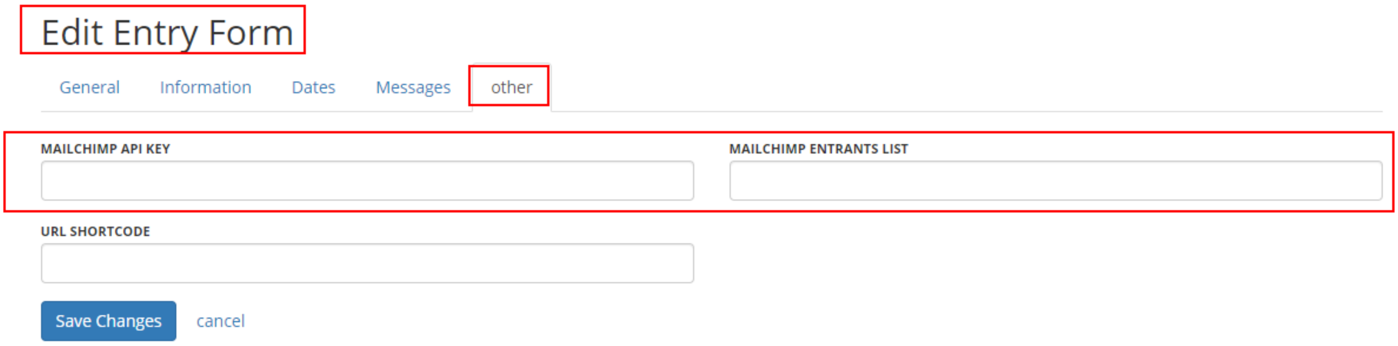
EnterNOW Online Registrations

Mail Chimp Integration

Mailchimp is an email newsletter sending application.

You can link your entry form to mailchimp, so that when every entry comes in, the entrants email address is automatically added to your mail list.

