GAMEDAY

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

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

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

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

4. Click **ADD TRANSACTION**

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

6. Click **RETURN TO TRANSACTIONS**

Transactions

Record updated successfully

Return to Transactions

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

Transactions

ADD TRANSACTION

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	View Payment ...			View Receipt
	18215688	Membership-2...	1	GameDay Pass...	100.00			Unpaid	Delete Transac...	☐		

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**.

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**:

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

VISA **MasterCard** Pay with Credit/Debit Card, Apple Pay or Google Pay   **Pay**