

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 salable 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.

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A ORGANISATION PE	EOPLE REGISTRATION TEAMS F	ROGRAMS WEBSITE REPORTS	



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

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A ORGANISATION PEOPLE R	EGISTRATION COMPETITIONS PROGRAMS	WEBSITE REPORTS				O Managen	nent 🔿 Part	ticipation
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Registration Periods	Home Reports Configuration	Approve Members						
Product Management	Include inactive forms		NUM	NUM				
Signup Form Management	TITLE	CATEGORY	REG	PRODUCTS	STATUS	VIEW	EDIT	DELETE
Disclaimers	Membership Signup Template	Membership	0	0	Active			Î
Gateway and Payments	> lndicates form is a template							
Reports	>							

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.

🥮 Test Association (Jude) 🗸		mynetball administration	😫 Audy Nash 👻
CREANISATION PEOPLE RE	GISTRATION TEAMS PROGRAMS WEBSIT	I ARPORTS	O Management O Participation
	Contact Name	* Judy Nash	
	Contact Email	judy-nash@nettsallv	
	Payment Settings		
	Payment Gateway (Online Payments)	NO GATEWAY	
	Allow Offline Payment	Note - you will need to manually accept and reconcile offline payments if payment is made offline.	
	Allow Part Payment		
	Automatically add processing fee	Apply to online payments Apply to offine payments Fixed Charge: AUD 0.00 plus Variable Charge: 0.00 %s of transaction amount	
	Offline Payment Description	(Not entered)	
	Currency format	5	
	Tax Description	037	
	Tax rate (%)	10.0	

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**.

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*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	(O Management O Participation

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

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*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

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

Netball Queensland Netball Queensland PEOPLE REGISTRATION	\sim	ball administration	San Jackson
Reports 😧	Registration	People	PATH:
Matches Played	Daily Transaction Report	Duplicates Report	Management or participation
Periods Played	Financial Status Report	Message Audit	Reports
Registered Players not in a Team	Participant Payment Summary	Player Movement Report	Registration heading column
Squad Lists	Payment Adjustment Report	SMS Message History	
Team Contact Report	Payment Gateway Report		Scheduled payments report
Team Members Report	Payment Settlement Report	Teams	
	Registration Accounts	Matches Played	
	Registration Detail Report	Periods Played	
	Registration Product Report	Registered Players not in a Team	
	Scheduled Payments Report	Squad List Report	

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



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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.

Payment Status			Payment Amount:	
	Offline Cheque	~	\$ \$20.00	
O CANCELLED				
SAVE	CANCEL			



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.

Payment Status	
O UNPAID	Approved de-registration 🗸 Reason for changing status.
PAID CANCELLED	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

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.

2018 Test Association Senior Membership Welcome to Test Association Valid from: Jan 1, 2018 to Dec 31, 2018	\$100.00
Total	\$100.00
Prices quoted in AUD and include GST of 10%.	
Payment Schedule	
Please Salect	
Single Payment	
Two (2) Payments	
Three (3) Payments	
Four (4) Payments	
We accept MoA 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.

Two (2) Payments	÷	
	Due	Amount
ayment 1	Now	\$73.00
ayment 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.

We accept VISA and M	ASTERCARD		
Name on Card *			
Test card			
Card Number *			CVC/CVV *
4200 0000 0000 0000			321
Expires *			
01	*	2018	
Save as my new cre	dit card details. Th	is is a recurring	payment authority and
			a recurring payment, that
	erstood and agree	to be bound by	our Recurring Payment
Terms and Conditions.			
		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.



*	Ay Details	Affiliations	Activity	Club	Learning				¢	Log	out
ly Pay Outstan	ments ding Payments	My Purcha	ses								
water No	Invoice Date	Omerghon		Entite		Due Dute	Amount				
526517	Oct 9, 2018	2018 NetSetGO (Payment 2)	Rochelle's	Test Club	Nov 15, 2018	\$250,00	Pay Now	8	ø	*
526518	Oct 9, 2018	2018 NetSelGO (Payment 3)	Rochelle's	Test Club	Dec 15, 2018	\$250.00	Pay Now	8	ø	±
526519	Oct 9, 2018	2018 NetSetGO (Payment 4)	Rochelle's	Test Club	Jan 15, 2019	\$250.00	Pay Now	25		*
526514	Oct 9, 2018	2018 NotSetGO (Payment 2)	Aberfeldie	Netball Club	Nov 15, 2018	\$20.00	Pay Now	8		±
526515	Oct 9, 2018	2018 NetSetGO (Payment 3)	Aberfeldie	Netball Club	Dec 15. 2010	\$20.00	Pay Now	-		±
526512	Oct 9, 2018	2018 NetSetGO		Cauffield 8	District Netball Association		\$120.00	Pay New	-		*

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	involce Numbe	r: 1526517	
Wednesday - GO - Competit Feb Start Time: 09:00AM 20			\$250.00
Total			\$250.00
Pay Online			
1.			
We accept VISA and MAST Name on Card *	CRACARD		
PirPayments (test mode)		152244	
Card Number *		CACICA	۷.
4200 0000 0000 0000			
Espires *			
01	• 2018		
	Pay Now		
	Cancel	_	
	A DOULD		