

# EnterNOW Online Registrations

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# 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

Edit Entry Form

General

Information

Dates

Messages

other

MAILCHIMP API KEY

MAILCHIMP ENTRANTS LIST

URL SHORTCODE

Save Changes

cancel

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

# EnterNOW

[Overview](#) [Settings](#) [Billing](#) [Extras](#) [Integrations](#)

## API keys

### About the API

The Mailchimp API makes it easy for programmers to integrate Mailchimp's features into other applications.

[Read The API Documentation](#)

### Developing an app?

Writing your own application that requires access to other Mailchimp accounts? Check out our [OAuth2 API documentation](#), then register y

[Register And Manage Your Apps](#)

Notifications	>
Switch Account	>
Profile	
Connected Sites	
Account	
Log Out	
Privacy and Terms	

### Your API keys

API keys provide full access to your Mailchimp account, so keep them safe. [Tips on keeping API keys secure.](#)

Created	User	Label	API key	QR Code	Status
Jun 23, 2014 6:35 pm	Alex Ryder (owner)	none set		QR	<input checked="" type="checkbox"/>

[Create A Key](#)[Create A Mandrill API Key](#)

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

# 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

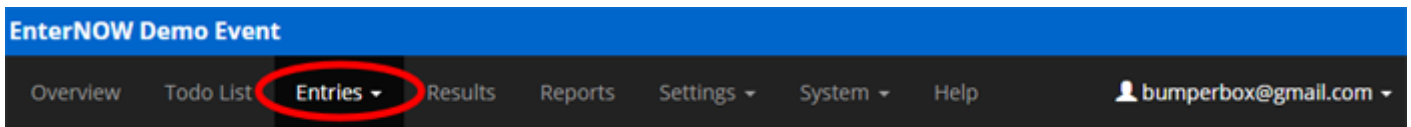
Keep your audience synced with a local list on your server.

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



## Search Entries

Search   53 matches found

☐ Include Deleted, Withdrawn and Incomplete Entries

First Previous 1 2 3 Next Last

Ref	Contact/Team	Phone/Event	Status	Total	Outstanding
E26512	alex ryder <b>TEST ENTRY</b>	0210787328	CANCELLED	\$0.00	<a href="#">Edit</a>
T25400	user 2 user 3	Guys Open (13-44yrs) - 10km			

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

## Entry E26800 - test test

Status	UNPAID
Name	test test
Phone	0210787328
Email	bumperbox@gmail.com <a href="#">Edit</a>

ENTRIES (1) [Add New](#)

Team / Individual	Event	Action
test test (M)	Guys Open (13-44yrs) - 10km	<a href="#">Edit</a>

### Money Actions

- [Receive Payment](#)
- [Issue Credit](#)
- [Apply Discount](#)
- [Issue Refund](#)
- [Recalc Totals](#)

### Entry Actions

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.

## Receive Money

TYPE

Direct Credit

REF/CHEQUE NO

TRANSACTION DATE

2 Apr 2017

AMOUNT

\$ 2.00

INTERNAL NOTES

☒ Email confirmation and receipt if full payment is received

Receive Money

cancel

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	<p>Divisions are primarily gender/age divisions.</p> <p>You can specify if the user needs to select the division, or if the division is auto-selected based on the age entered.</p> <p>Auto-selection only works for Individual entries.</p>

## 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

**EnterNOW Demo Event**

Overview   Todo List   **Entries ▾**   Results   Reports   Settings ▾   System ▾   Help

## Send to Xero

Connect to Xero

<input type="checkbox"/> Ref	Contact/Team	Phone/Event	Status
<input type="checkbox"/> E26516	alex ryder	testing	PAID
T25406	alex ryder	Guys Open (13-44yrs) - 10km	

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.

