

Archery Australia

My Archery

Credit Card Payments

Version 1

NOTE: these notes were put together to assist the Membership Officers in the clubs or RGB's. For further information contact either AA or your State representative.

Credit Card Payments

One of the advantages of the Online Membership System is that it allows the Club members to pay their membership renewals via credit card if they so wish.

To allow this to happen a few conditions have to be met first.

1. The Club decides to offer this form of payment to its membership.
2. The Club sets up its bank account details in the system to allow the money to be deposited into it.
3. The Club decides on the administration charge absorption rate and sets it in the system.
4. The credit card gateway is turned on for the Club by IMG once the Club and RGB is ready.
5. A subscription is generated for the members that includes any administration charges that may be applicable from either the Club / RGB or AA.
6. The members are issued with their own individual log on details.

How do I generate a subscription for a member that includes the applicable administration charges ?

Follow these steps to generate a subscription that will allow the member to pay it via the front end.

1. The Club logs onto the system.
2. Click on “Subscriptions”.
3. Click on “Generate Subscriptions”.
4. Click on “Single Member”
5. Select the members name from the drop down list.
6. Click on “Next”.
7. Select “Members Default Subscription”.
8. Click on “Next”.
9. Tick “Yes – Financial end date” and then set the date to the correct date.
10. Click “Generate” You will notice that it lists the administration fees and what the total amount payable for the member is including those fees.
11. Click “Post”

This has now placed the subscription into the system so that the member can log in and pay it by credit card if he / she wishes.

How do I generate subscriptions for more than one member at a time ?

You follow the previous steps as shown and then choose which way you wish to do it,

1. The Club logs onto the system.
2. Click on “Subscriptions”.
3. Click on “Generate Subscriptions”.
4. Choose either All Members, Member Types, Member Group or Member Query.
5. Follow the prompts and “Generate” the subscriptions.
6. Go to “Manage Subscriptions” and ensure that the financial end dates are correct for each of the members that you have generated subscriptions for before posting them into the system for the members to pay.

NOTE: Generated subscriptions may be deleted from the system if they are not required prior to posting them.

Once they are posted in the system they can not be deleted but may be cancelled if not required.

If you do not follow these steps but use the manual payments method that is followed for cash / cheque / direct deposit payments then the resulting subscription will not include any of the applicable administration fees and the member will be under charged.

What do I do if a member then decides he wants to pay by cash / cheque / direct deposit ?

Simply process it as you would normally for a manual payment via the system back end and generate / post / pay this subscription.

Then cancel the subscription that was generated in the system for this member to pay via credit card.

(enter as a comment on the subscription you are going to cancel “Paid by Cash” prior to submitting it.)