

How do I change the payment method on my instalment schedule?

21/10/2025 10:18 am AEDT

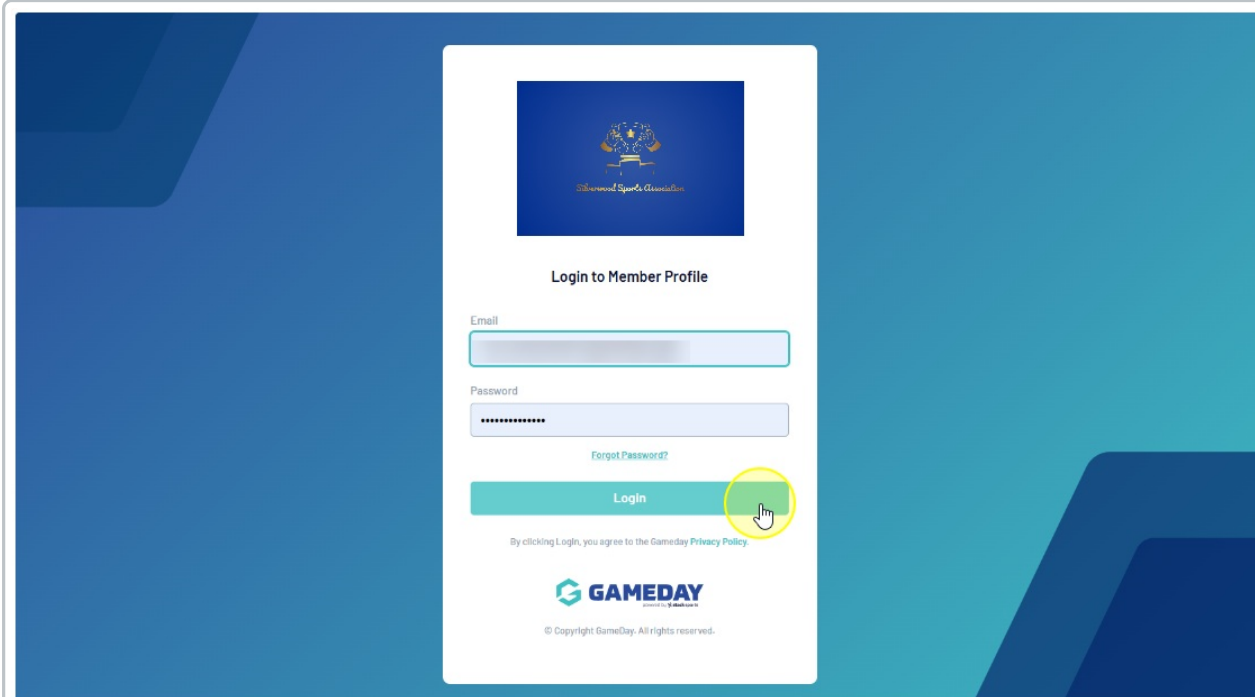
Overview

This article outlines the steps for a member to change their payment method for an existing instalment schedule within the GameDay member profile portal. The **member profile portal** is a personalised online portal where members can view their registrations, personal information, and payment details related to their involvement with sports organisations. An **instalment schedule** refers to a payment plan that allows members to pay for memberships, event registrations, or other products in several smaller, pre-determined payments over a set period, rather than a single lump sum. This process enables members to update their payment details for future scheduled payments within these plans.

