

## Quick Reference Guide:

### Part Payments

Part payments is an optional feature for Associations, Leagues and/or Clubs to choose to activate when setting up their sign-up form.

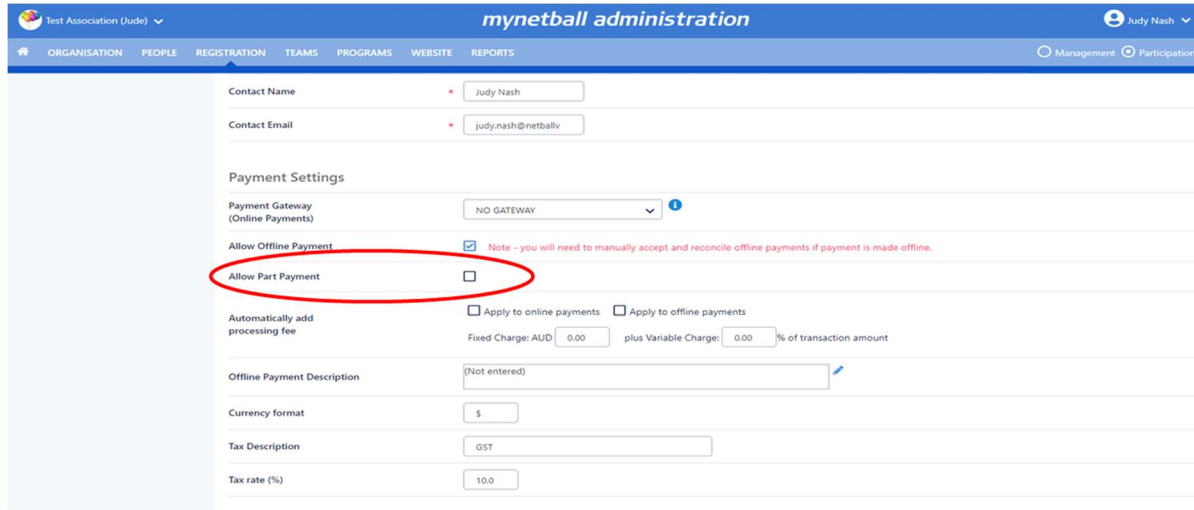
It can be applied to any From Type but will only apply to Registration Types/Products, not saleable items.

This Quick Reference Guide contains the following information:

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## ➤ General Set Up

Part Payments will appear on the online form as a 'Allow Part Payment' checkbox within the payment settings of the registration form.



The screenshot shows the 'mynetball administration' interface for 'Test Association (Jude)'. The 'Payment Settings' section includes the following fields:

- Contact Name:** Judy Nash
- Contact Email:** judy.nash@netballv
- Payment Gateway (Online Payments):** NO GATEWAY
- Allow Offline Payment:** ☒ (Note: you will need to manually accept and reconcile offline payments if payment is made offline.)
- Allow Part Payment:** ☐ (This checkbox is highlighted with a red circle in the original image.)
- Automatically add processing fee:**
  - ☐ Apply to online payments
  - ☐ Apply to offline payments
  - Fixed Charge: AUD 0.00 plus Variable Charge: 0.00 % of transaction amount
- Offline Payment Description:** (Not entered)
- Currency format:** \$
- Tax Description:** GST
- Tax rate (%):** 10.0

Organisation administrators will be able to access the “Scheduled Payments Report” to view processed part payments and upcoming part payments.

**You can access this report in the same way whether you are an Association, League or Club. You would just be in different Modes.**

Associations & Leagues can manage their products under **Management** or **Participation**.



