

How do I change a member's payment method for an instalment plan?

31/10/2025 10:08 am AEDT

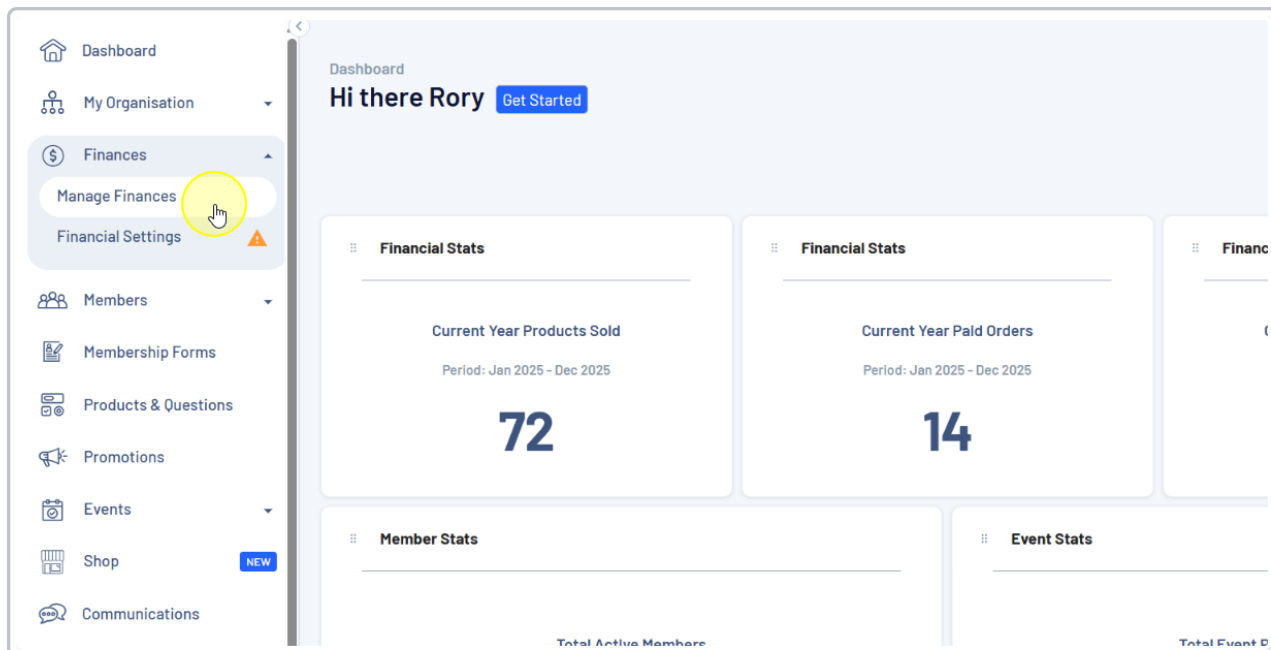
Overview

This guide outlines the process for changing the payment method for a member's instalment schedule within GameDay. Instalments refer to a payment arrangement where a total amount due is divided into several smaller, regular payments over a set period, rather than being paid in one lump sum. This offers flexibility to members, allowing them to spread the cost of their fees over time. For organisations, managing these instalment plans efficiently, including the ability to change payment methods, is crucial for smooth financial operations and member satisfaction.