Step-by-Step

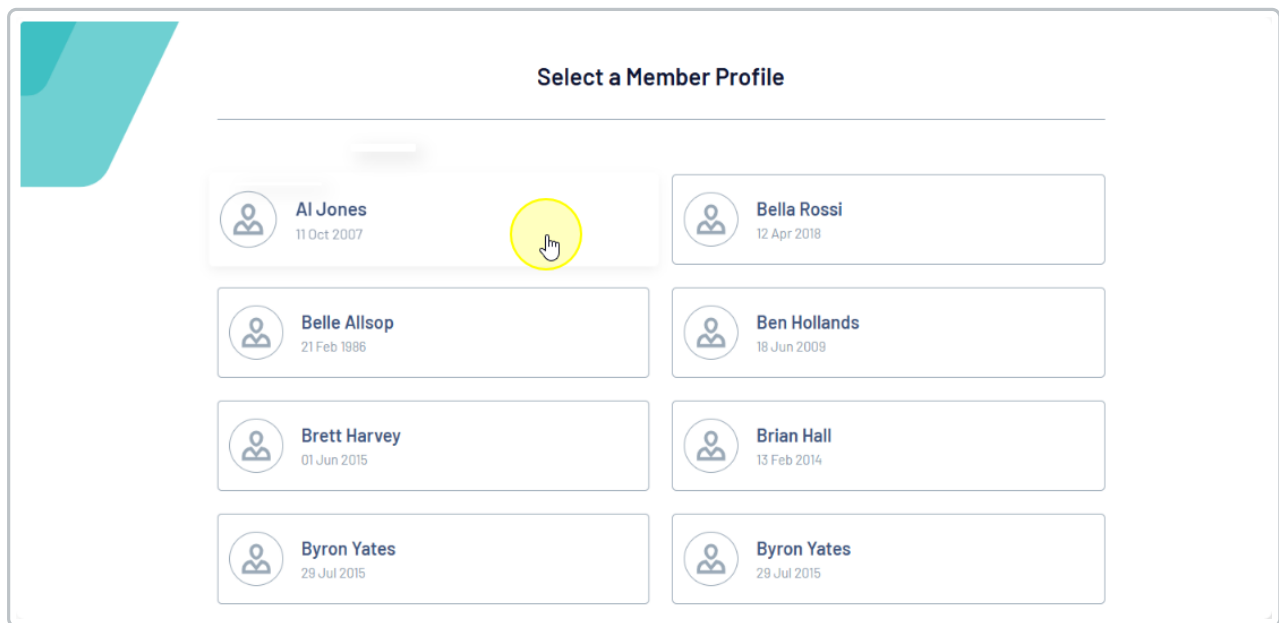
Step 1: Login to your Member Profile Portal

Use your GameDay account to login to your sport's Member Profile Portal. You can find a list of all GameDay Member Profile Portals [here](#)

A screenshot of the GameDay Member Profile Portal login page. The page has a blue gradient background. In the center, there is a white login box. At the top of the box is the logo of the "Shire of Sports Association". Below the logo, the text "Login to Member Profile" is displayed. There are two input fields: "Email" and "Password". The "Password" field is masked with dots. Below the password field is a link that says "Forgot Password?". At the bottom of the input fields is a green "Login" button. A yellow circle with a hand icon is pointing to the "Login" button. Below the button, there is a small line of text: "By clicking Login, you agree to the Gameday Privacy Policy". At the bottom of the white box is the "GAMEDAY" logo, which includes a green circular icon with a white 'G' and the word "GAMEDAY" in blue. Below the logo is the text "powered by 2degrees". At the very bottom of the white box is the copyright notice: "© Copyright GameDay. All rights reserved."

