

How do I enable instalment payments on my form?

31/10/2025 10:08 am AEDT

Overview

Organisations collecting payments through GameDay's registration and payment features have the ability to offer instalment plans for their membership, event or shop forms. This allows members to pay for their total order amount over a period of time, rather than a single upfront payment.

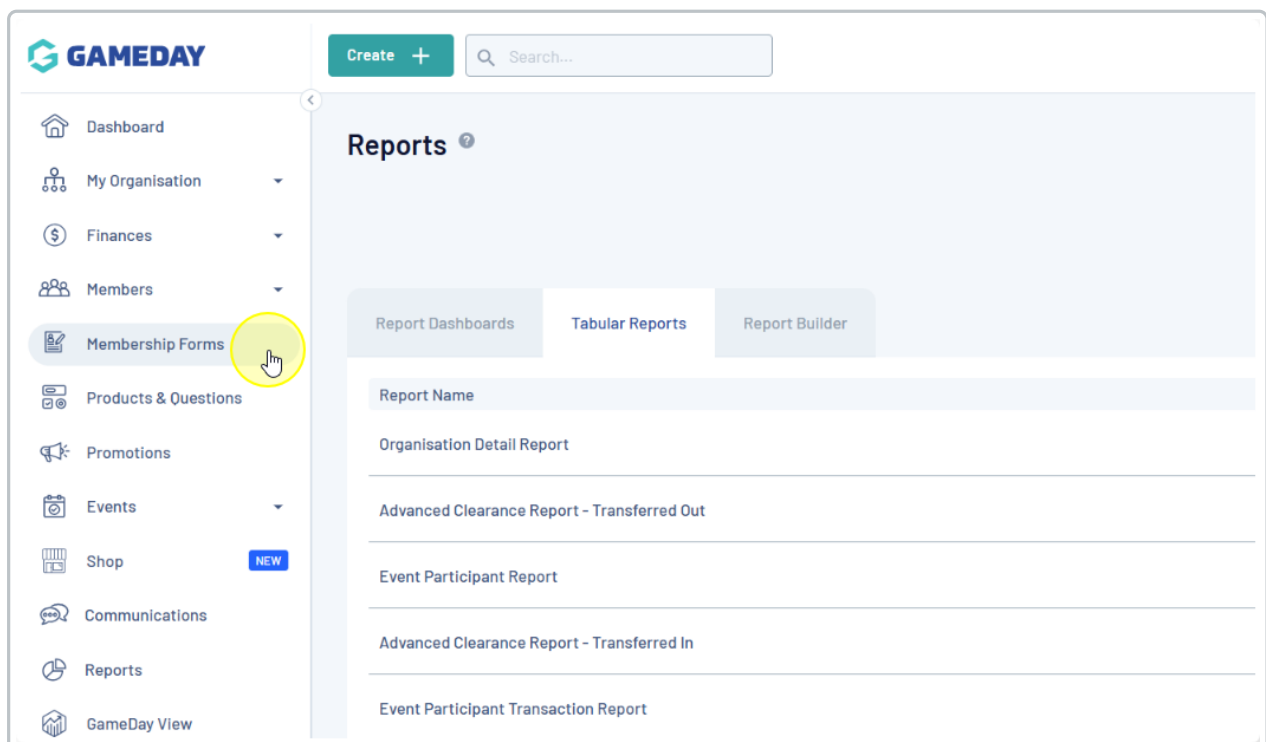


Note: All instalment payments are broken down in intervals of two weeks, with the total order amount evenly split for each payment