Step-by-Step

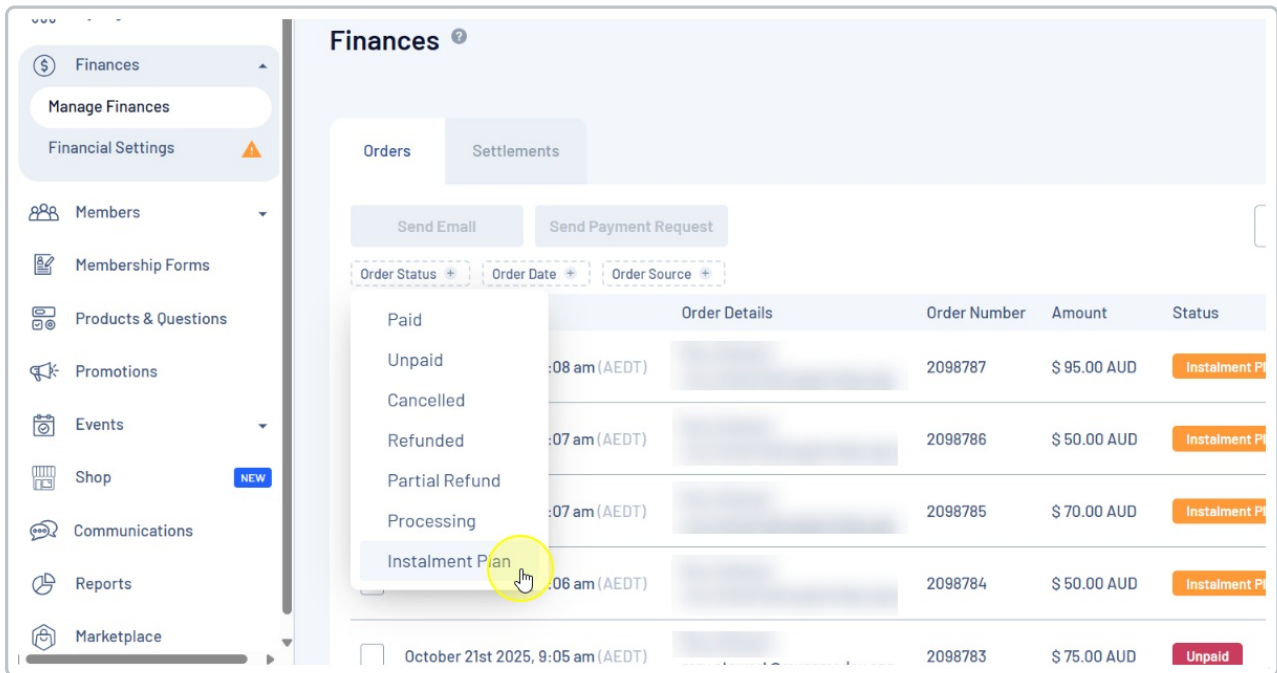
Step 1: Navigate to your Order List

Click on **Finances > MANAGE FINANCES** in the left-hand menu



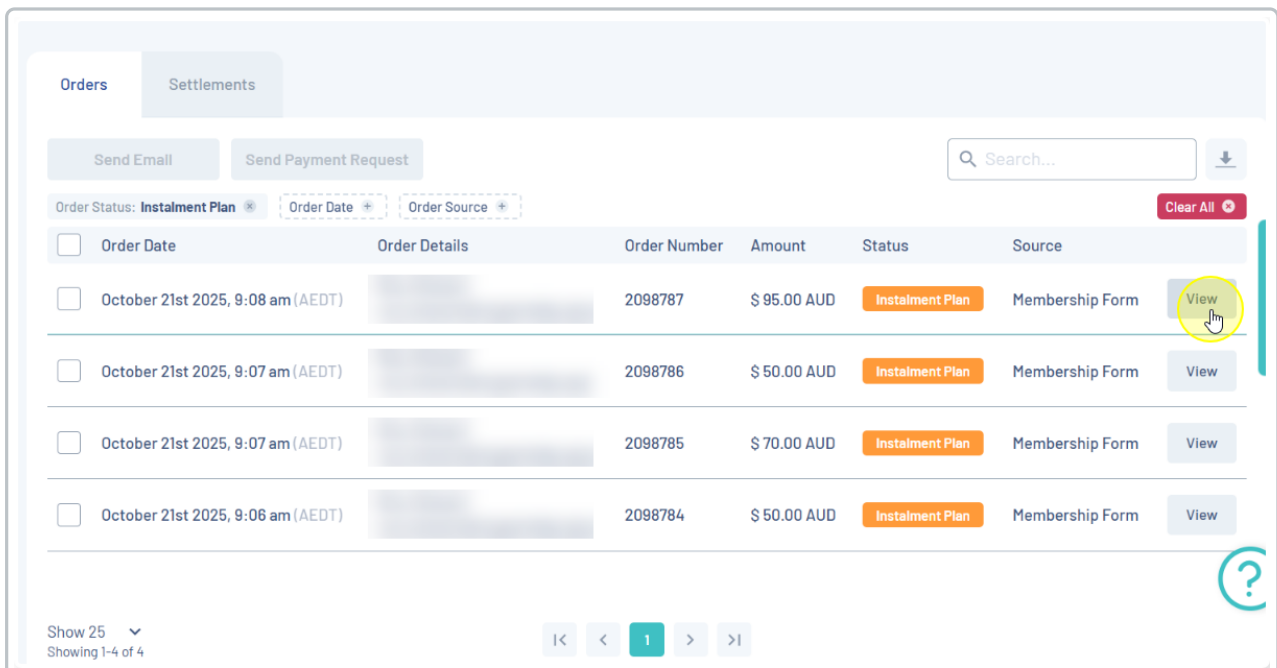
Step 2: Filter by Instalment Plan

In the **Order Status** dropdown filter, select **INSTALMENT PLAN** to display orders with active instalment schedules