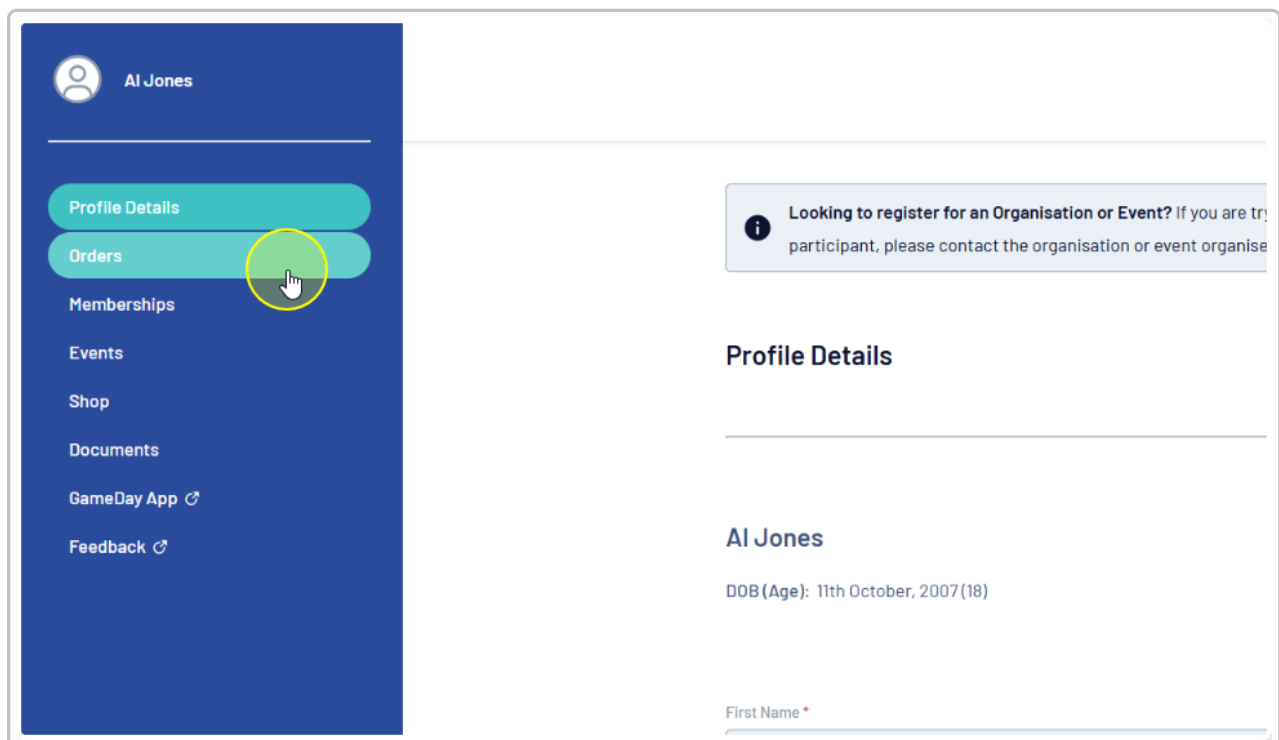
Step 2: Select the relevant member

After logging in, a list of member profiles associated with your account will be displayed. Click on the specific member profile for which you wish to change the payment method



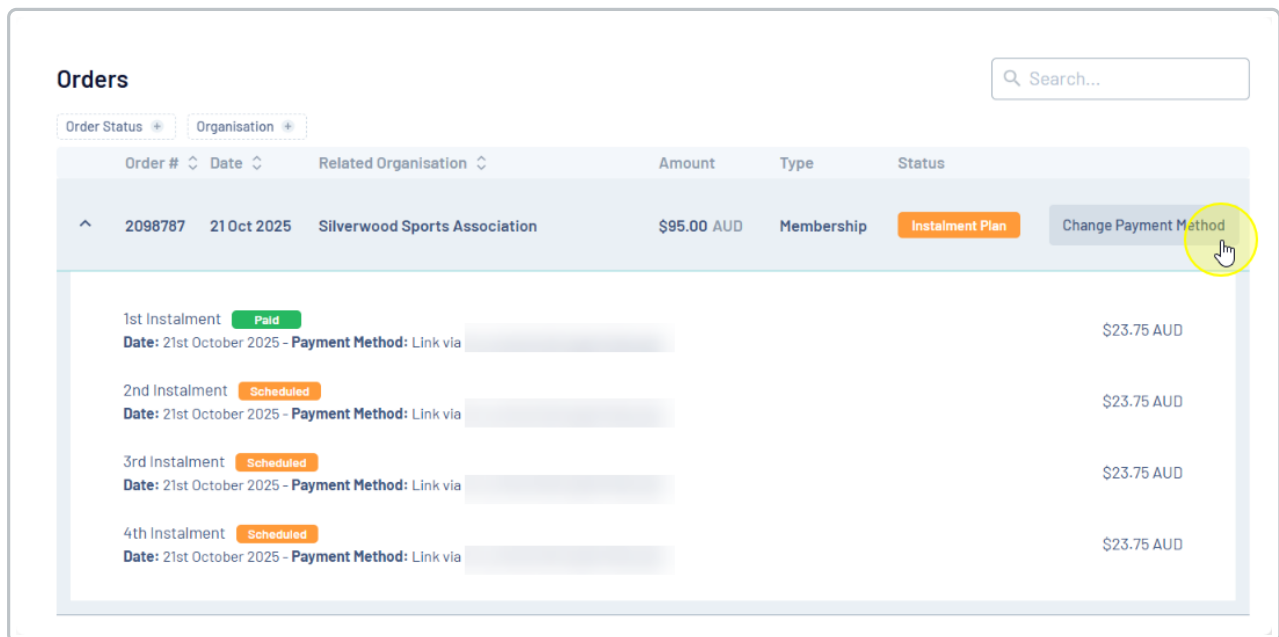
Step 3: Access Your Orders

Once you have selected the member profile, you will see a navigation menu on the left-hand side. Click **ORDERS** to see all orders associated with the selected member profile



