GAMEDAY

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

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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

Step 3: Send the Payment Request

Click the **SEND PAYMENT REQUESTS** button

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

Watch

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