In EnterNOW, edit your entry form, then go to the Other tab

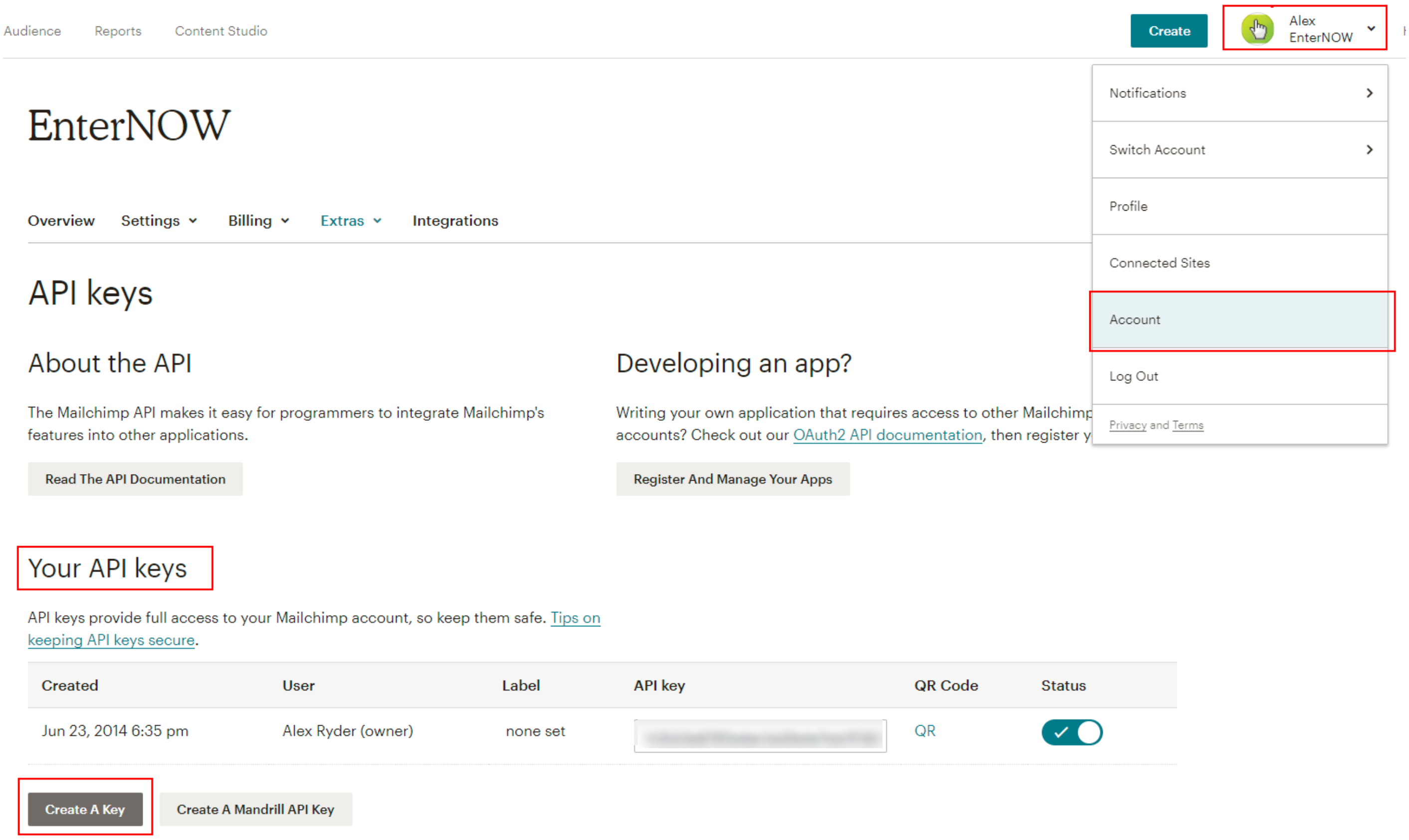


You need to enter 2 pieces of information from mail chimp.

An **API Key**, and an Entrants **List ID**

In Mail Chimp, go to your Account menu, and to the Extras tab.

You can create an API Key here, copy and paste that API Key into EnterNOW



Next go to the **Audience** menu item, and select the audience list you want to subscribe to.

Scroll to the bottom of the page, and you will see a **Unique ID**

Copy and Paste that **Unique ID** into the **Mailchimp Entrants List** field in EnterNOW

Audience Reports Content Studio

Settings

Audience name and defaults

Change the name of your audience, and where to send subscribe and unsubscribe notifications.

Publicity settings

Tell Mailchimp how "discoverable" you'd like campaigns to be.

Audience fields and *|MERGE|* tags

Add fields to your audience database, and adjust the merge tags associated with them.

Required email footer content

Enter contact info about this audience and a permission reminder in case someone reports you for spamming.

Email beamer

Send a campaign by sending an email to a private Mailchimp address.

Google Analytics on archive pages

Add Google Analytics tracking to campaign archives.

