

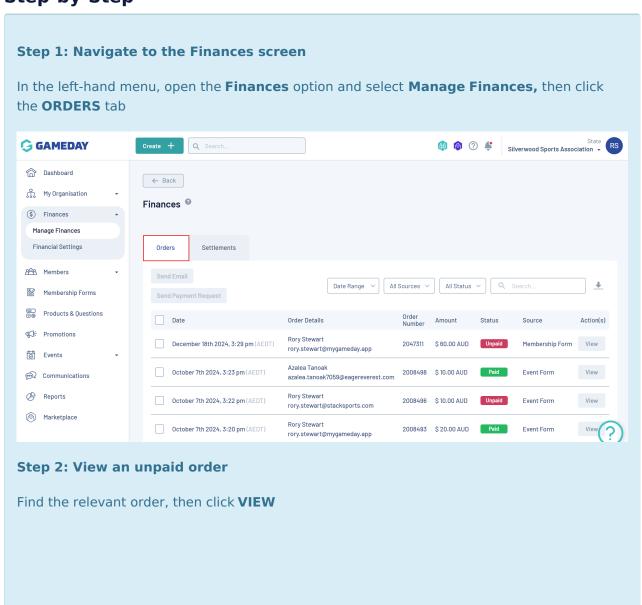
## How do I send a Payment Request for an unpaid order?

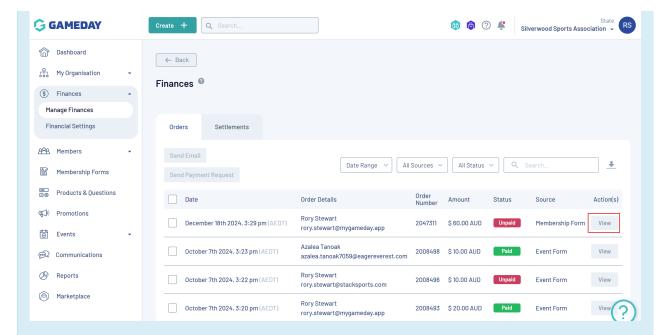
Last Modified on 28/01/2025 1:49 pm AEDT

## **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

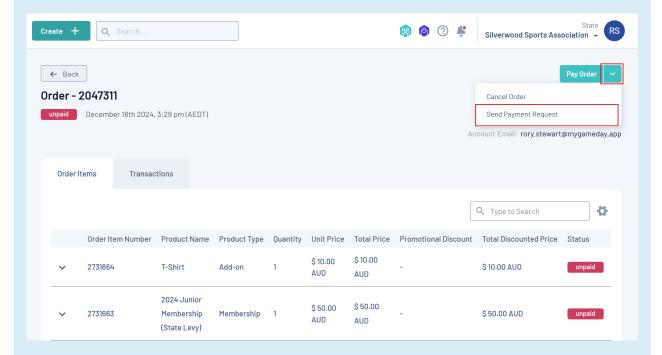




**Step 3: Send the Payment Request** 

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 Your browser does not support HTML5 video. **Related Articles**