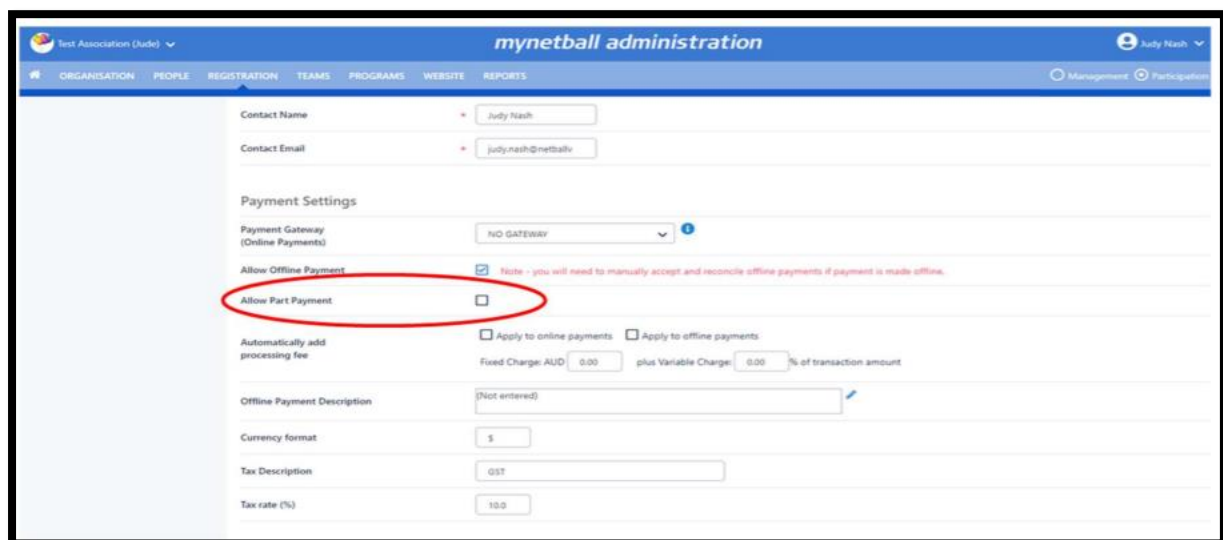
Clubs will not have the option to choose between management or participation, they will just be in participation.



To access this section, you will need to select **Registration, Signup Form Management** on the left-hand side.



This will bring you to the Signup Form Manager page. Edit the signup form of choice which will bring up the **Edit Organisation Details** page.



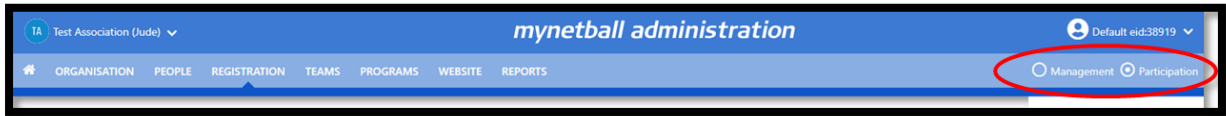
Part Payments will appear on the online form as a **'Allow Part Payment'** checkbox within the payment settings of the registration form.

Scheduled Payments Report

Organisation administrators will be able to access the **'Scheduled Payments Report'** to view processed part payments and upcoming part payments.

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.

