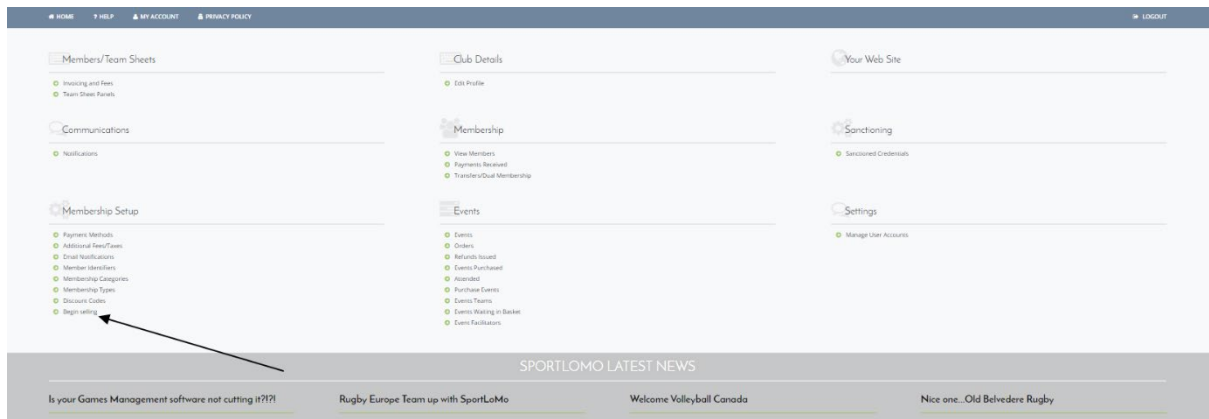


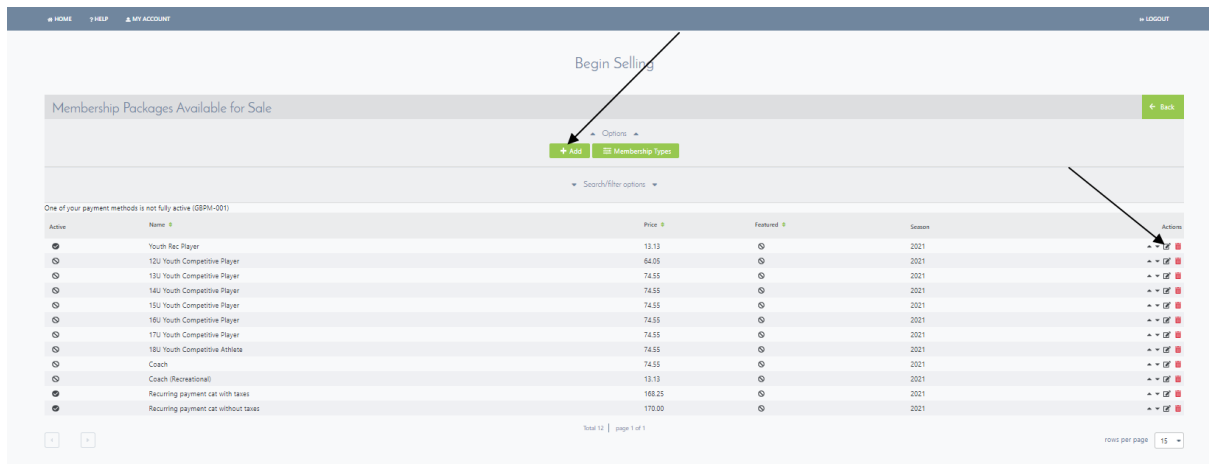


## Recurring Payments Setup

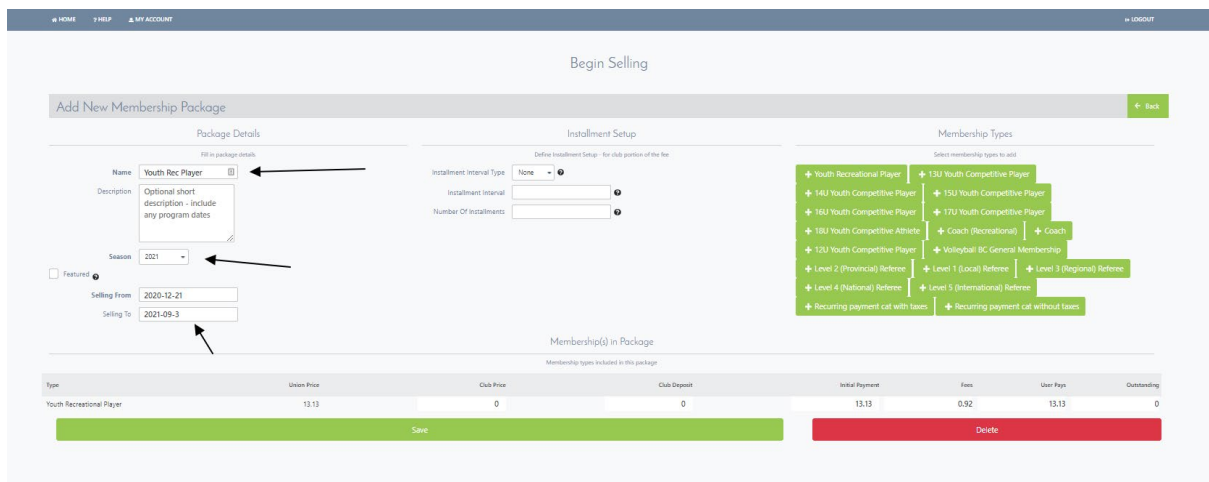
## Step 1 – Login to your club account and click begin selling.