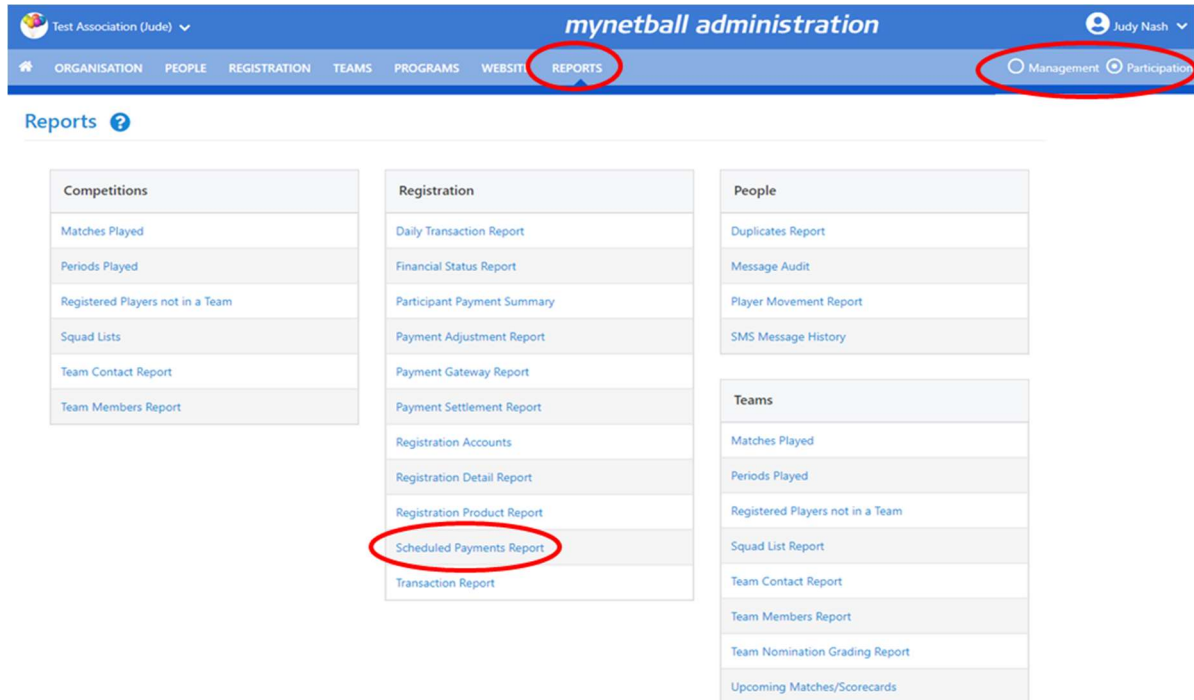
The screenshot shows the header of the 'mynetball administration' interface. The 'Management' and 'Participation' modes are visible, with 'Participation' being the selected mode, indicated by a red circle around the 'Participation' radio button.

Clubs will not have the option to choose between management or participation, they will just be in participation.



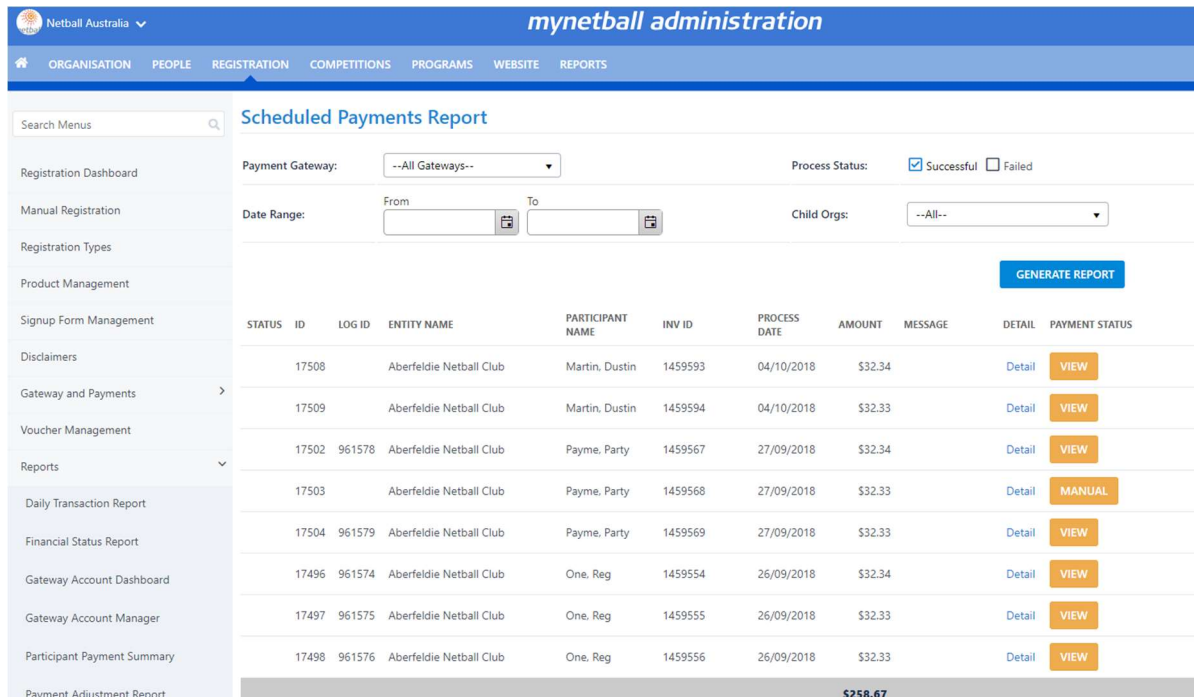
The screenshot shows the header of the 'mynetball administration' interface for a club user. The 'Participation' mode is selected, indicated by a red circle around the 'Participation' radio button.