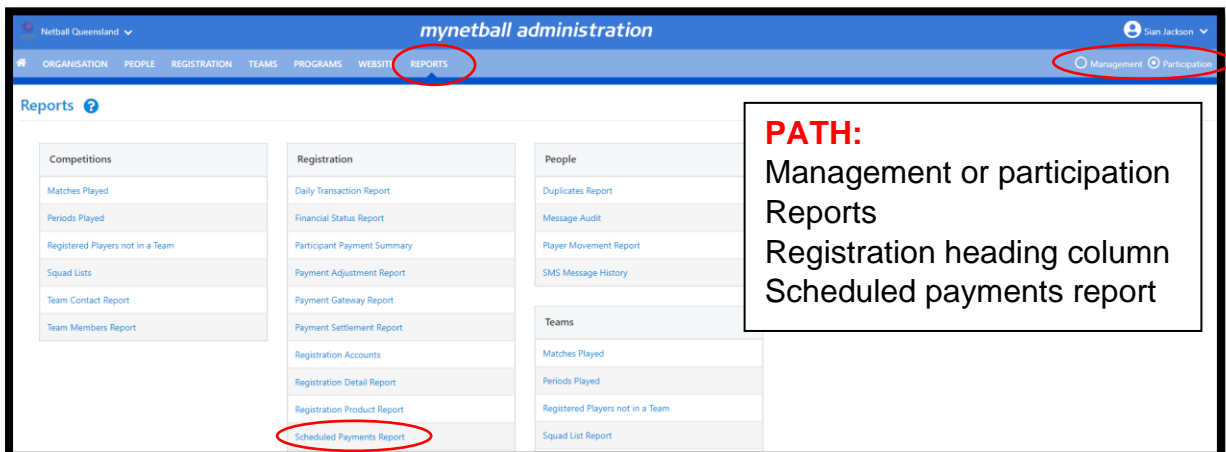
Associations can manage their scheduled payments report under **Management** or **Participation**.



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



To access this section, you will need to select **Reports, Scheduled Payments Report** (under Registration heading).



This will bring you to the **Scheduled payments Report** page.

myNetball administration

ORGANISATION PEOPLE REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS

Scheduled Payments Report

Payment Gateway: --All Gateways-- Process Status: Successful Failed

Date Range: From: [] To: [] Child Orgs: --All--

GENERATE REPORT

STATUS	BI	LOG ID	ENTITY NAME	PARTICIPANT NAME	INV ID	PROCESS DATE	AMOUNT	MESSAGE	DETAIL	PAYMENT STATUS
		17500	Aberfeldie Netball Club	Martin, Dustin	1459593	04/10/2018	\$32.34		Detail	VIEW
		17509	Aberfeldie Netball Club	Martin, Dustin	1459594	04/10/2018	\$32.33		Detail	VIEW
		17502 961578	Aberfeldie Netball Club	Payne, Party	1459587	27/09/2018	\$32.34		Detail	VIEW
		17503	Aberfeldie Netball Club	Payne, Party	1459588	27/09/2018	\$32.33		Detail	MANUAL
		17504 961579	Aberfeldie Netball Club	Payne, Party	1459589	27/09/2018	\$32.33		Detail	VIEW
		17496 961574	Aberfeldie Netball Club	One, Reg	1459554	26/09/2018	\$32.34		Detail	VIEW
		17497 961575	Aberfeldie Netball Club	One, Reg	1459555	26/09/2018	\$32.33		Detail	VIEW
		17498 961576	Aberfeldie Netball Club	One, Reg	1459556	26/09/2018	\$32.33		Detail	VIEW
							\$256.67			

Cancelling Upcoming Payment

Organisations can cancel upcoming instalments, which will remove the payment from the payment processing queue.

This can be done by clicking on view in the **'Payment Status'** column of the upcoming instalment.

This will bring up the Transaction Details window where you can select either **'Cancelled'** or **'Paid'** depending on the scenario.

