

How do I send a Payment Request for multiple unpaid orders?

15/04/2025 4:31 pm AEST

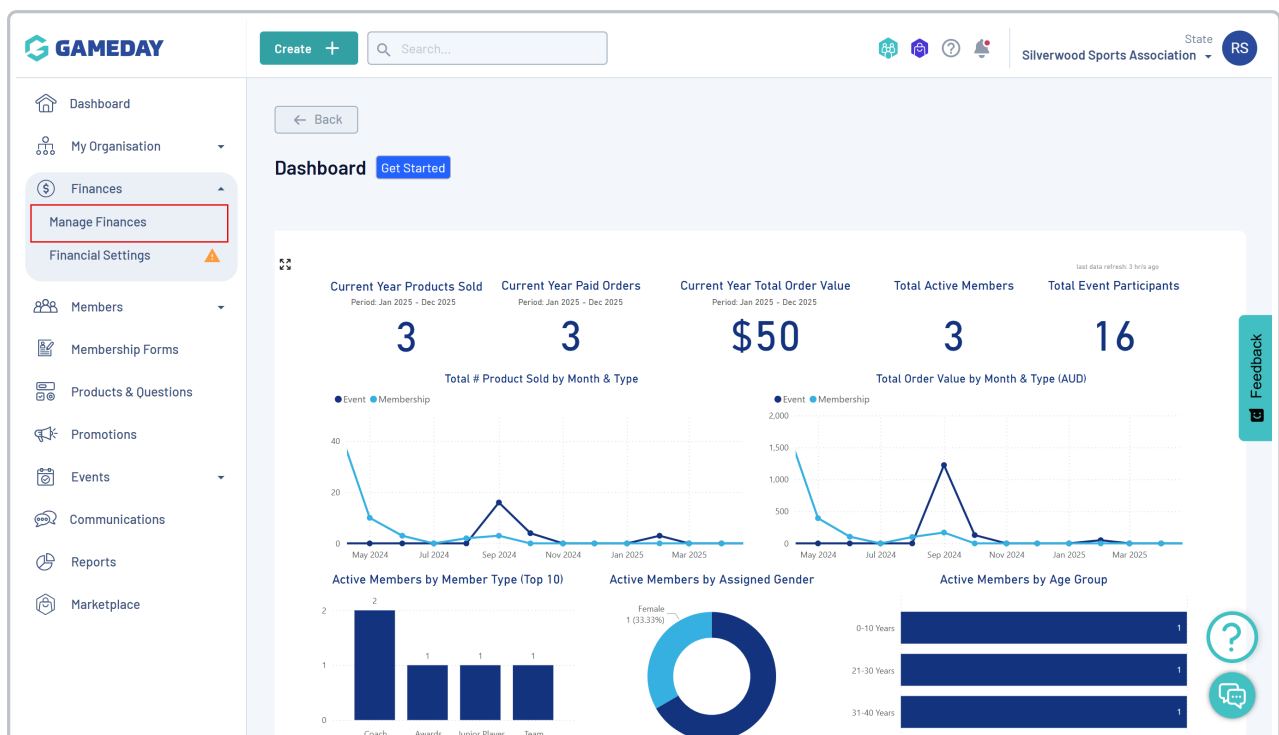
Overview

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**



Step 2: Use the checkboxes to select relevant unpaid orders

For any relevant orders, tick the checkbox on the left-hand side of their order record

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Send 4 Payment Requests

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<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 checked="" type="checkbox"/>	December 18th 2024, 3:29 pm (AEDT)		2047311	\$ 60.00 AUD	Unpaid	Membership Form	View
<input checked="" type="checkbox"/>	October 7th 2024, 3:22 pm (AEDT)		2008496	\$ 10.00 AUD	Unpaid	Event Form	View
<input checked="" type="checkbox"/>	September 24th 2024, 2:54 pm (AEST)		1999400	\$ 85.00 AUD	Unpaid	Membership Form	View
<input checked="" 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

