



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**

GameDay Passport Training
Association

 **Dashboard**

 **Members** 

List Members

Duplicate Resolution

List Online Clearances

Member Rollover

Transfer Member

Card Printing

Player League Stats

Injuries

List Accreditations

 **Competitions** 

 **Clubs** 

 **Teams**

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

ADD

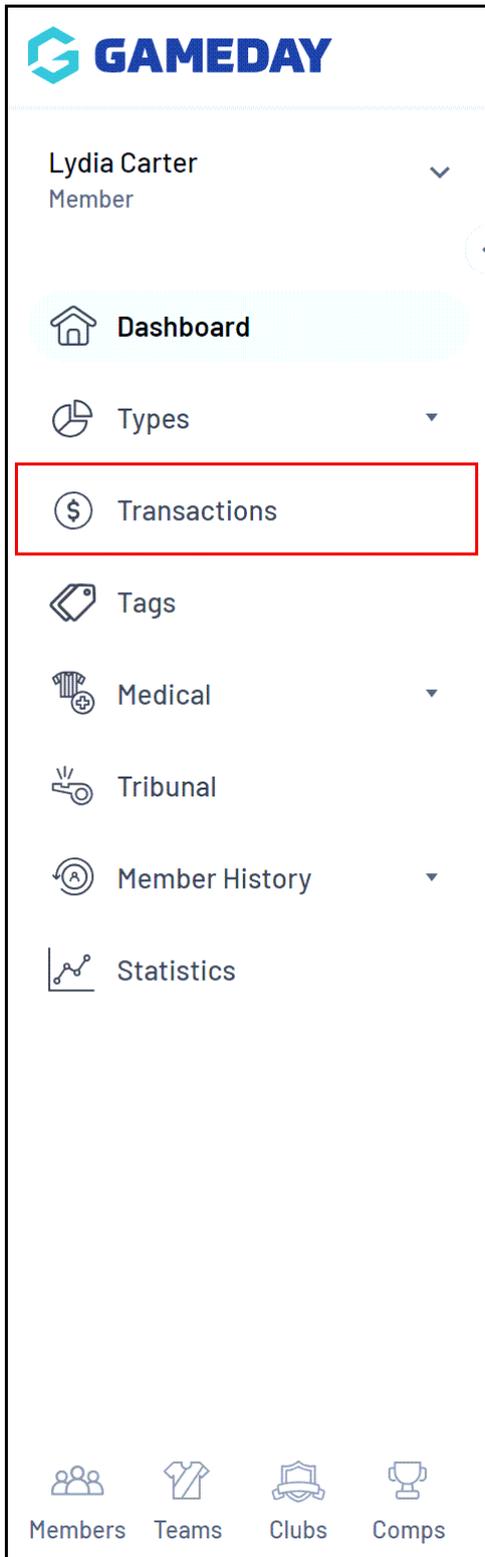
Members in Association ?

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

	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	View Payment...			View Receipt

[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*

Amount Due

Date Paid

Quantity

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

Transactions ADD TRANSACTION

Filter by:

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...	<input type="checkbox"/>		View Receipt
18215688	Membership-2...	1	GameDay Pass...	100.00			Unpaid	Delete Transac...	<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	View Payment...	<input type="checkbox"/>		View Receipt
18215688	Membership-2...	1	GameDay Pass...	100.00			Unpaid	Delete Transac...	<input checked="" type="checkbox"/>		

[List All Payment Records](#)

[Process Payment via Payment Gateway](#)

OR

Manual Payment

Amount (ddd.cc):

Date Paid: dd/mm/yyyy

Payment Type:

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	View Payment...			View Receipt
 18215688	Membership-2...	1	GameDay Pass...	100.00			Unpaid	Delete Transac...	<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
1182156682	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