How do I pay an unpaid event order?

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.
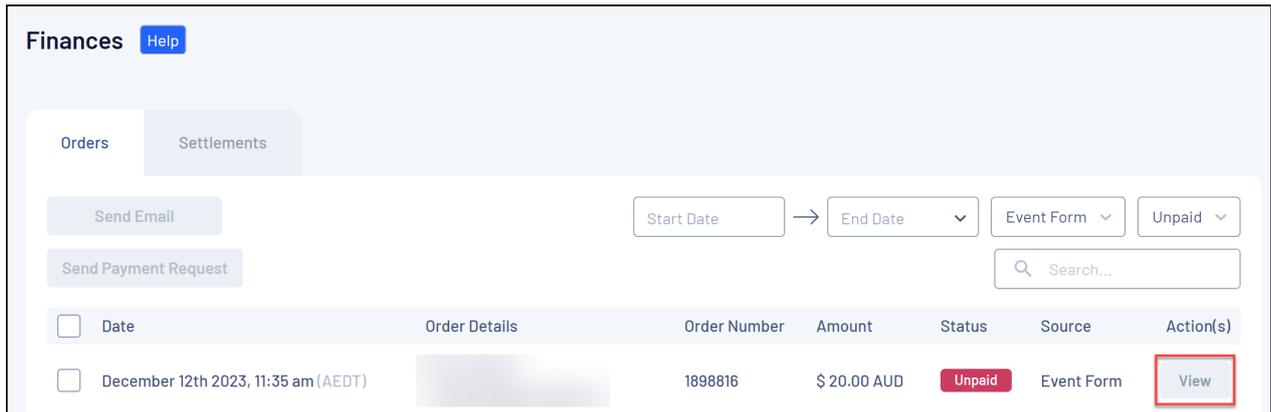
To pay an unpaid event order:

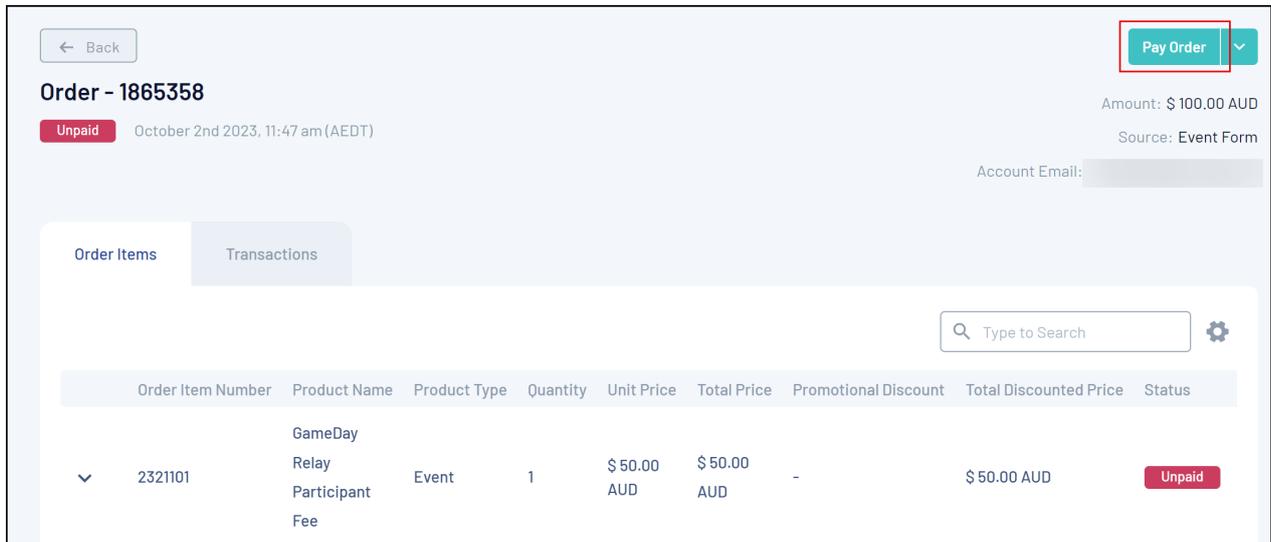1. From your GameDay Dashboard, select **Finances** > **FINANCES** from the left-hand menu
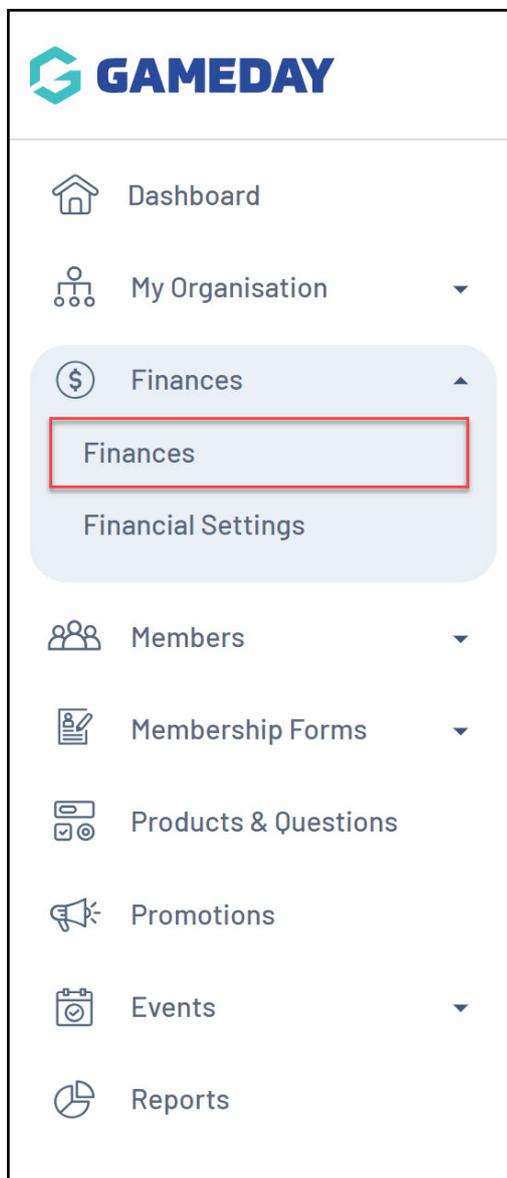
2. Set the **Sources** filter to **EVENT FORM** and the **Status** filter to **UNPAID**
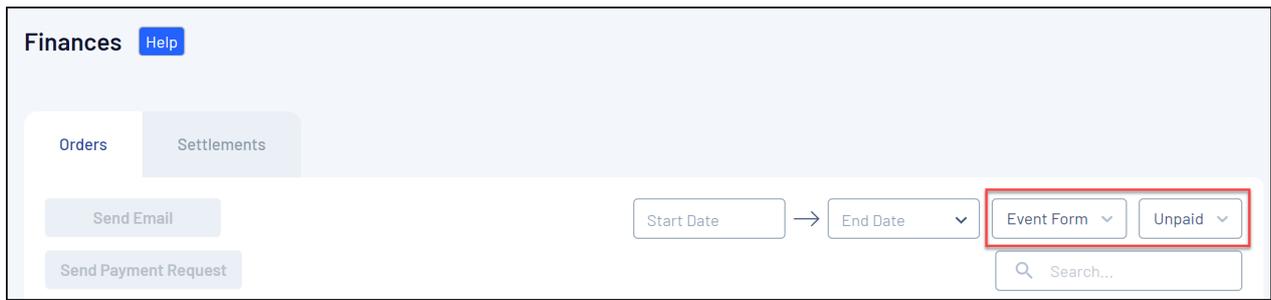
3. Find the unpaid order you want to pay and click **VIEW**

4. Click **PAY ORDER**

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

Review items for this 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

Show 10 ▾
Showing rows 1-2 of 2

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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

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

Make a Payment

Total due: $ 100.00 AUD

Pay with card   VISA mastercard

Card Number

4444 3333 2222 1111   VISA

Expiration Date (MM/YY)

12 / 25

CVV (3 digits)

123

Cancel | Pay Now

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