Webhooks

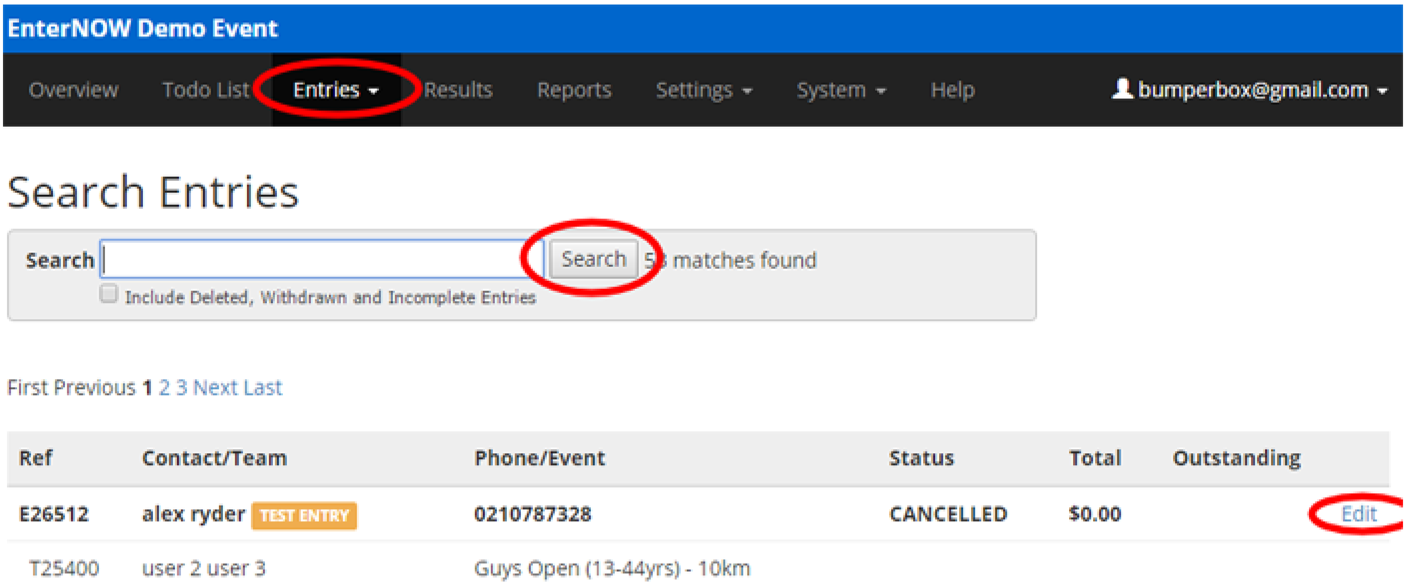
Keep your audience synced with a local list on your server.

Unique id for audience EnterNOW Clients

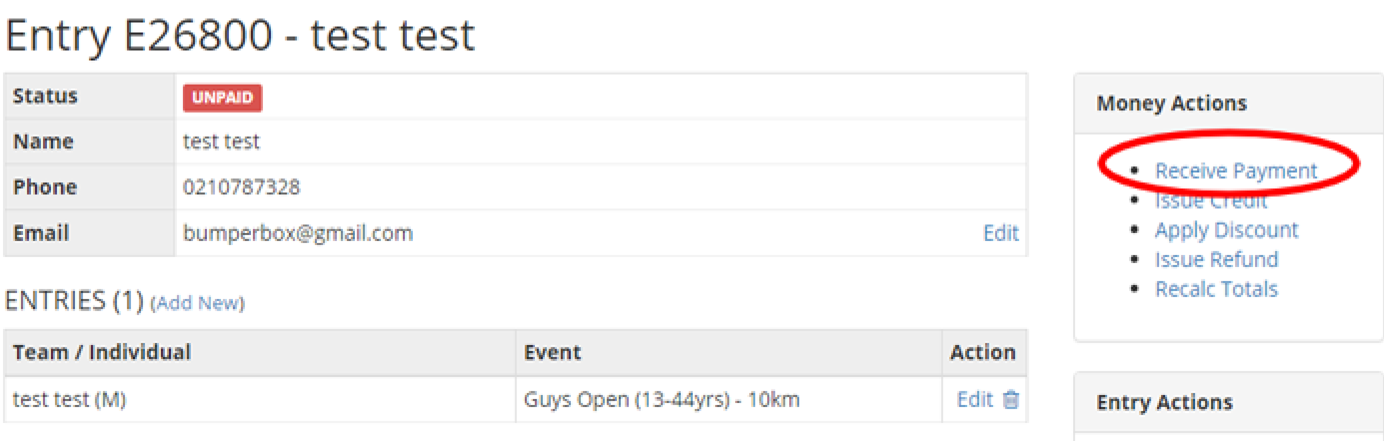
Receiving Payments

Go to the **Entries** tab, then **Search** for the entry by name or E number.

Select the entry from the list and click on Edit next to their name



On the right-hand-side of the entry view you can Receive Payment



Check your bank statement and receipt the money against the correct entry.

Receiving money is just a matter of filling in the reference information, and verifying the amount paid.

Then press the Receive Money button. This will email them an entry confirmation notice, and a receipt for their payment. Continue doing this until you have no more pending entries.

Once you have finished you can return to the home page and the summary information for your race will have been updated with the correct number of entries, etc.