## Reports >> Scheduled Payments Reports (under Registration)



The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'PROGRAMS', 'WEBSITE', 'REPORTS', and 'Management'. The 'REPORTS' tab is selected and highlighted with a red circle. Below the navigation bar, the 'Reports' section is displayed with three columns of report categories: Competitions, Registration, and People. The 'Registration' column contains a list of reports, with 'Scheduled Payments Report' highlighted by a red circle. Other reports in the 'Registration' column include Daily Transaction Report, Financial Status Report, Participant Payment Summary, Payment Adjustment Report, Payment Gateway Report, Payment Settlement Report, Registration Accounts, Registration Detail Report, Registration Product Report, and Transaction Report.

This will bring you to the Scheduled Payments Report where you can view any processed part payments and see any upcoming part payments.



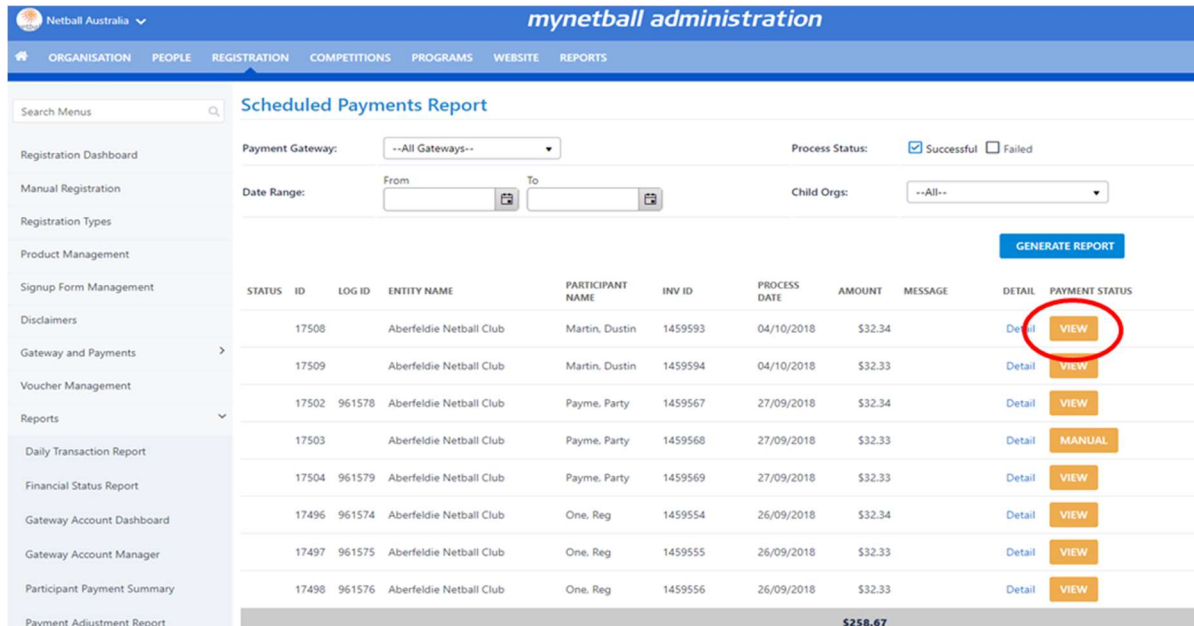
The screenshot shows the 'Scheduled Payments Report' page in the 'mynetball administration' interface. The page includes a search menu on the left and a main content area with filters and a table of payments. The filters include 'Payment Gateway' (set to '--All Gateways--'), 'Process Status' (checked for 'Successful'), 'Date Range' (From and To dates), and 'Child Orgs' (set to '--All--'). A 'GENERATE REPORT' button is located to the right of the filters. The table displays payment details for 'Aberfeldie Netball Club' participants, including status, ID, log ID, entity name, participant name, INV ID, process date, amount, message, detail, and payment status. The total amount for all payments is \$258.67.

