

How do I pay an unpaid event order?

Last Modified on 13/12/2023 2:01 pm AEDT

As an event manager running an event through GameDay in which 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 event order:

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



2. Set the Sources filter to EVENT FORM and the Status filter to UNPAID

Finances	Help		
Orders	Settlements		
Send E	mail	Start Date \rightarrow End Date \checkmark Ever	t Form 🗸 Unpaid 🗸
Send Paym	ent Request	٩	Search

3. Find the unpaid order you want to pay and click $\ensuremath{\textbf{VIEW}}$

Finances	Help						
Orders	Settlements						
Send E Send Paym	Email ent Request		Start Date -	→ End Date	• E	vent Form 🗸	Unpaid v
Date		Order Details	Order Number	Amount	Status	Source	Action(s)
Dece	mber 12th 2023, 11:35 am (AEDT)		1898816	\$ 20.00 AUD	Unpaid	Event Form	View

4. Click PAY ORDER

0	← Back rder – 1 Unpaid	186535 October	8 2nd 2023, 11:	47 am (AEDT)						Am S Account Email:	Pay Order
	Order I	tems	Transac	tions					(Q Type to Search	•
		Order It	em 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

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

Review items for thi	s order				
Order Item Number	Product Name	Quantity	Price	Total Discouted 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	
how 10 × howing rows 1-2 of 2	1	< < 1 > >I			
low would you like t	ro pay? way Only				
ark as Unpaid Process paymen	t now				
otal Price (Inclusive of Transaction) \$ 100.00 AUD	and Processing Fee)				
					(

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

Make a Payment Total due: \$ 100.00 AUD	
Pay with card	
Card Number	
4444 3333 2222 1111 VISA	
Expiration Date (MM/YY)	
12 / 25	
CVV (3 digits)	
123	
Cancel	Pay Now

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