Entry Form Structure

Entries are split into 3 levels

Categories > **Events** > **Divisions**

Categories	Categories are just ways in which you can split up the events to make entry easier
Events	Events are where you set the entry fees, entry limits etc
Divisions	Divisions are primarily gender/age divisions. You can specify if the user needs to select the division, or if the division is auto-selected based on the age entered. Auto-selection only works for Individual entries.

An Example for Waka Ama

- **W6 (Category)**
    - 20km Men (Event)
        - J16 (Divisions)
        - J19
        - O23
        - Open
        - Master
        - Snr Master
        - Gld Master
- **W1 (Category)**
    - 10km Men (Event)
    - J16 (Divisions)
    - J19
    - O23
    - Open

    - Master
    - Snr Master
    - Gld Master

Another Example for Waka Ama V1 only event

There is only 1 category, so category screen is not shown

- **V1 (Category)**
    - 3km V1 Rudderless Tamariki Race (Event)
        - Boys (8-10) (Divisions)
        - Girls (8-10)
        - Boys (11-12)
        - Girls (11-12)
- **12km V1 Rudderless (Event)**
    - Junior Men (U/19) (Divisions)
        - Junior Women (U/19)
        - Open Women
        - Master Women (40+)
        - Snr Master Women (50+)
        - Gld Master Women (60+)

An Example for Multi-sport Event

- **Individual (Category)**
    - 5km (Event)
        - Girls (13-44yrs) (Division)
        - Girls Should Know Better (45+ yrs)
        - Guys (13-44yrs)
        - Guys Should Know Better (45+ yrs)
    - 10km (Event)
        - Girls (13-44yrs) (Division)
        - Girls Should Know Better (45+ yrs)

        - Guys (13-44yrs)
        - Guys Should Know Better (45+ yrs)
- **Team (Category) (Category)**
    - 5km (Event) (Event)
        - Guys (Division)
        - Girls
        - Mixed

An Example for Fun Run Individuals only, fun-run so all divisions are open

- Adults (16yrs+) - Fun Run/Walk (Category)
    - 10km(Event)
        - Open (16-100yrs) (Division)
    - 5.5km(Event)
        - Open (16-100yrs) (Division)
    - 2.5km(Event)
        - Open (16-100yrs) (Division)

An Example for Road Race / Cycling Individuals only split into their age-divisions

- Kauri Half Marathon - 21km Run / Walk (Category)
    - 10km(Event)
        - Open (16-100yrs) (Division)
    - 5.5km(Event)
        - Open (16-100yrs) (Division)
    - 2.5km(Event)
        - Open (16-100yrs) (Division)

