



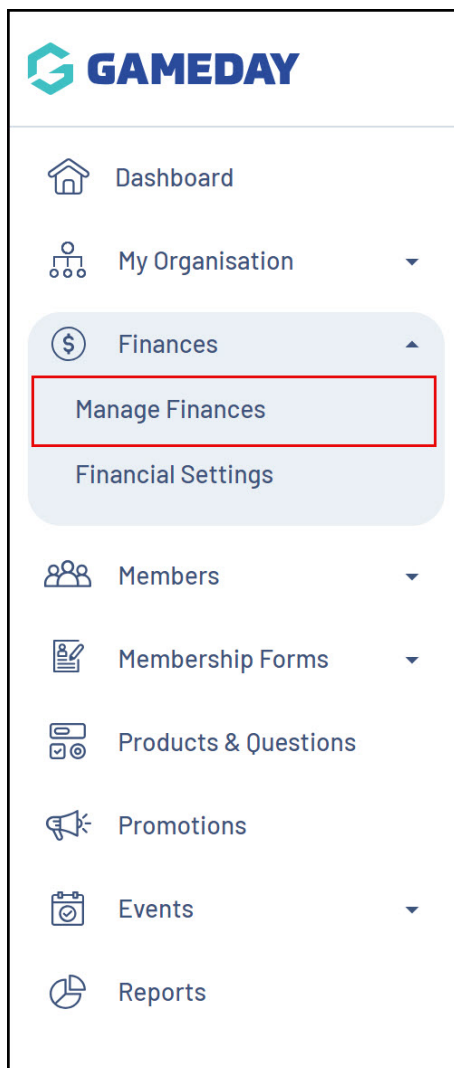
## How do I process payment for an unpaid order?

Last Modified on 19/09/2024 2:42 pm AEST

As an administrator running a membership program or event through GameDay in which members and entrants are required to make payment, you also have the ability to manually pay an unpaid order through the back-end GameDay database using a secure online payment gateway.

To pay an unpaid order:

1. From your GameDay Dashboard, select **Finances** > **MANAGE FINANCES** from the left-hand menu



2. Find the unpaid order you want to pay and click **VIEW**

**Finances** [Help](#)

Orders **Settlements**

Send Email Start Date → End Date Event Form Unpaid

Send Payment Request Search...

<input type="checkbox"/>	Date	Order Details	Order Number	Amount	Status	Source	Action(s)
<input type="checkbox"/>	December 12th 2023, 11:35 am (AEDT)		1898816	\$ 20.00 AUD	Unpaid	Event Form	<b>View</b>

### 3. Click **PAY ORDER**

← Back **Pay Order**

**Order - 1865358** Amount: \$ 100.00 AUD

Unpaid October 2nd 2023, 11:47 am (AEDT) Source: Event Form

Account Email: [Redacted]

Order Items **Transactions**

Type to Search

Order Item Number	Product Name	Product Type	Quantity	Unit Price	Total Price	Promotional Discount	Total Discounted Price	Status
2321101	GameDay Relay Participant Fee	Event	1	\$ 50.00 AUD	\$ 50.00 AUD	-	\$ 50.00 AUD	Unpaid

### 4. Select the **PROCESS PAYMENT NOW** option, then click **PROCEED TO PAYMENT**

Review items for this order

Order Item Number	Product Name	Quantity	Price	Total Discounted Price
2321101	GameDay Relay Participant Fee	1	\$ 50.00 AUD	\$ 50.00 AUD
2321100	GameDay Relay Participant Fee	1	\$ 50.00 AUD	\$ 50.00 AUD

Show 10 Showing rows 1-2 of 2

**How would you like to pay?**

Payment option is Payment Gateway Only

Mark as

Unpaid **Process payment now**

Total Price (Inclusive of Transaction and Processing Fee)



\$ 100.00 AUD

Cancel **Proceed to Payment**


5. Enter payment details, then click **PAY NOW**

Make a Payment

Total due: \$ 100.00 AUD

Pay with card  

Card Number


4444 3333 2222 1111 

Expiration Date (MM/YY)

12 / 25

CVV (3 digits)

123



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