STATUS	ID	LOG ID	ENTITY NAME	PARTICIPANT NAME	INV ID	PROCESS DATE	AMOUNT	MESSAGE	DETAIL	PAYMENT STATUS
	17508		Aberfeldie Netball Club	Martin, Dustin	1459593	04/10/2018	\$32.34		Detail	VIEW
	17509		Aberfeldie Netball Club	Martin, Dustin	1459594	04/10/2018	\$32.33		Detail	VIEW
	17502	961578	Aberfeldie Netball Club	Payme, Party	1459567	27/09/2018	\$32.34		Detail	VIEW
	17503		Aberfeldie Netball Club	Payme, Party	1459568	27/09/2018	\$32.33		Detail	MANUAL
	17504	961579	Aberfeldie Netball Club	Payme, Party	1459569	27/09/2018	\$32.33		Detail	VIEW
	17496	961574	Aberfeldie Netball Club	One, Reg	1459554	26/09/2018	\$32.34		Detail	VIEW
	17497	961575	Aberfeldie Netball Club	One, Reg	1459555	26/09/2018	\$32.33		Detail	VIEW
	17498	961576	Aberfeldie Netball Club	One, Reg	1459556	26/09/2018	\$32.33		Detail	VIEW
							<b>\$258.67</b>			

## ➤ Cancel Upcoming Payments

Organisations can cancel upcoming instalments, which will remove the payment from the payment processing queue.

This can be done by clicking on **view** in the 'Payment Status' column of the upcoming instalment.



