

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 is logged in as 'bumperbox@gmail.com'. 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with a search input field, a 'Search' button (highlighted with a red circle), and a checkbox for 'Include Deleted, Withdrawn and Incomplete Entries'.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' by 'alex ryder' (TEST ENTRY) with phone '0210787328' and status 'CANCELLED'. The 'Edit' link for this entry is highlighted with a red circle. Below the first entry is a second entry 'T25400' by 'user 2 user 3' with phone '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'. There is an 'Edit' link next to the email. Below the details is a section for 'ENTRIES (1)' with a table showing the entry details and an 'Edit' link. To the right of the entry details is a 'Money Actions' section with a list of actions: 'Receive Payment' (highlighted with a red circle), 'Issue Credit', 'Apply Discount', 'Issue Refund', and 'Recalc Totals'. Below the 'Money Actions' section is an 'Entry Actions' section.

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

ENTRIES (1) [Add New](#)

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

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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