

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

The screenshot shows the 'EnterNOW Demo Event' interface. The top navigation bar includes 'Overview', 'Todo List', 'Entries' (highlighted with a red circle), 'Results', 'Reports', 'Settings', 'System', and 'Help'. The user 'bumperbox@gmail.com' is logged in. Below the navigation bar is the 'Search Entries' section with a search input field, a 'Search' button (highlighted with a red circle), and a checkbox for 'Include Deleted, Withdrawn and Incomplete Entries'. The search results show 5 matches found. The first entry is 'E26512 alex ryder TEST ENTRY' with status 'CANCELLED' and total '\$0.00'. The 'Edit' link for this entry is highlighted with a red circle. Below the first entry is a second entry 'T25400 user 2 user 3' with status 'Guys Open (13-44yrs) - 10km'.

| Ref | Contact/Team | Phone/Event | Status | Total | Outstanding |
|--------|-----------------------|-----------------------------|-----------|--------|----------------------|
| E26512 | alex ryder TEST ENTRY | 0210787328 | CANCELLED | \$0.00 | Edit |
| 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

The screenshot shows the entry view for 'Entry E26800 - test test'. The entry is marked as 'UNPAID'. The details include Name 'test test', Phone '0210787328', and Email 'bumperbox@gmail.com'. The 'Edit' link is visible. On the right, the 'Money Actions' section is highlighted with a red circle, containing a list of actions: 'Receive Payment', 'Issue Credit', 'Apply Discount', 'Issue Refund', and 'Recalc Totals'. Below the entry details is a table showing the entry details for 'test test (M)' in the 'Guys Open (13-44yrs) - 10km' event. The 'Edit' link is also visible next to the entry details.

| Status | Value |
|--------|---------------------|
| Status | UNPAID |
| Name | test test |
| Phone | 0210787328 |
| Email | bumperbox@gmail.com |

ENTRIES (1) [Add New](#)

| Team / Individual | Event | Action |
|-------------------|-----------------------------|----------------------|
| test test (M) | Guys Open (13-44yrs) - 10km | Edit |

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.

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