**Scheduled Payments Report**

Payment Gateway: --All Gateways-- Process Status: ☒ Successful ☐ Failed

Date Range: From [ ] To [ ] Child Orgs: --All--

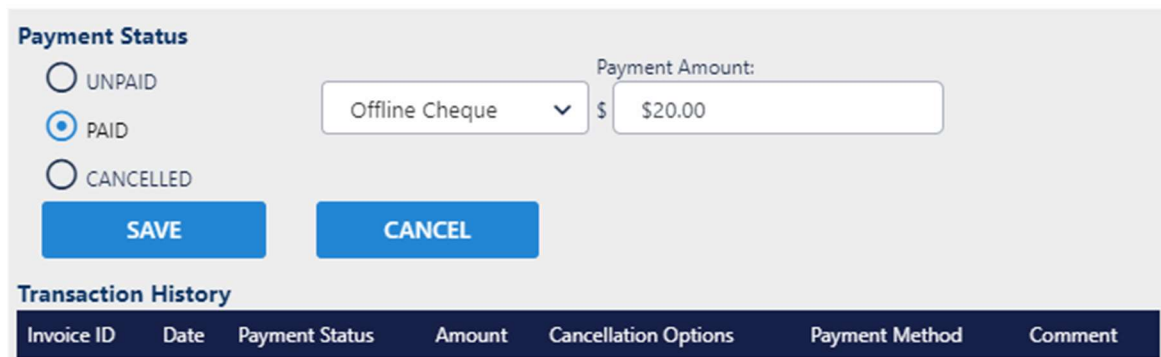
**GENERATE REPORT**

STATUS	ID	LOG ID	ENTITY NAME	PARTICIPANT NAME	INV ID	PROCESS DATE	AMOUNT	MESSAGE	DETAIL	PAYMENT STATUS
	17508		Aberfeldie Netball Club	Martin, Dustin	1459593	04/10/2018	\$32.34		Detail	<b>VIEW</b>
	17509		Aberfeldie Netball Club	Martin, Dustin	1459594	04/10/2018	\$32.33		Detail	<b>VIEW</b>
	17502	961578	Aberfeldie Netball Club	Payme, Party	1459567	27/09/2018	\$32.34		Detail	<b>VIEW</b>
	17503		Aberfeldie Netball Club	Payme, Party	1459568	27/09/2018	\$32.33		Detail	<b>MANUAL</b>
	17504	961579	Aberfeldie Netball Club	Payme, Party	1459569	27/09/2018	\$32.33		Detail	<b>VIEW</b>
	17496	961574	Aberfeldie Netball Club	One, Reg	1459554	26/09/2018	\$32.34		Detail	<b>VIEW</b>
	17497	961575	Aberfeldie Netball Club	One, Reg	1459555	26/09/2018	\$32.33		Detail	<b>VIEW</b>
	17498	961576	Aberfeldie Netball Club	One, Reg	1459556	26/09/2018	\$32.33		Detail	<b>VIEW</b>

**\$258.67**

This will bring up the Transaction Details window where you can select either 'Cancelled' or 'Paid' depending on the scenario.

## Transaction Details



**Payment Status**

☐ UNPAID  
☒ PAID  
☐ CANCELLED

Payment Amount: \$20.00

**SAVE** **CANCEL**

**Transaction History**

Invoice ID	Date	Payment Status	Amount	Cancellation Options	Payment Method	Comment
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1. Paid: The administrator will need to select the method of payment and the amount paid to create a paid transaction record will be created.
2. Cancelled: The administrator will need to select a reason for cancelling the payment (i.e. player de-registered, remaining fees settled etc).

The administrator should include a comment which will be included on the cancelled transaction record.

## Transaction Details

**Payment Status**

☐ UNPAID
 ☐ PAID
 ☒ CANCELLED

Approved de-registration
 

Reason for changing status.

Approved on 15/10/2018 by Paddy Cassidy

This payment will be removed from the scheduled processing queue, please check to ensure if other scheduled payments for this person need to be cancelled.

SAVE

CANCEL

**Transaction History**

Invoice ID	Date	Payment Status	Amount	Cancellation Options	Payment Method	Comment
------------	------	----------------	--------	----------------------	----------------	---------

**Note** that cancelling an upcoming payment does not automatically add the cancelled amount to the next payment

If a payment is made offline (i.e. cash), then the corresponding upcoming payment in the schedule should be marked as paid, not cancelled.

If there are two scheduled payments remaining for a member, and the member wants to deregister, then the administrator must manually cancel the two remaining payments using the 'Scheduled Payments Report'.

## ➤ How Participants See Part Payments when Completing Online Registration(s)

When the automated part payments feature is utilised by an organisation, the player has the option of making their payment in one, two, three or four instalments.

**NOTE** the number of 'instalments' available will depend on the total cost of the item  
i.e. In the example below, the Netball Vic Membership is \$73 (which will be the cost of the first instalment). That leaves a balance of \$27 to be paid later. With a minimum installment amount of \$20, it will only allow 2 instalments to be paid.

### Details of Purchase

2018 Test Association Senior Membership	\$100.00
Welcome to Test Association	
Valid from: Jan 1, 2018 to Dec 31, 2018	
<b>Total</b>	<b>\$100.00</b>

\* Prices quoted in AUD and include GST of 10%.

### Payment Schedule

Please Select ▼

Single Payment  
Two (2) Payments  
Three (3) Payments  
Four (4) Payments

We accept VISA and MASTERCARD

**Name on Card \***

The first instalment will be made immediately, and any future instalments will continue in the following calendar month.

The minimum amount of the first payment will be the cost of the Netball Victoria membership. This may be higher depending on the total cost of the product the participant is purchasing.

This will populate once the number of installments is selected.

### Payment Schedule

Two (2) Payments ▾

	Due	Amount
Payment 1	Now	\$73.00
Payment 2	15 Nov 2018	\$27.00

There would be more installment options based on the total amount charged.

The player must authorise the storing of their credit card details for it to be processed as per the payment schedule detailed on the registration form. By doing so, the player has authorised the future payments to be taken at the agreed due dates from the supplied credit card.