Feedback

Step 3: Send the Payment Request

Click the **SEND X PAYMENT REQUESTS** button

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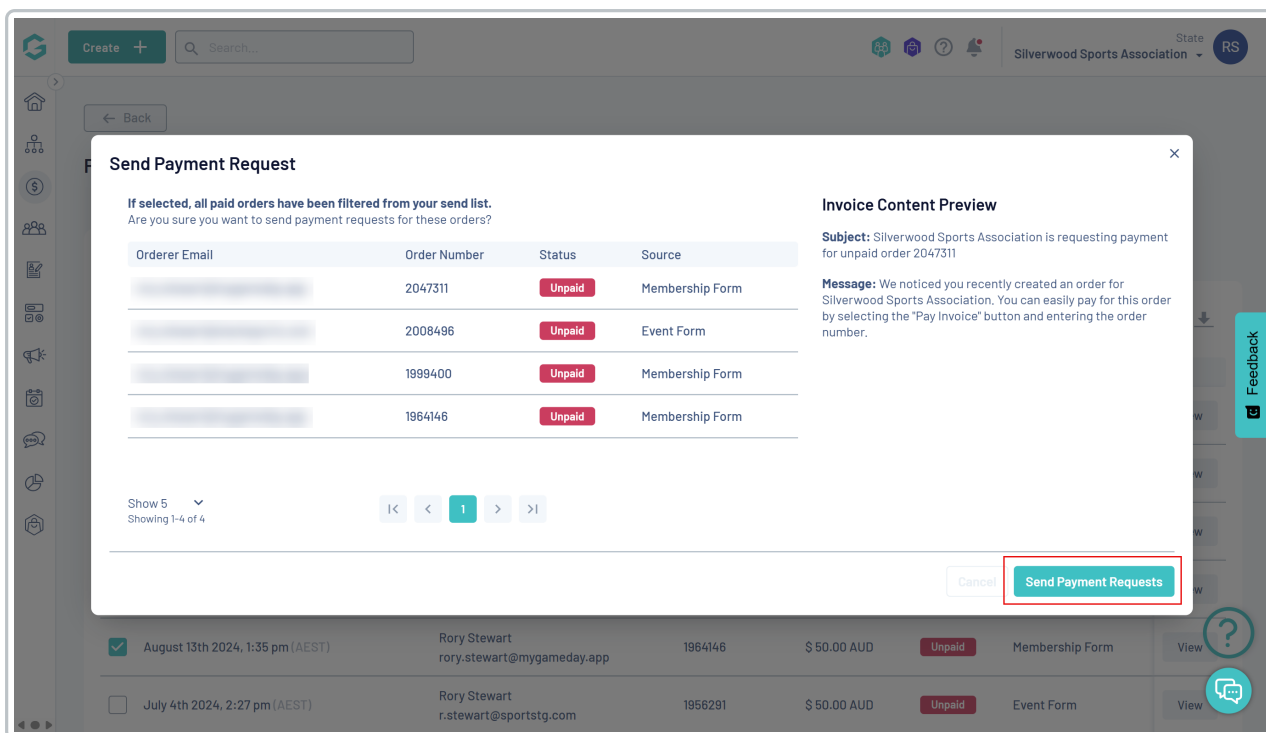
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Feedback

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 each orderer's **Account Email** address prompting them to complete payment for their unpaid order

Silverwood Sports Association is requesting payment for unpaid order 2008496

Inbox x



notification@mygameday.app
to me

3:06 PM (2 minutes ago)



Invoice

Invoice Date: 7th October 2024

Order No: 2008496

Account Email:

Order No: 2008496
Due Date: Pay Now

Pay Invoice

Hi

We noticed you recently created an order for Silverwood Sports Association. You can easily pay for this order by selecting the "Pay Invoice" button and entering the order number.

Item Details

Item Total

GameDay Basketball Tournament - Player Fee

\$10.00

Item Price: \$10.00

Qty: 1

Total \$10.00 AUD

Total Processing Fee \$0.00

All item prices/totals include GST if applicable

Pay Invoice

Silverwood Sports
Association

Ph: +61400100200

Email

Web: www.mygameday.app



This email was sent to

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