## Send to Xero

Send to Xero (2)

200 - Sales ▾

3-Mar-2017

<input type="checkbox"/> Ref	Contact/Team	Phone/Event	Status	Total	Outst
<input checked="" type="checkbox"/> E26516	alex ryder	testing	PAID	\$2.00	
T25406	alex ryder	Guys Open (13-44yrs) - 10km			
<input checked="" type="checkbox"/> E26593	alex ryder	0210787328	PAID	\$2.00	
T25558	alex ryder	Guys Open (13-44yrs) - 10km			

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

DashboardAccountsPayrollReportsAdviserContactsSettings

Sales >Invoices

New InvoiceNew Credit NoteSend StatementsImportExport

Invoice reminders off

AllDraft (27)Awaiting Approval (0)Awaiting Payment (9)PaidRepeating

Submit for approvalApproveDeletePrintEmailCopy to...

No items selected27 items | 31,756.00 NZD

Search

	Number	Ref	To	Date	Due Date	Due
	INV-0064	E26516	alex ryder	2 Oct 2014	3 Mar 2017	2.00
	INV-0065	E26593	alex ryder	6 Oct 2014	3 Mar 2017	2.00

# 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
<b>Direct Credit</b>	This requires your bank account information, people deposit money in your account and you need to manually receipt & reconcile.	None	Nil
<b>Paypal</b>	Paypal accepts payments from people with paypal accounts, and can also be used for Visa/Mastercard payments <a href="https://www.paypal.com">https://www.paypal.com</a>	15 mins	Free setup 3.4% + \$0.45 NZD per payment
<b>Paystation</b>	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. <a href="http://www.paystation.co.nz/">http://www.paystation.co.nz/</a>	2 weeks	Monthly fee includes a set number of transactions + bank charges
<b>DPS / Paymentexpress</b>	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. <a href="https://www.paymentexpress.co.nz/">https://www.paymentexpress.co.nz/</a>	2 weeks	Monthly fee includes a set number of transactions + bank charges
<b>Braintree Payments</b>	Braintree is a payment gateway and merchant account combined. They offer slightly cheaper rates than paypal, and money is deposited directly into your account, rather than an intermediary paypal account. Accepts paypal payments too. <a href="https://www.braintreepayments.com">https://www.braintreepayments.com</a>	10 days	2.9% + \$0.45 NZD per payment

<b>SwipeHQ</b>	SwipeHQ is a payment gateway and merchant account combined. <a href="https://www.swipehq.co.nz/">https://www.swipehq.co.nz/</a>	10 days	\$99+GST Set up Fee, 2.75% NZD per payment
<b>Stripe</b>	Stripe is a payment gateway and merchant account combined. <a href="https://stripe.com/nz">https://stripe.com/nz</a>		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