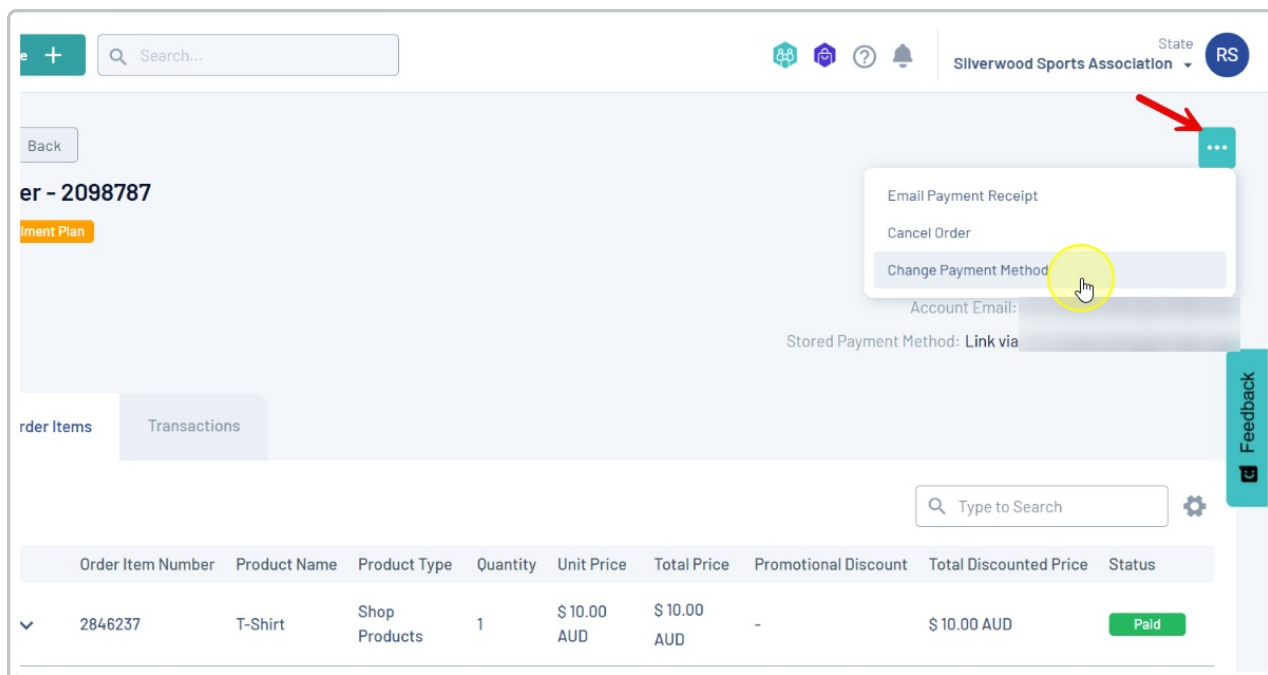
Step 3: View the Relevant Order

Locate the order for which you want to change the payment method, then click the **VIEW** button next to that order