Step 4: Change Payment Method

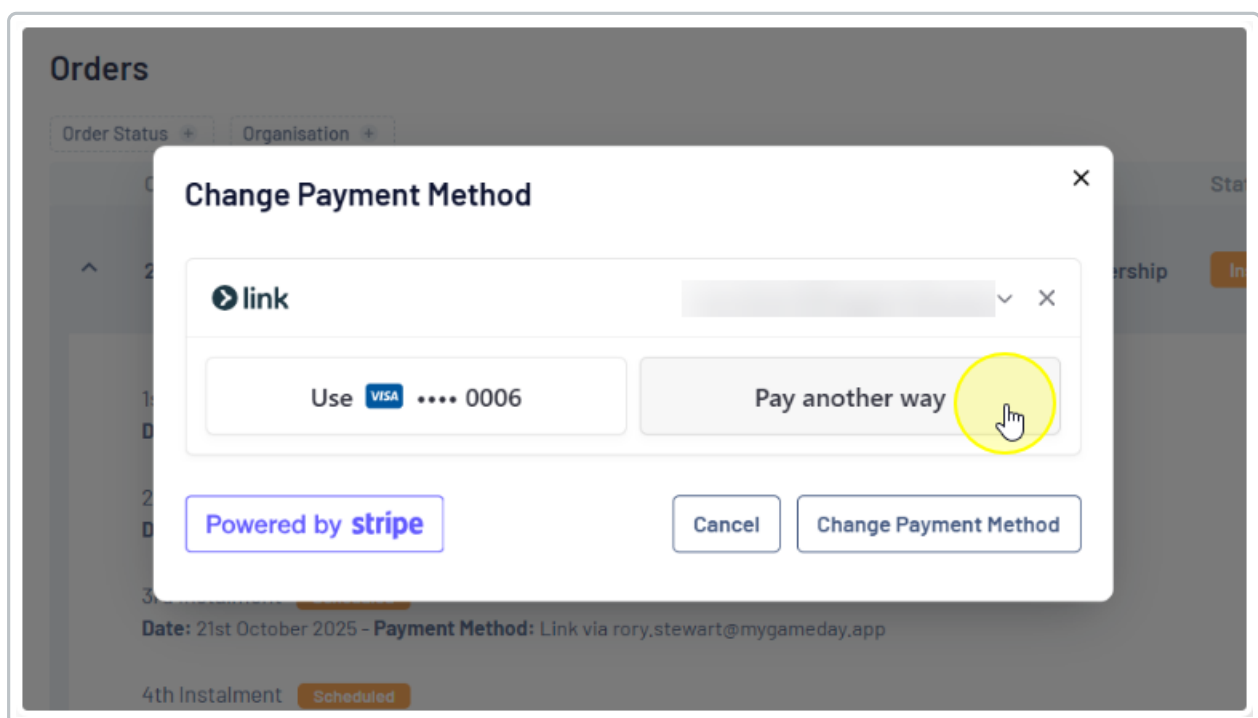
Locate the order that contains the instalment schedule you wish to modify. Within the row for that order, find and click the **CHANGE PAYMENT METHOD** button



The screenshot shows the 'Orders' management interface. At the top, there's a search bar and filters for 'Order Status' and 'Organisation'. Below is a table with columns: Order #, Date, Related Organisation, Amount, Type, and Status. One order is listed: Order # 2098787, Date 21 Oct 2025, Related Organisation Silverwood Sports Association, Amount \$95.00 AUD, Type Membership, and Status Instalment Plan. To the right of this row is a button labeled 'Change Payment Method', which is highlighted with a yellow circle and a hand cursor. Below the table, the details of the 1st Instalment are shown: 'Paid' status, Date: 21st October 2025, and Payment Method: Link via [redacted], with an amount of \$23.75 AUD. Below this, the 2nd, 3rd, and 4th instalments are listed, all with 'Scheduled' status and the same date and payment method details.