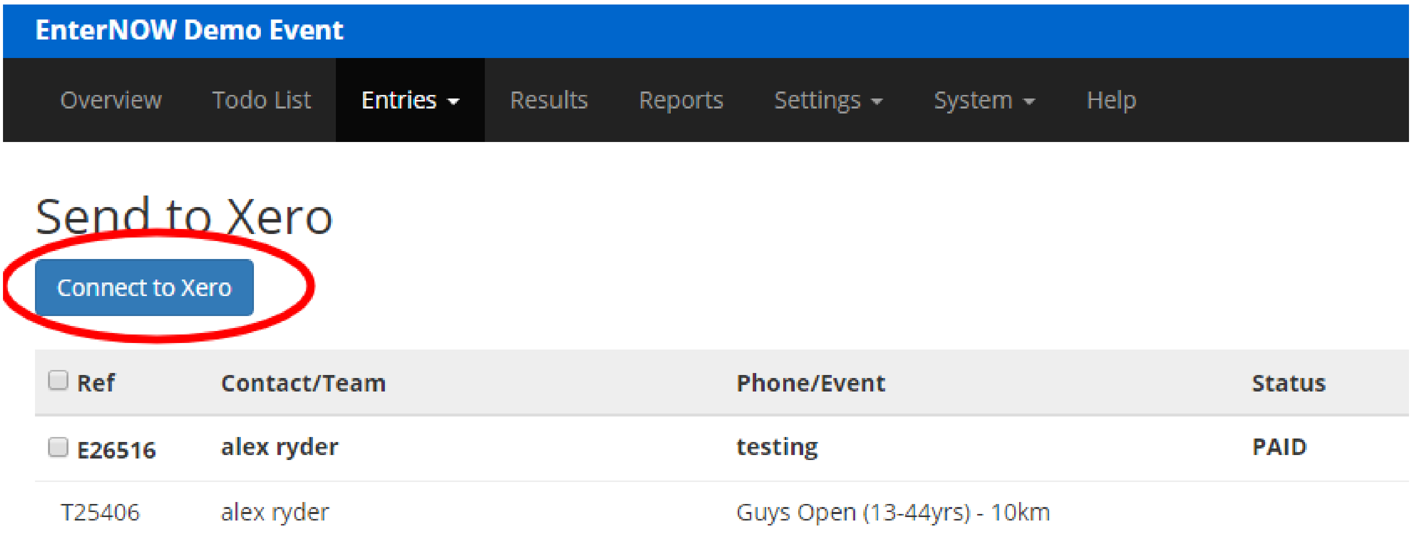
Transferring Invoices to Xero

Open you entry form, and take **Entries** > **Send to Xero** from the menu

This screen will show all the entries that haven't been transferred yet.

First up you click on [**Connect to Xero**]

This step will take you to the Xero website, where you need to login, and will give EnterNOW 30mins access to transfer invoices to Xero

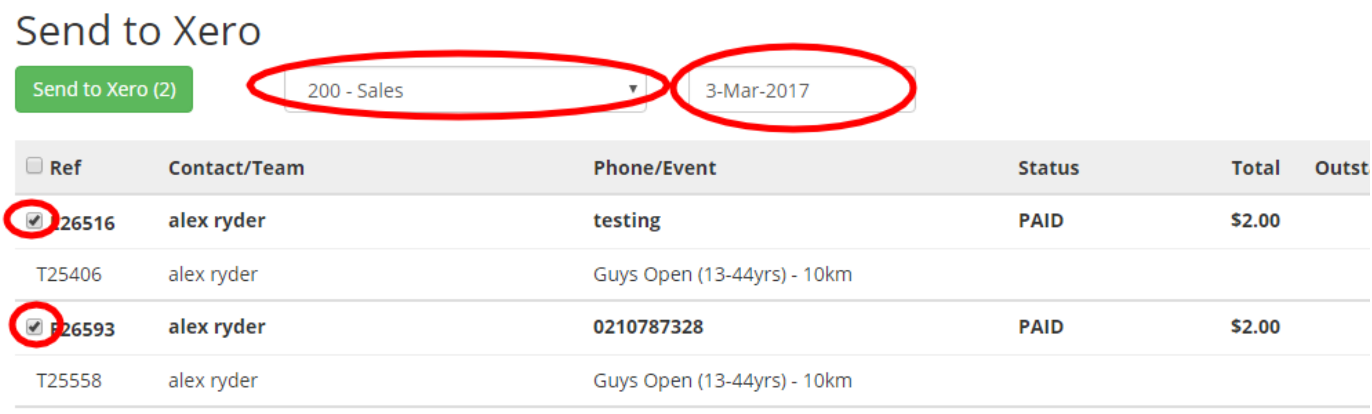


Once you have connected, you will be back on the Send to Xero screen.

At the top you can select the Account Code you want to use, and the due date.

If this is your first time, we suggest just ticking 1 invoice to transfer, otherwise, you can tick the box at the top and it will select the whole lot.

