

How do I process payment for an unpaid order?

15/01/2026 1:27 pm AEDT

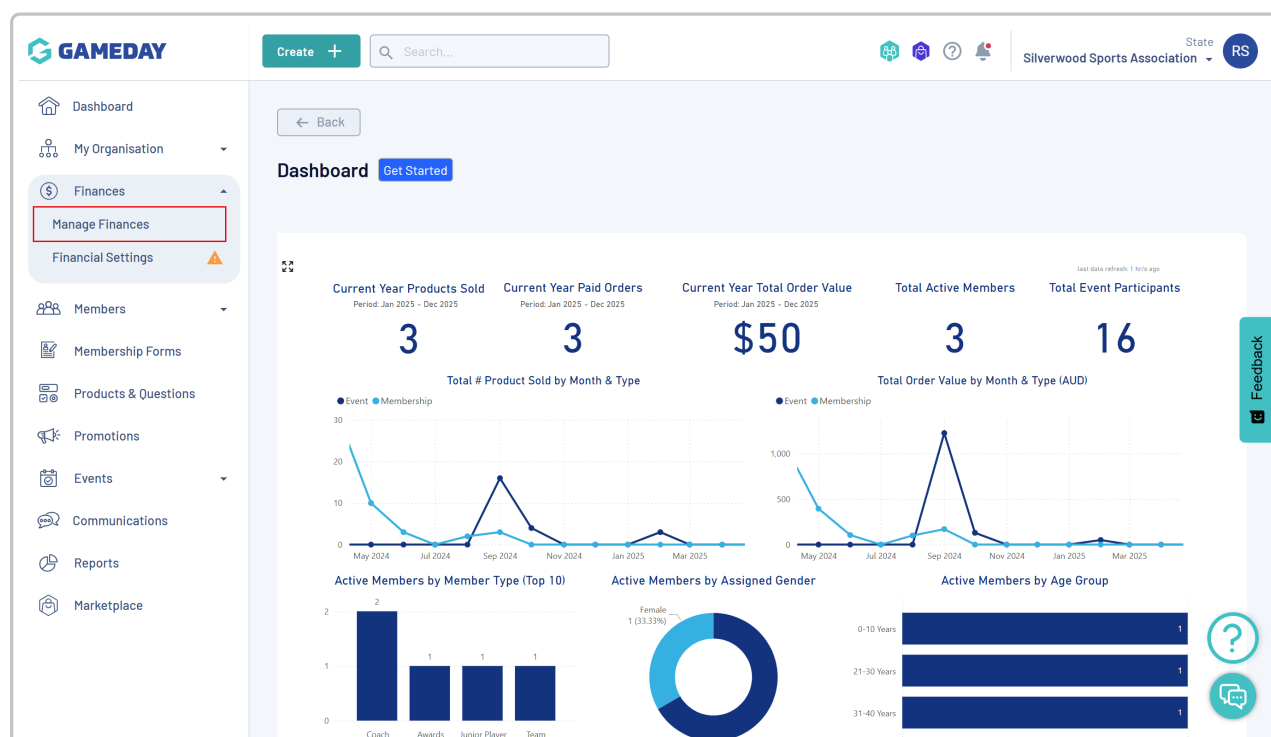
Overview

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. This process is generally used if your organisation takes payment over the phone or in-person for members who were unable to complete payment through the form.

Step-by-Step

Step 1: Open your order list

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



Step 2: View an unpaid order

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

Create +

Search...

Silverwood Sports Association

State

RS

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Finances

Orders

Settlements

Send Email

Send Payment Request

Date Range

All Sources

Unpaid

Search...

<input type="checkbox"/>	Date	Order Details	Order Number	Amount	Status	Source	
<input type="checkbox"/>	February 7th 2025, 9:56 am (AEDT)		2063162	\$ 100.00 AUD	Unpaid	Admin Portal	View
<input type="checkbox"/>	December 18th 2024, 3:29 pm (AEDT)		2047311	\$ 60.00 AUD	Unpaid	Membership Form	View
<input type="checkbox"/>	October 7th 2024, 3:22 pm (AEDT)		2008496	\$ 10.00 AUD	Unpaid	Event Form	View
<input type="checkbox"/>	August 13th 2024, 1:35 pm (AEST)		1964146	\$ 50.00 AUD	Unpaid	Membership Form	View
<input type="checkbox"/>	July 4th 2024, 2:27 pm (AEST)		1956291	\$ 50.00 AUD	Unpaid	Event Form	View
<input type="checkbox"/>	April 9th 2024, 3:20 pm (AEST)		1936771	\$ 65.00 AUD	Unpaid	Membership Form	View

Feedback

Step 3: Start the payment process

In the menu in the top-right corner, click **PAY ORDER**

Create +

Search...

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Order - 2047311

unpaid

December 18th 2024, 3:29 pm (AEDT)

Pay Order

Cancel Order

Send Payment Request

Order Items

Transactions

Type to Search

	Order Item Number	Product Name	Product Type	Quantity	Unit Price	Total Price	Promotional Discount	Total Discounted Price	Status
✓	2731664	T-Shirt	Add-on	1	\$ 10.00 AUD	\$ 10.00 AUD	-	\$ 10.00 AUD	unpaid
✓	2731663	2024 Junior Membership (State Levy)	Membership	1	\$ 50.00 AUD	\$ 50.00 AUD	-	\$ 50.00 AUD	unpaid

Show 50

Showing rows 1-2 of 2

Feedback

Step 4: Confirm details

Confirm that the order details are correct, then click **PROCESS PAYMENT NOW** option

Review items for this order

Order Item Number	Product Name	Quantity	Price	Total Discounted Price	Promotion
2731664	T-Shirt	1	\$ 10.00 AUD	\$ 10.00 AUD	
2731663	2024 Junior Membership (State Levy)	1	\$ 50.00 AUD	\$ 50.00 AUD	

Show 10

Showing rows 1-2 of 2

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1

>

How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

UnpaidPaidProcess payment now

Total Price (Inclusive of Transaction and Processing Fee)

\$ 60.00 AUD

Cancel

Proceed to Payment

?

Feedback

Click **PROCEED TO PAYMENT**

How would you like to pay?

Payment option is Payment Gateway or Manually set Product as Paid

Mark as

UnpaidPaidProcess payment now

Total Price (Inclusive of Transaction and Processing Fee)

\$ 60.00 AUD

Cancel

Proceed to Payment

?

Step 5: Pay for the order

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

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