### Pay Online

We accept VISA and MASTERCARD

**Name on Card \***

Test card

**Card Number \***

**CVC/CVV \***

4200 0000 0000 0000

321

**Expires \***

01 ▾

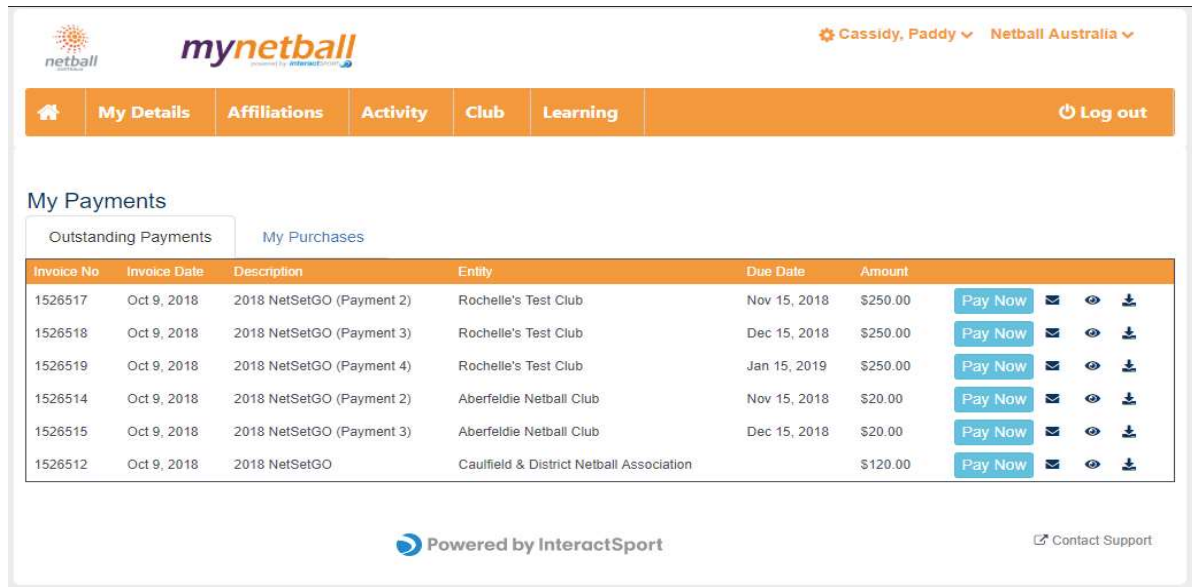
2018 ▾

☐ Save as my new credit card details. This is a recurring payment authority and where you have authorised us to collect such fees using a recurring payment, that you have read and understood and agree to be bound by our [Recurring Payment Terms and Conditions](#).

Pay Now



















## ➤ Payments Outside the Schedule

Players can elect to process future payments earlier than they are due by using the 'Pay Now' function in the MyNetball Participant Portal. This will process the payment and remove it from the payment processing queue.