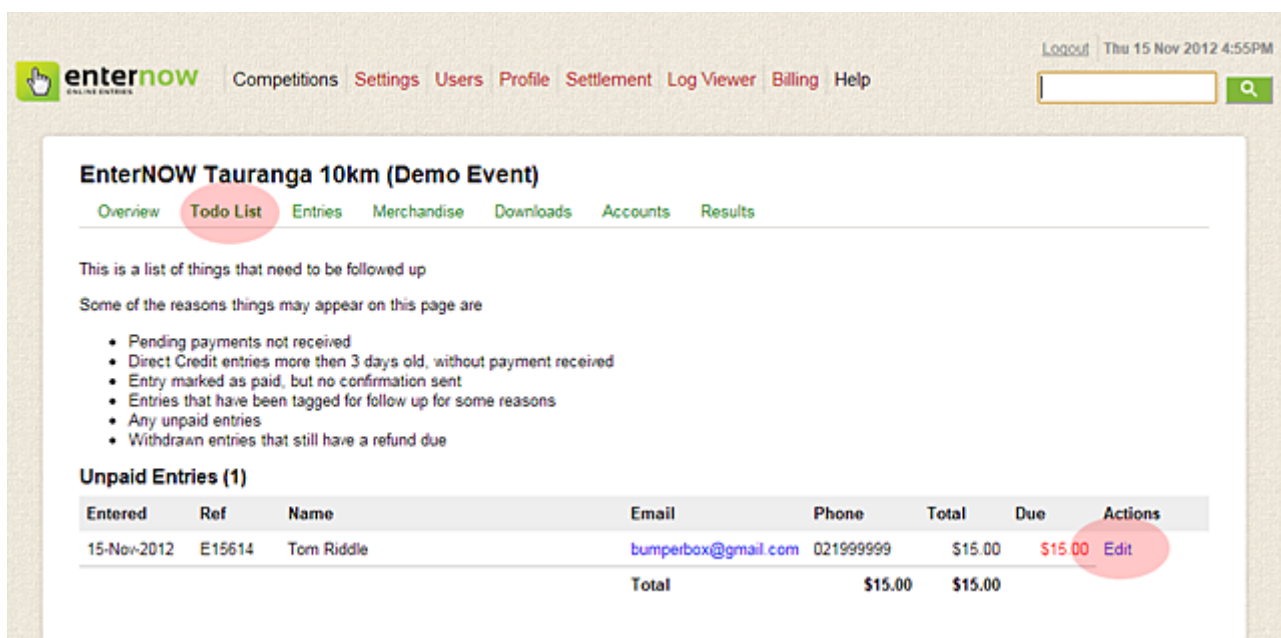
# Reconciling Direct Credit Payments

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**



The screenshot shows the EnterNOW web interface for the 'Tauranga 10km (Demo Event)'. The 'Todo List' tab is selected and highlighted with a red circle. Below the tab, there is a list of reasons why items might appear on the page, including pending payments, old entries, and unpaid entries. A table titled 'Unpaid Entries (1)' lists one entry: 'Tom Riddle' with a total of \$15.00. The 'Edit' button in the 'Actions' column for this entry is highlighted with a red circle.

enternow ONLINE ENTRIES Competitions Settings Users Profile Settlement Log Viewer Billing Help Logout Thu 15 Nov 2012 4:55PM

### EnterNOW Tauranga 10km (Demo Event)

Overview **Todo List** Entries Merchandise Downloads Accounts Results

This is a list of things that need to be followed up

Some of the reasons things may appear on this page are

- Pending payments not received
- Direct Credit entries more then 3 days old, without payment received
- Entry marked as paid, but no confirmation sent
- Entries that have been tagged for follow up for some reasons
- Any unpaid entries
- Withdrawn entries that still have a refund due

#### Unpaid Entries (1)

Entered	Ref	Name	Email	Phone	Total	Due	Actions
15-Nov-2012	E15614	Tom Riddle	<a href="mailto:bumperbox@gmail.com">bumperbox@gmail.com</a>	0219999999	\$15.00	\$15.00	Edit
Total					\$15.00	\$15.00	

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



## EnterNOW Tauranga 10km (Demo Event)

[Overview](#) [Todo List](#) [Entries](#) [Merchandise](#) [Downloads](#) [Accounts](#) [Results](#)

### Entry E15614

State	UNPAID
Name	Tom Riddle
Phone	021999999
Mobile	
Email	bumperbox@gmail.com
Created	15 Nov 2012 - 4:52PM <a href="#">Edit</a>

### Teams / Individuals [Add New](#)

Event	Run <a href="#">View</a>
1	Tom Riddle (M)

### Merchandise

### Actions

- [Receive Money](#)
- [Credit Money/Discount](#)
- [Withdraw Entry](#)
- [Recalc](#)
- [Email Confirmation & Invoice](#)
- [Email Invoice](#)
- [Download Confirmation](#)
- [Download Invoice](#)

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.

## EnterNOW Tauranga 10km (Demo Event)

[Overview](#) [Todo List](#) [Entries](#) [Merchandise](#) [Downloads](#) [Accounts](#) [Results](#)

### Receive Money

Type	<input type="text" value="Direct Credit/Internet Banking"/>
Ref/Cheque No	<input type="text"/>
Trans Date	<input type="text" value="14 Nov 2012"/>
Amount	<input type="text" value="15.00"/>
Internal Notes	<input type="text"/>
Send Confirmation	<input checked="" type="checkbox"/> Email confirmation and receipt if full payment is received
	<input type="button" value="Receive Money"/> <a href="#">cancel</a>

# 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 because 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 than 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