Transaction Details

Payment Status

UNPAID
 PAID
 CANCELLED

Payment Amount: \$20.00

Offline Cheque

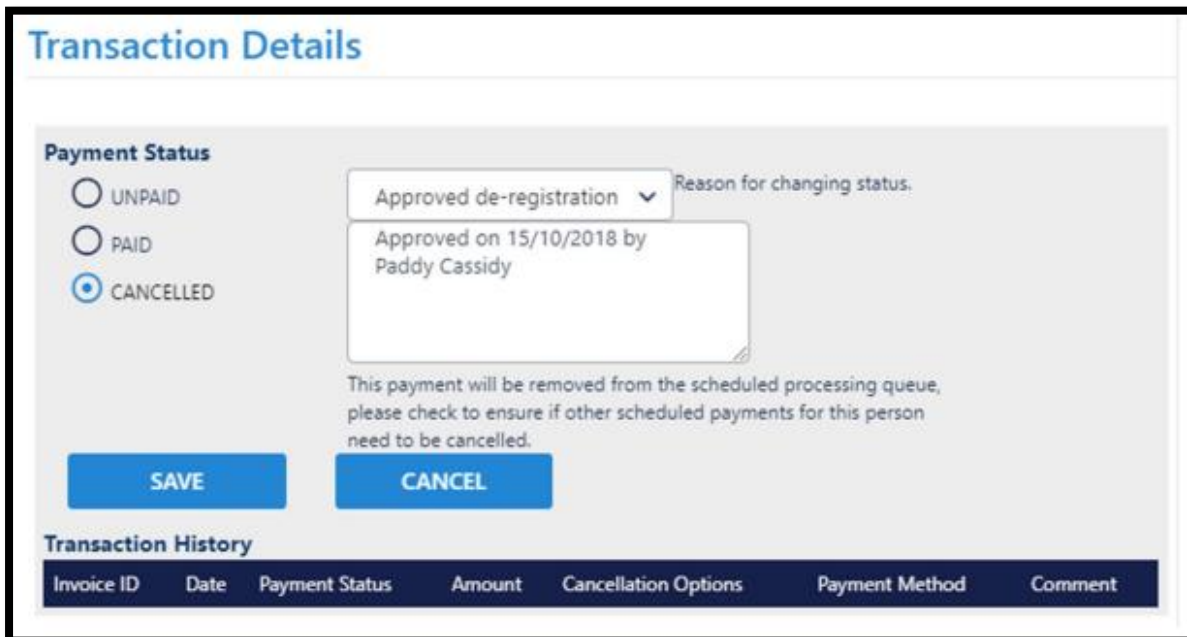
SAVE CANCEL

Transaction History

Invoice ID	Date	Payment Status	Amount	Cancellation Options	Payment Method	Comment
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Paid: The administrator will need to select the method of payment and the amount paid to create a paid transaction record will be created.

Cancelled: The administrator will need to select a reason for cancelling the payment (i.e. player de-registered, remaining fees settled etc). The administrator should include a comment which will be included on the cancelled transaction record.



Transaction Details

Payment Status

UNPAID
 PAID
 CANCELLED

Reason for changing status: Approved de-registration

Approved on 15/10/2018 by Paddy Cassidy

This payment will be removed from the scheduled processing queue, please check to ensure if other scheduled payments for this person need to be cancelled.

SAVE CANCEL

Transaction History

Invoice ID	Date	Payment Status	Amount	Cancellation Options	Payment Method	Comment
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NOTE: that cancelling an upcoming payment does not automatically add the cancelled amount to the next payment.

If a payment is made offline (i.e. cash), then the corresponding upcoming payment in the schedule should be marked as paid, not cancelled.

If there are two scheduled payments remaining for a member, and the member wants to deregister, then the administrator must manually cancel the two remaining payments using the **'Scheduled Payments Report'**.

How Participants See Part Payments when Completing Online Registrations

When the automated part payments feature is utilised by an organisation, the player has the option of making their payment in one, two, three or four instalments.

****IMPORTANT:** the number of **'instalments'** available will depend on the total cost of the item i.e. In the example below;

Association – Total price \$150, the Netball Queensland Membership is \$90 (which will be the cost of the first instalment \$90). That leaves a balance of \$60 to be paid later. With a minimum instalment amount of \$20, it will only allow 4 instalments to be paid.

Club - Total price \$200, the Netball Queensland Membership is \$90 and Association \$60 (which will be the cost of the first instalment \$150). That leaves a balance of \$50 to be paid later. With a minimum instalment amount of \$20, it will only allow 3 instalments to be paid.

Details of Purchase

2018 Test Association Senior Membership \$100.00
 Welcome to Test Association
 Valid from: Jan 1, 2018 to Dec 31, 2018

Total **\$100.00**

* Prices quoted in AUD and include GST of 10%.

