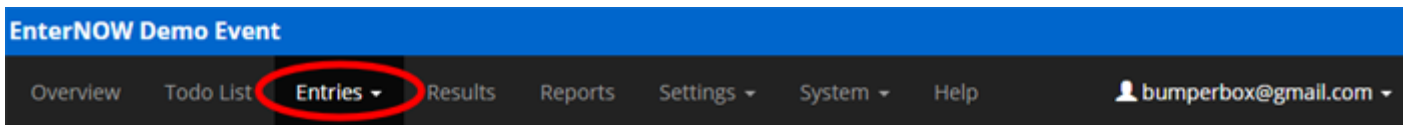


Receiving Payments

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 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 Include Deleted, Withdrawn and Incomplete Entries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 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

Status	UNPAID
Name	test test
Phone	0210787328
Email	bumperbox@gmail.com Edit

Money Actions
<ul style="list-style-type: none">Receive PaymentIssue CreditApply DiscountIssue RefundRecalc Totals

ENTRIES (1) [Add New](#)

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

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.

Revision #2

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