Step 5: Choose 'Pay Another Way'

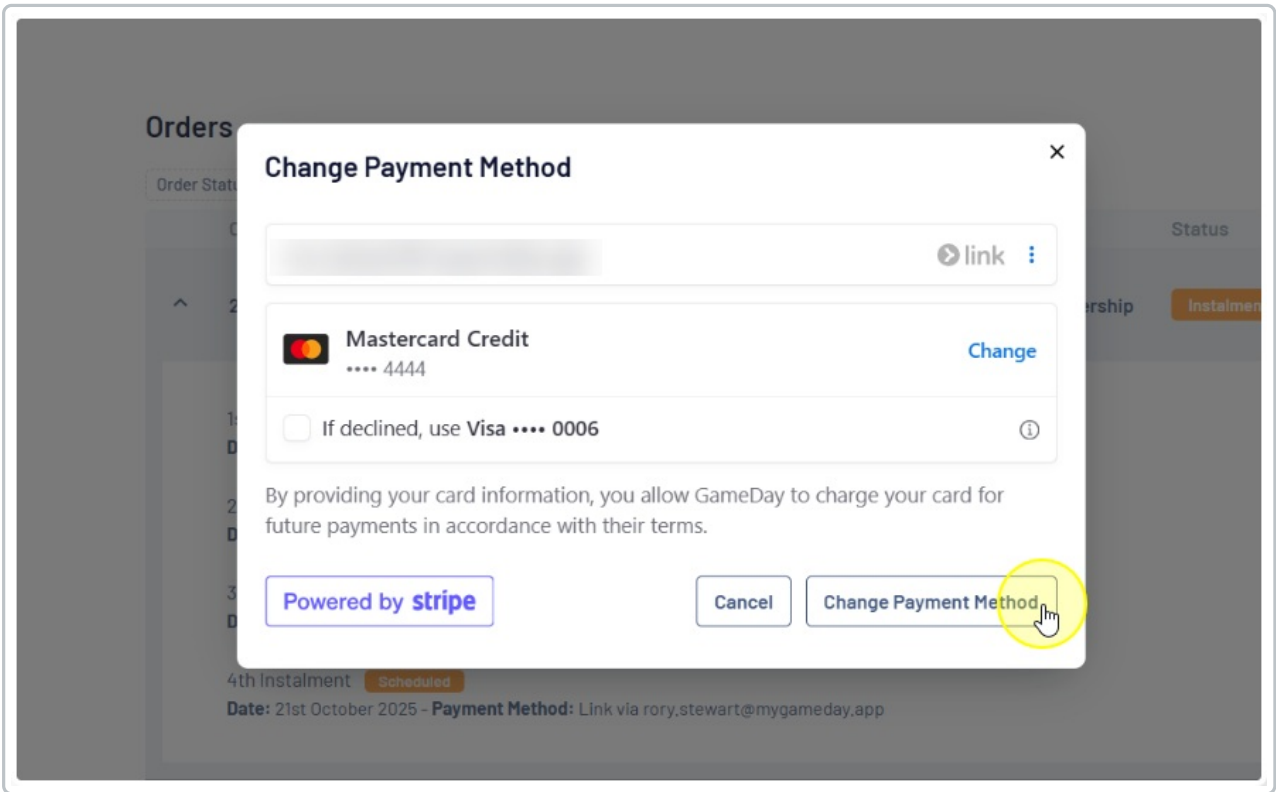
In this window, you will see options to manage your payment. Click the **PAY ANOTHER WAY** button. This will allow you to enter new payment details



The screenshot shows a modal window titled 'Change Payment Method' overlaid on the 'Orders' page. The modal has a close button (X) in the top right corner. Inside, there's a 'link' icon and a text input field. Below this, there are two buttons: 'Use VISA **** 0006' and 'Pay another way'. The 'Pay another way' button is highlighted with a yellow circle and a hand cursor. At the bottom of the modal, there's a 'Powered by stripe' logo and two buttons: 'Cancel' and 'Change Payment Method'.

Step 6: Confirm your Change

Once the new payment details have been entered, click the **CHANGE PAYMENT METHOD** button at the bottom of the pop-up to save your changes.



The screenshot shows a 'Change Payment Method' modal window overlaid on a blurred background of an 'Orders' page. The modal has a title bar with a close button (X). Inside, there is a text input field with a 'link' button and a dropdown menu. Below this, a 'Mastercard Credit' card is displayed with the number '**** 4444' and a 'Change' link. A checkbox option reads 'If declined, use Visa **** 0006' with an information icon. A disclaimer states: 'By providing your card information, you allow GameDay to charge your card for future payments in accordance with their terms.' At the bottom, there is a 'Powered by stripe' logo, a 'Cancel' button, and a 'Change Payment Method' button which is highlighted with a yellow circle and a hand cursor. The background shows an order for a '4th Instalment' scheduled for '21st October 2025' with the payment method 'Link via rory.stewart@mygameday.app'.

A confirmation message will appear if your payment method was processed successfully. Any future payments as part of this instalment plan will now be charged to the newly updated payment method.