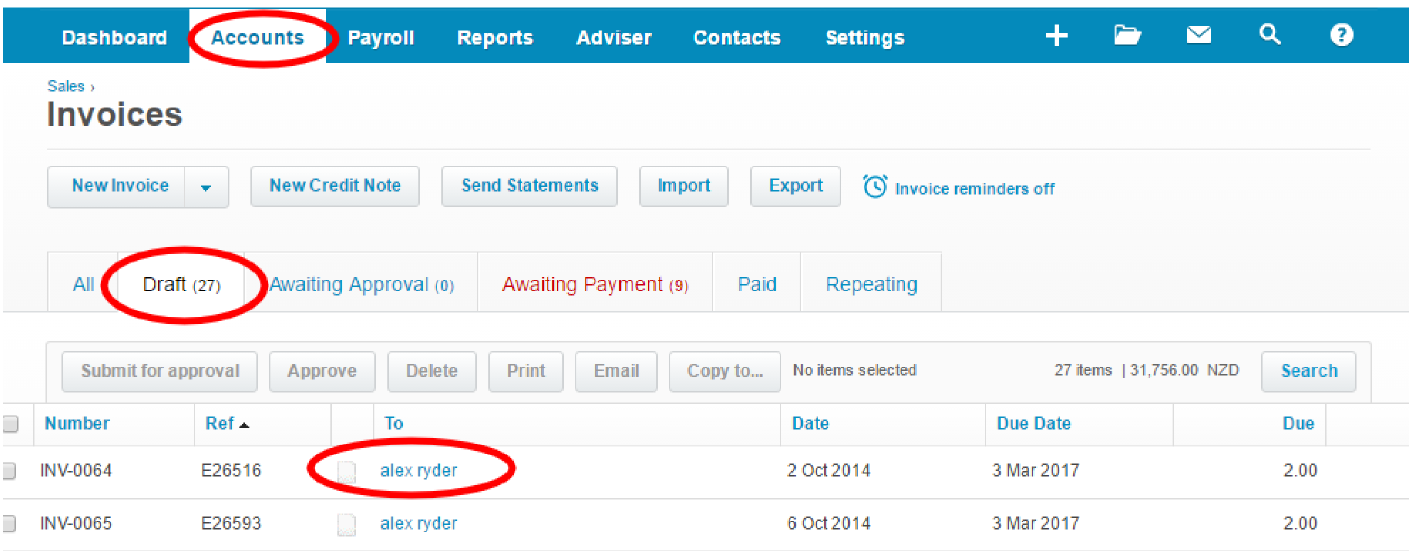
When you are ready click on the [Send to Xero] button, and you will see it start sending the invoices to xero. You need to leave this screen open until it has finished sending.



Once it has finished, you can go into Xero and you will find your invoices under

Accounts > **Sales** > **Draft Invoices**

You will need to check each invoice and approve it



Vouchers

There are 5 different types of vouchers.

1st Earlybird Rate

When the voucher code is redeemed by the entrant, they will get the 1st Earlybird Rate, regardless of the date the entry is made

2nd Earlybird Rate

When the voucher code is redeemed by the entrant, they will get the 2nd Earlybird Rate, regardless of the date the entry is made.

Free Entry

When the voucher code is redeemed by the entrant, they will get their whole entry for free

This is good for VIP's, Sponsors or Radio giveaways. You can create a single use voucher code, for a free entry.

Discount by Amount

When the voucher code is redeemed by the entrant will get a dollar discount against their entry fee

Eg $10 off any merchandise purchased before 1 June when you use this code MERCH

Discount by Percent

When the voucher code is redeemed by the entrant will get a percentage discount against their entry fee.

The discount is applied at the time the entry is created, so if they are doing an earlybird entry, the percentage discount will be based on the earlybird price, not the standard price.

Eg voucher code STAFF = 10% discount off entry only.

Other options that can be applied to vouchers are

Usage Limit

If this is set to 1, then it becomes a single use voucher, which could be used for giveaways.

You could also do promos, like the first 50 people to use the code FIRST get a $10 discount.

Once the limit is reached, the voucher code will no longer be able to be redeemed.

Expiry Date

The expiry date is when a voucher stops working.

Eg If the expiry date was set to the 1st June, then from Midnight on the 31st May, the voucher code can no longer be redeemed.

Applies to Entries / Applies to Merchandise

You can control how people can use the vouchers, for example you may want to give away a free entry, but not include any free merchandise.

Or you may offer a promotion for merchandise only like, 10% of any merchandise purchased, if you use the code 10PCT

Internal Notes

This is a free text field available for you to make notes about your promo, eg maybe they are for a certain sponsor, etc. Only you can see this field.

