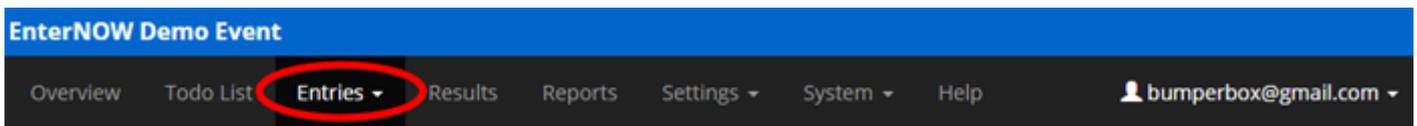


# Receiving Payments

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   5 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 Include Deleted, Withdrawn and Incomplete Entries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	<b>UNPAID</b>
Name	test test
Phone	0210787328
Email	bumperbox@gmail.com <a href="#">Edit</a>

Money Actions
<ul style="list-style-type: none"><li><a href="#">Receive Payment</a></li><li><a href="#">Issue Credit</a></li><li><a href="#">Apply Discount</a></li><li><a href="#">Issue Refund</a></li><li><a href="#">Recalc Totals</a></li></ul>

ENTRIES (1) [Add New](#)

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

Entry Actions
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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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Revision #2

Created Fri, Jul 24, 2020 5:41 AM by [Alex](#)

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