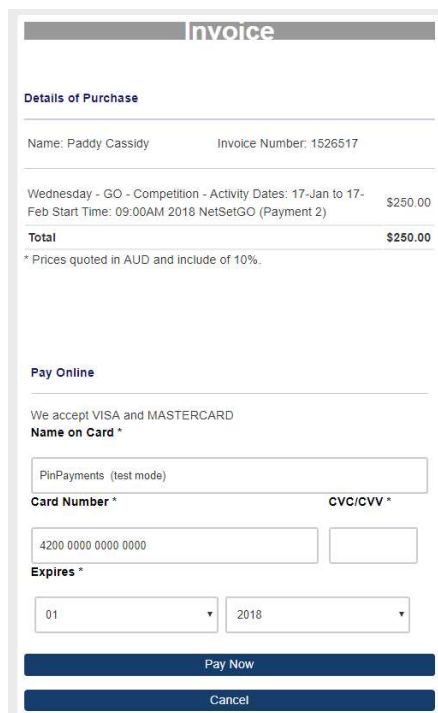
**My Payments**

Outstanding Payments | My Purchases

Invoice No	Invoice Date	Description	Entity	Due Date	Amount	
1526517	Oct 9, 2018	2018 NetSetGO (Payment 2)	Rochelle's Test Club	Nov 15, 2018	\$250.00	<a href="#">Pay Now</a>   
1526518	Oct 9, 2018	2018 NetSetGO (Payment 3)	Rochelle's Test Club	Dec 15, 2018	\$250.00	<a href="#">Pay Now</a>   
1526519	Oct 9, 2018	2018 NetSetGO (Payment 4)	Rochelle's Test Club	Jan 15, 2019	\$250.00	<a href="#">Pay Now</a>   
1526514	Oct 9, 2018	2018 NetSetGO (Payment 2)	Aberfeldie Netball Club	Nov 15, 2018	\$20.00	<a href="#">Pay Now</a>   
1526515	Oct 9, 2018	2018 NetSetGO (Payment 3)	Aberfeldie Netball Club	Dec 15, 2018	\$20.00	<a href="#">Pay Now</a>   
1526512	Oct 9, 2018	2018 NetSetGO	Caulfield & District Netball Association		\$120.00	<a href="#">Pay Now</a>   

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When selecting the 'Pay Now' button an invoice will popup which will prompt the player to enter their payment details for this payment instalment only.



**Invoice**

**Details of Purchase**

Name: Paddy Cassidy Invoice Number: 1526517

Wednesday - GO - Competition - Activity Dates: 17-Jan to 17-Feb Start Time: 09:00AM 2018 NetSetGO (Payment 2) \$250.00

**Total \$250.00**

\* Prices quoted in AUD and include of 10%.

**Pay Online**

We accept VISA and MASTERCARD

**Name on Card \***

PinPayments (test mode)

**Card Number \*** **CVC/CCV \***

4200 0000 0000 0000

**Expires \***

01 2018

[Pay Now](#)

[Cancel](#)



## ➤ Frequently Asked Questions

### ⇒ What happens if there is a saleable item included in the registration product?

The payment schedule will be based on the total amount including the saleable item/s and split accordingly.

#### Details of Purchase

Junior	\$150.00
Tiger Tops	\$80.00
<b>Total</b>	<b>\$230.00</b>

\* Prices quoted in AUD and include GST of 10%.

#### Payment Schedule

Four (4) Payments ▼

	Due	Amount
Payment 1	Now	\$57.50
Payment 2	15 Nov 2018	\$57.50
Payment 3	15 Dec 2018	\$57.50
Payment 4	15 Jan 2019	\$57.50

### ⇒ What happens if offline payment option is selected?

The player cannot select the pay offline option if they have opted to use the part payment feature. All part payments will be deducted automatically from the supplied credit card.

### ⇒ How are the fees distributed through the primary disbursement gateway?

All payment processing fees and any liabilities owed to associations and State Member Organisation are calculated and paid on the first instalment. This is why the first payment amount is usually larger than the instalments that follow.

### ⇒ What is the minimum instalment amount?

The minimum instalment is \$20. If an instalment amount is less than \$20, then the part payment feature cannot be used by the player.

⇒ **How is the payment schedule determined?**

Payment schedule is determined by Netball Australia. All instalments following the initial payment will be due the following calendar month.

It is currently set to the 15th of each month. The first payment will always be at the time of the registration and the second will be in the following calendar month.

⇒ **Can I make an early payment using a different credit card?**

Yes, using the 'Pay Now' feature, a player can choose to pay using a different credit card. Any future automated payments will be charged to the original credit card where the authority was given.

⇒ **How do I update my credit card details for future instalments?**

Players can use the 'Payment Settings' feature under the 'Activity' menu on the Participant Portal to update or remove their credit card details at any time.

⇒ **What happens if my credit card is lost/stolen and needs to be cancelled?**

As above, players can use the 'Payment Settings' feature under the 'Activity' menu on the Participant Portal to update their credit card details to their new card.

⇒ **What happens if my credit card has insufficient funds and the payment is rejected?**

The payment instalment remains outstanding and visible in the scheduled payments report. In this case, the administrator should contact the player and either:

- collect payment manually and mark the payment as paid
- instruct the player to update their credit card details in the participant portal and use the 'Pay Now' feature.

**Note** that there is currently no notification to administrators that a payment has been rejected but has been included in the future enhancements list.