Payment Gateways

Type	Description	Set up Time	Charges
Direct Credit	This requires your bank account information, people deposit money in your account and you need to manually receipt & reconcile.	None	Nil

Paypal	Paypal accepts payments from people with paypal accounts, and can also be used for Visa/Mastercard payments https://www.paypal.com	15 mins	Free setup 3.4% + $0.45 NZD per payment
Paystation	Paystation is a payment gateway, they handle the creditcard processing online, but you still need to have a merchant account with a bank to use it. http://www.paystation.co.nz/	2 weeks	Monthly fee includes a set number of transactions + bank charges

DPS / Paymentexpress	DPS is a payment gateway, they handle the creditcard processing online, but you still need to have a merchant account with a bank to use it. https://www.paymentexpress.co.nz/	2 weeks	Monthly fee includes a set number of transactions + bank charges

Braintree Payments	Braintree is a payment gateway and merchant account combined. They offer slightly cheaper rates then paypal, and money is deposited directly into your account, rather than an intermediary paypal account. Accepts paypal payments too. https://www.braintreepayments.com	10 days	2.9% + $0.45 NZD per payment

SwipeHQ	SwipeHQ is a payment gateway and merchant account combined. https://www.swipehq.co.nz/	10 days	$99+GST Set up Fee, 2.75% NZD per payment
Stripe	Stripe is a payment gateway and merchant account combined. https://stripe.com/nz		2.9% + $0.30 NZD per payment

Please note prices are from 3rd party providers may change without prior notice, prices are stated in NZD and were last updated on 19th July 2017

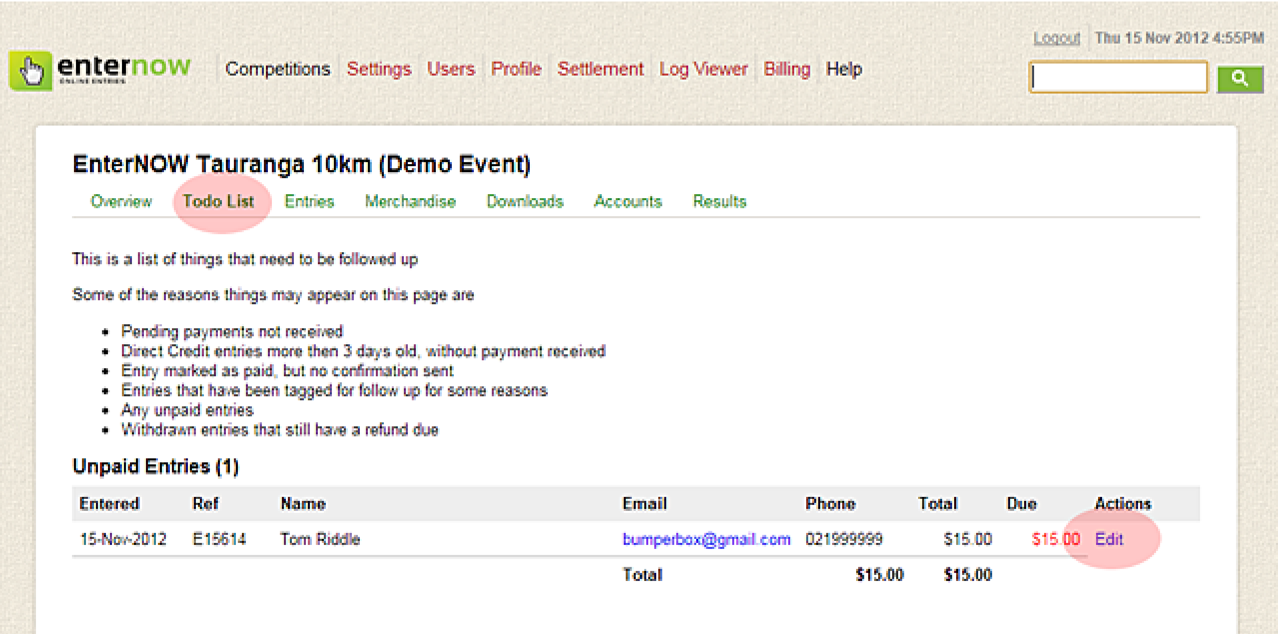
Reconciling Direct Credit Payments

When you receive a payment in your bank account, you need to mark that entry as reconciled on the EnterNOW.