## Step 2 – Next you can click Add to start from fresh or edit an existing package setup.



## Step 3 – Fill out the package information as usual, title, season, selling from/selling to and add the type you plan to use for the package.



**Step 4** – You will notice Instalment setup on the package setup with 3 distinct options.

- First is the Instalment interval type, weeks, months or years, I select month.
- The next option is the instalment Interval, I select a value of 1.
- Finally, is number of instalments of which I selected 4.

The screenshot shows the 'Add New Membership Package' form. The 'Instalment Setup' section is highlighted, showing the following configuration:

- Instalment Interval Type: Months
- Instalment Interval: 1
- Number Of Instalments: 4

The 'Membership Types' section shows a list of membership types, including 'Youth Recreational Player', 'Youth Competitive Player', 'Youth Athlete', 'Coach', and various levels of referees. The 'Youth Recreational Player' type is selected and included in the package.

| Type                      | Union Price | Club Price | Club Deposit | Initial Payment | Fees | User Pays | Outstanding |
|---------------------------|-------------|------------|--------------|-----------------|------|-----------|-------------|
| Youth Recreational Player | 13.13       | 0          | 0            | 13.13           | 0.92 | 13.13     | 0           |

So, this means, once a month for 4 months the member will be debited.

This screenshot is identical to the previous one, but with arrows pointing to the 'Instalment Setup' fields to highlight the configuration:

- Arrow 1 points to the 'Months' dropdown in the 'Instalment Interval Type' field.
- Arrow 2 points to the '1' input in the 'Instalment Interval' field.
- Arrow 3 points to the '4' input in the 'Number Of Instalments' field.

Finally, I add my value and the club deposit.

Begin Selling

Add New Membership Package

Package Details

Name: Youth Rec Player

Description: Optional short description - include any program dates

Season: 2021

Selling From: 2020-12-21

Selling To: 2021-09-3

Installment Setup

Installment Interval Type: Months

Installment Interval: 1

Number Of Installments: 4

Membership Types

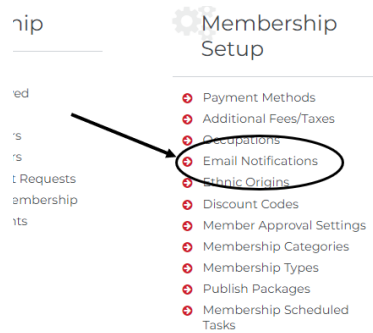
| Type                      | Union Price | Club Price | Club Deposit | Initial Payment | Fees | User Pays | Outstanding |
|---------------------------|-------------|------------|--------------|-----------------|------|-----------|-------------|
| Youth Recreational Player | 13.13       | 500        | 100          | 113.13          | 4.12 | 113.13    | 400         |

- You will see above then union fees are already in place and not counted on the DD.
- The club adds their own fee (500 in this case) and I have listed the club deposit as 100 meaning there is a total of 400 to be paid split into 4.

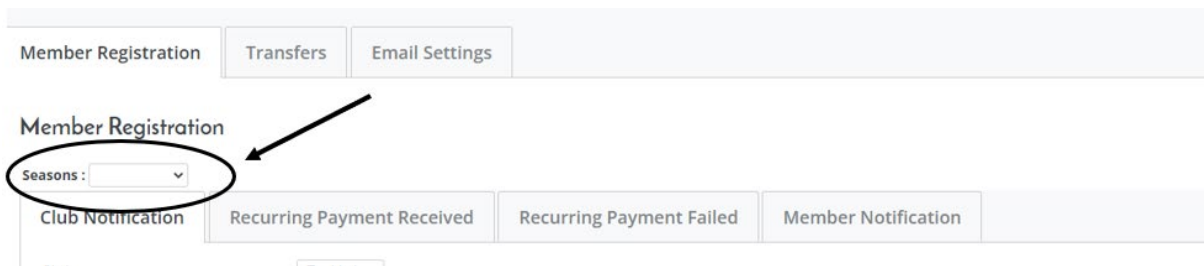
**\*\*Please note\*\*** The club deposit paid is not included on the number of instalments configured. *ie: The 400 left to pay is covered over the 4 months of DD*

## Step 5 – Configure notifications

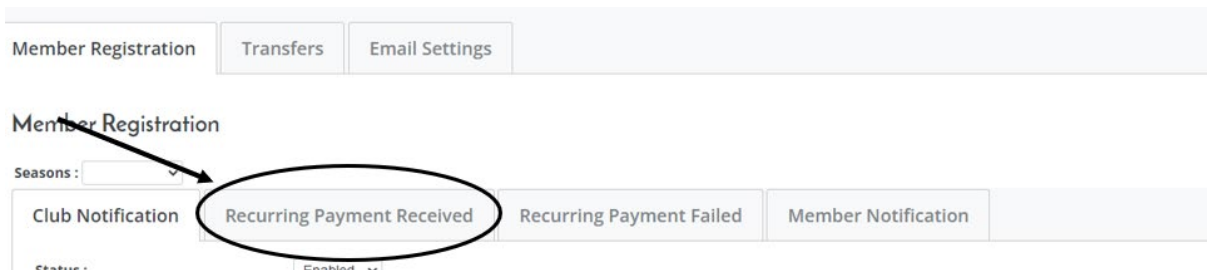
From the home page click on Email Notifications under Membership Setup.



Make sure to set season.



Here under Recurring Payment Received you may configure an email to be sent each time a recurring payment is successfully processed.



Under Recurring Payment Failed you may configure an email when a payment fails – it **is highly recommended** to setup this email as the system will not manage what happens to a member when a payment fails