Payment Schedule

Please Select ▾

Single Payment

Two (2) Payments

Three (3) Payments

Four (4) Payments

We accept VISA and MASTERCARD

Name on Card *

The first instalment will be made immediately, and any future instalments will continue in the following calendar month.

The minimum amount of the first payment will be the cost of the Netball Queensland and Association (if applicable) memberships.

This may be higher depending on the total cost of the product the participant is purchasing. This will populate once the number of instalments is selected.

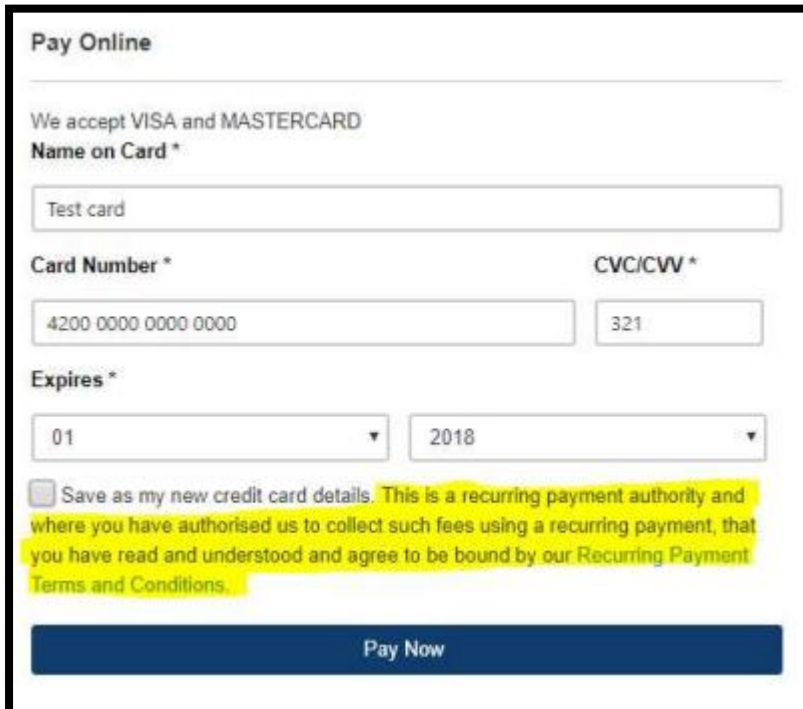
Payment Schedule

Two (2) Payments ▾

	Due	Amount
Payment 1	Now	\$73.00
Payment 2	15 Nov 2018	\$27.00

There would be more instalment options based on the total amount charged. The player must authorise the storing of their credit card details for it to be processed as per the payment schedule detailed on the signup form.

By doing so, the player has authorised the future payments to be taken at the agreed due dates from the supplied credit card.