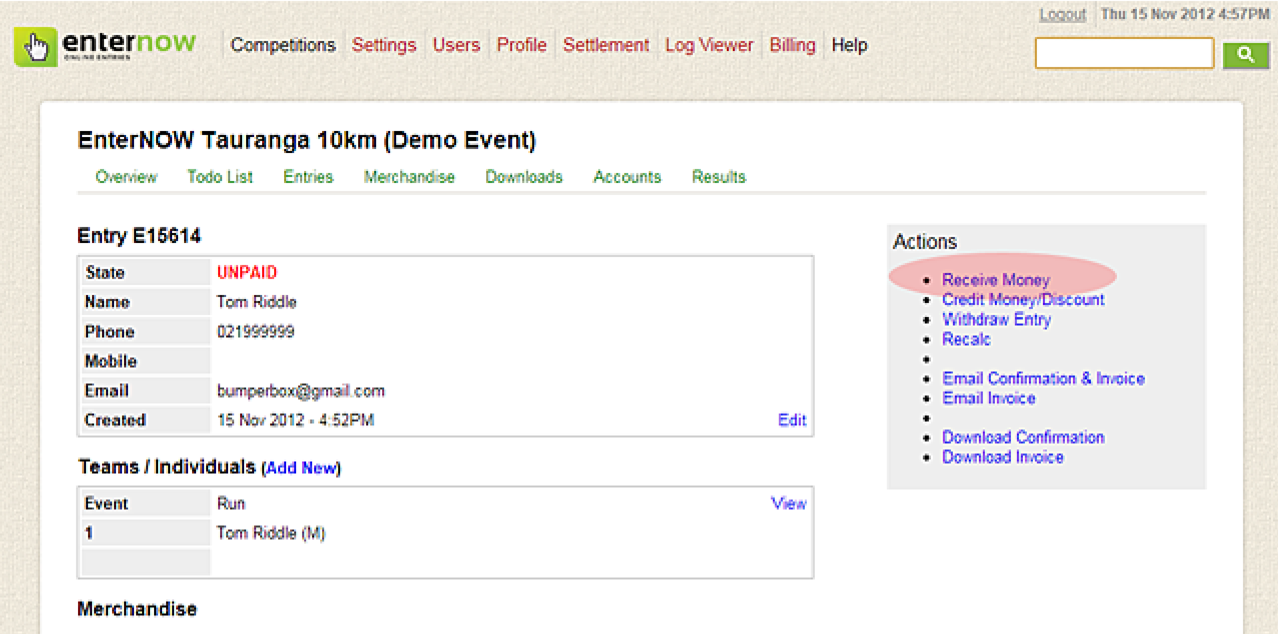
Once full payment has been received, an entry confirmation and receipt will be emailed to the registrant.

Go to the **Todo List** tab from the menu

Select one of the entries you have received a payment for and click on **Edit**



In the edit screen click on **Receive Money**



In the receive money screen, set the date to match your bank statement, and check the amount matches what you have received. If the amount is different, change it to match your bank statement. They may have over or under paid.

When you click on the [**Receive Money**] button the system will send out an entry confirmation & receipt if the full amount has been paid, otherwise it will send an invoice requesting payment of the balance.

New Page

Entries can be in different states depending on what stage of the process they are at.

INCOMPLETE

This indicates that the end user has started adding an entry, but has not reached the payment screen.

UNPAID

Entry has been complete but full payment has not been received yet. This could be beacuse they are paying by direct credit, or someone has added to the entry after it was paid

PENDING

Some payment methods like paypal don't clear instantly, those entries may remain pending for a few hours. Payment methods like DirectCredit are not instant either, it might take a few days for payments to clear. If a payment remains unpaid for more then 4 days then it will be converted to unpaid

PAID

Full payment has been received.

DELETED

Entry has been deleted, prior to any payment being received

WITHDRAWN

Entry deleted after payment has been received, this means there may be a credit that needs to be refunded