GAMEDAY

How do I send a Payment Request for an unpaid order?

Overview

If you are an administrator for an organisation collecting payments online through GameDay, you have the ability to send an automated email to any members with an **Unpaid** order, prompting them to complete their payment online.

Step-by-Step

Step 1: Navigate to the Finances screen

In the left-hand menu, open the **Finances** option and select **Manage Finances,** then click the **ORDERS** tab

Step 2: View an unpaid order

Find the relevant order, then click **VIEW**

Step 3: Send the Payment Request

In the top-left corner, expand the **Actions Arrow,** then click **SEND PAYMENT REQUEST**

Review the details to ensure they are correct, then click **SEND PAYMENT REQUEST**

Step 4: The account holder can then submit payment directly for the relevant orders

An email will then be sent to the orderer's **Account Email** address prompting them to complete payment for their unpaid order

To learn how to send multiple Payment Requests in bulk, click here

Watch

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