Pay Online

We accept VISA and MASTERCARD

Name on Card *

Test card

Card Number * **CVC/CWV ***

4200 0000 0000 0000 321

Expires *

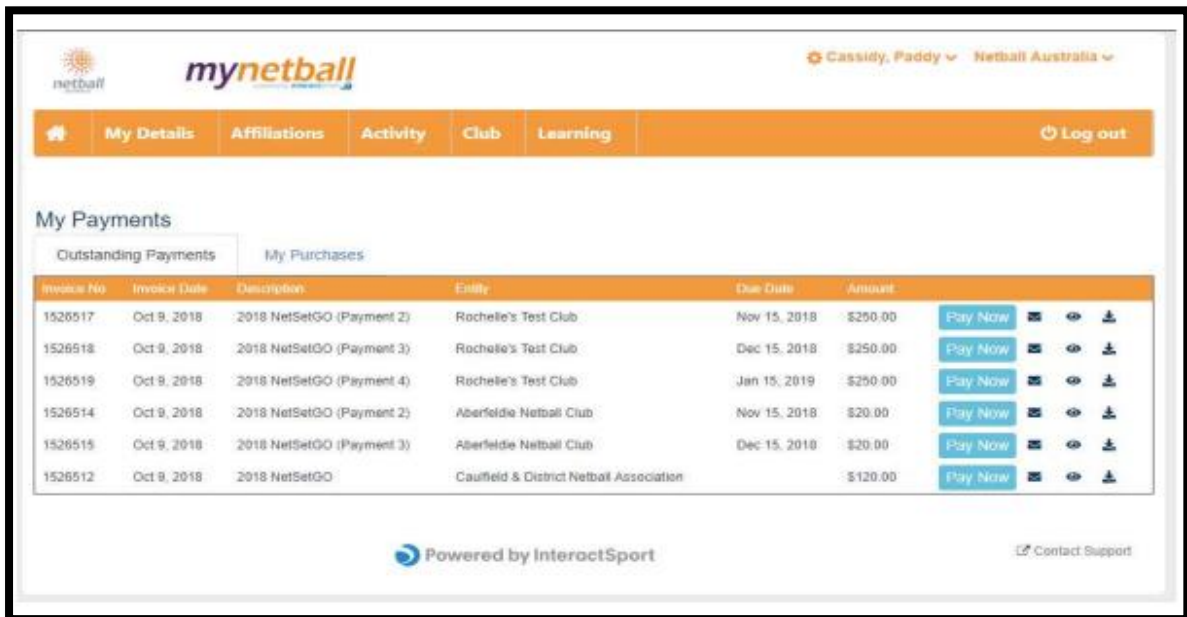
01 2018

Save as my new credit card details. This is a recurring payment authority and where you have authorised us to collect such fees using a recurring payment, that you have read and understood and agree to be bound by our Recurring Payment Terms and Conditions.

Pay Now

Payments Outside the Schedule

Players can elect to process future payments earlier than they are due by using the **'Pay Now'** function in the MyNetball Participant Portal. This will process the payment and remove it from the payment processing queue.



netball mynetball Cassidy, Paddy Netball Australia Log out

My Details Affiliations Activity Club Learning

My Payments

Outstanding Payments My Purchases

Invoice No	Invoice Date	Description	Entity	Due Date	Amount	Pay Now	✉	👁	⬇
1526517	Oct 9, 2018	2018 NetSetGO (Payment 2)	Rochelle's Test Club	Nov 15, 2018	\$250.00	Pay Now	✉	👁	⬇
1526518	Oct 9, 2018	2018 NetSetGO (Payment 3)	Rochelle's Test Club	Dec 15, 2018	\$250.00	Pay Now	✉	👁	⬇
1526519	Oct 9, 2018	2018 NetSetGO (Payment 4)	Rochelle's Test Club	Jan 15, 2019	\$250.00	Pay Now	✉	👁	⬇
1526514	Oct 9, 2018	2018 NetSetGO (Payment 2)	Aberfeldie Netball Club	Nov 15, 2018	\$20.00	Pay Now	✉	👁	⬇
1526515	Oct 9, 2018	2018 NetSetGO (Payment 3)	Aberfeldie Netball Club	Dec 15, 2018	\$20.00	Pay Now	✉	👁	⬇
1526512	Oct 9, 2018	2018 NetSetGO	Caulfield & District Netball Association		\$120.00	Pay Now	✉	👁	⬇

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When selecting the 'Pay Now' button an invoice will popup which will prompt the player to enter their payment details for this payment instalment only.



Invoice

Details of Purchase

Name: Paddy Cassidy Invoice Number: 1526517

Wednesday - GO - Competition - Activity Dates: 17-Jan to 17-Feb Start Time: 09:00AM 2018 NetSetGO (Payment 2) \$250.00

Total \$250.00

* Prices quoted in AUD and include of 10%

Pay Online

We accept VISA and MASTERCARD

Name on Card *

PinPayments (test mode)

Card Number * CVC/CVV *

4200 0000 0000 0000

Expires *

01 * 2018 *

Pay Now

Cancel