Step-by-Step

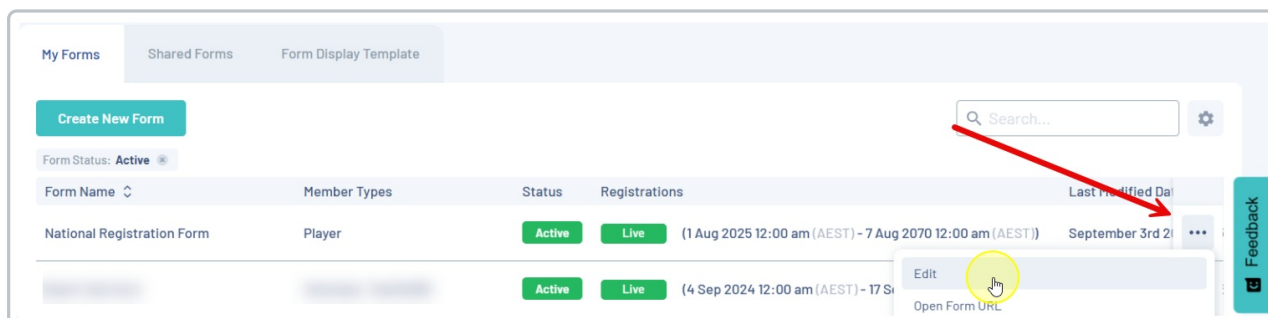
Step 1: Open the Membership Forms list

In the left-hand menu, click **MEMBERSHIP FORMS**



Step 2: Edit the relevant Membership Form

On the Membership Forms page, locate the form for which you want to enable instalments, then click the **three vertical dots** (actions menu) and **EDIT**



Step 3: Enable instalment payments

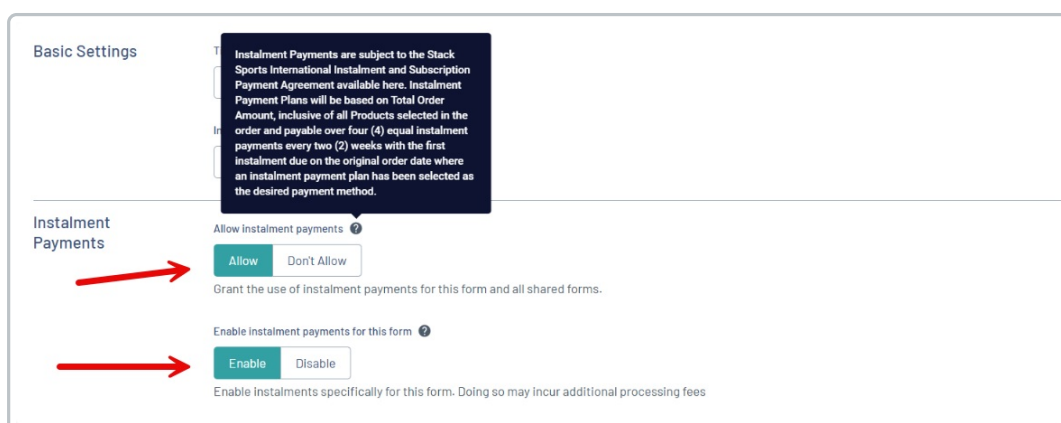
On the Settings tab, you will see a section labelled **Instalment Payments**, comprising two options:

- **Allow Instalment Payments:** Setting this to 'Allow' grants the use of instalment payments for this form and all shared forms. You can hover over this option to see more information about the schedule and terms of instalment payments



Note: The **Allow Instalment Payments** option can only be set by the original form owner. If a form has been shared down to you and this option is set to 'Don't Allow', you will need to seek permission from the form owner (i.e. your National or State body) to enable instalment payments for your level

- **Enable Instalment Payments for this Form:** Setting this to 'Enable' will allow your specific version of the form. I.e. instalments will be enabled for your specific database, and this can be controlled independently by any database in your hierarchy to whom you have shared the form.



Step 4: Save your changes

Once satisfied, click **SAVE** to lock in your updates.

Instalment Payments

Allow instalment payments ?

Allow

Don't Allow

Grant the use of instalment payments for this form and all shared forms.

Enable instalment payments for this form ?

Enable

Disable

Enable instalments specifically for this form. Doing so may incur additional processing fees

Member Types *

Which Member type(s) can register via this form?

Player

Visible

[Add Member Types](#)

Allow only one member type to be selected? ☐

Available To ?

Which hierarchy level or organisation(s) can use this form?

☒ All Levels Below

☐ One Level Below

[Click here](#)

Cancel

Save

Feedback

?

When members register through this form, they will see an option at the end of the form allowing them to pay their order off in four fortnightly instalments. Once payment is processed for the initial instalment, their future instalments will be charged automatically to their chosen payment method.