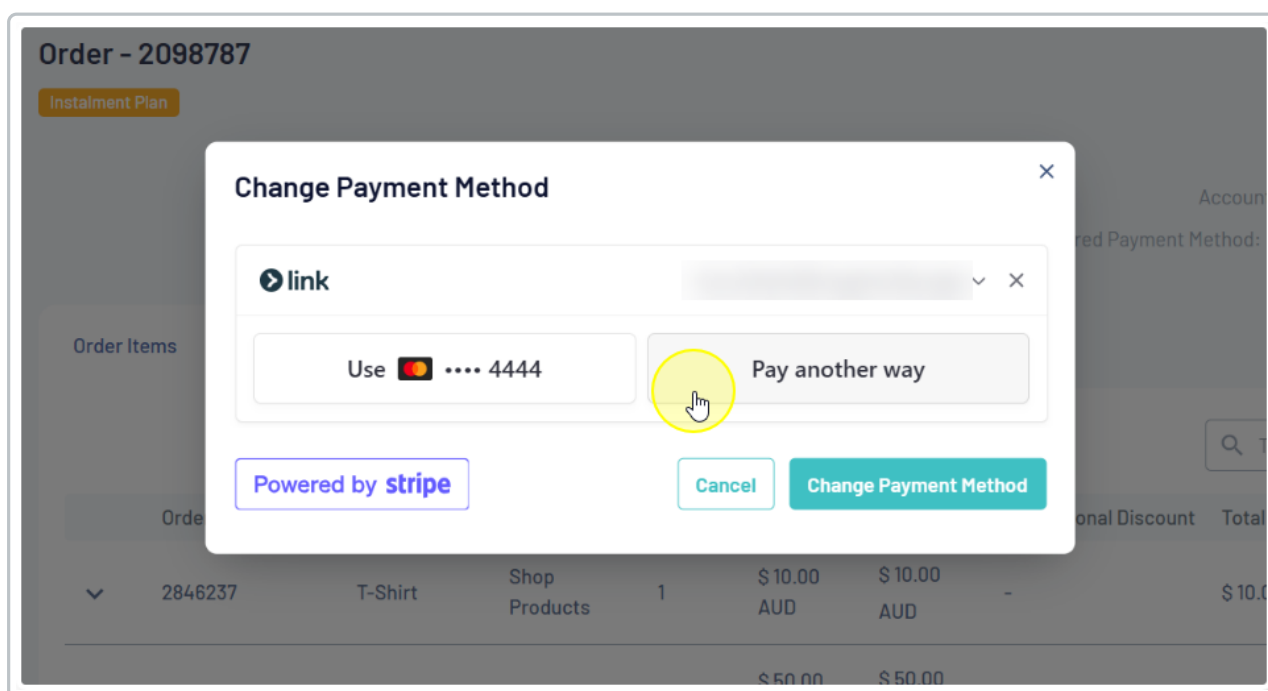
Step 4: Expand Actions Menu

On the order details page, in the top-right corner, click the **three vertical dots** to expand the actions menu, then select **CHANGE PAYMENT METHOD**



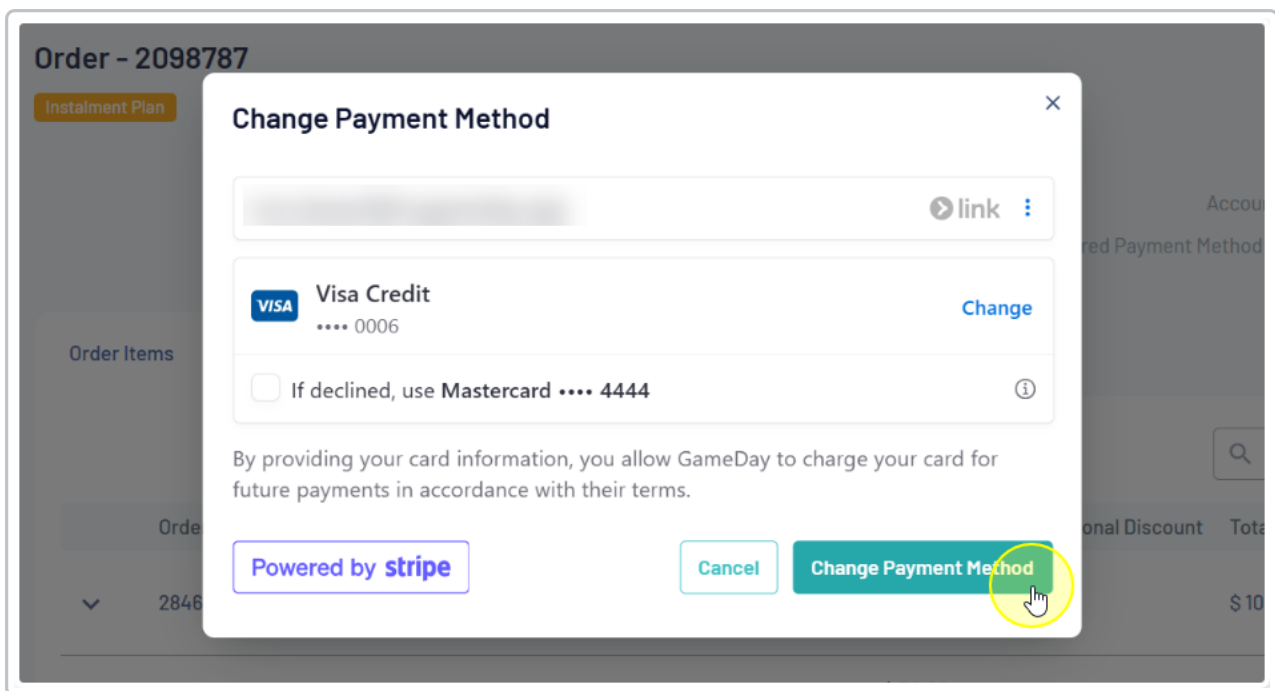
Step 5: Enter the details for the new payment method

A pop-up box will appear allowing you to review or change the current payment method attached to the instalment plan. To change to a new method, click **PAY ANOTHER WAY** and enter the details of the desired payment method



Step 6: Confirm your change

Click **CHANGE PAYMENT METHOD** to confirm the change.



A confirmation message will appear, indicating that the payment method has been successfully changed for the instalment schedule. This instalment schedule will now process any remaining payments using the new payment method.

