



SPORTS CLUB **HQ**

sportlomo

Stripe Recurring Payments Setup

Step 1 – Login to your club account and head to **Begin Selling**

Begin Selling

Membership Packages Available for Sale

← Back

+ Add | Membership Types

Search/Filter options

One of your payment methods is not fully active (GBPA-001)

Active	Name	Price	Featured	Season	Actions
<input checked="" type="checkbox"/>	Youth Rec Player	13.13	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	13U Youth Competitive Player	64.05	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	13U Youth Competitive Player	74.55	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	14U Youth Competitive Player	74.55	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	15U Youth Competitive Player	74.55	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	16U Youth Competitive Player	74.55	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	17U Youth Competitive Player	74.55	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	18U Youth Competitive Athlete	74.55	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	Coach	74.55	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	Coach (Recreational)	13.13	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	Recurring payment cat with taxes	168.25	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]
<input checked="" type="checkbox"/>	Recurring payment cat without taxes	170.00	<input checked="" type="checkbox"/>	2021	→ [icon] [icon]

Total 12 | page 1 of 1

rows per page 15

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Step 2 – Next you can click Add to start from fresh or edit an existing package setup

Begin Selling

Add New Membership Package

← Back

Package Details

Fill in package details

Name: Youth Rec Player

Description: Optional short description - include any program dates

Season: 2021

Featured: ☐

Selling From: 2020-12-21

Selling To: 2021-09-30

Installation Setup

Define installation setup - for club portion of the fee

Installation Interval Type: Name

Installation Interval:

Number Of Installments:

Membership Types

Select membership types to add

- + Youth Recreational Player
- + 13U Youth Competitive Player
- + 14U Youth Competitive Player
- + 15U Youth Competitive Player
- + 16U Youth Competitive Player
- + 17U Youth Competitive Player
- + 18U Youth Competitive Athlete
- + Coach (Recreational)
- + Coach
- + 12U Youth Competitive Player
- + Volleyball BC General Membership
- + Level 2 (Provincial) Referee
- + Level 1 (Local) Referee
- + Level 3 (Regional) Referee
- + Level 4 (National) Referee
- + Level 5 (International) Referee
- + Recurring payment cat with taxes
- + Recurring payment cat without taxes

Membership(s) in Package

Membership types included in this package

Type	Unit Price	Club Price	Club Deposit	Initial Payment	Fees	User Pays	Outstanding
Youth Recreational Player	13.13	0	0	13.13	0.92	13.13	0

Save

Delete

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Step 3 – Fill out the package information as usual, title, season, selling from/selling to and add the type you plan to use for the package.

Package Details

Name: Youth Rec Player

Description: Optional short description - include any program dates

Season: 2021

Selling From: 2020-12-21

Selling To: 2021-09-3

Installment Setup

Installment Interval Type: None

Installment Interval: None

Number Of Installments: 4

Membership Types

Membership(s) in Package

Type	Unit Price	Club Price	Club Deposit	Initial Payment	Fees	User Pays	Outstanding
Youth Recreational Player	13.13	0	0	13.13	0.92	13.13	0

Buttons: Save, Delete

Step 4 – You will notice Instalment setup on the package setup with 3 distinct options.

- First is the Instalment interval type, weeks, months or years, I select month.
- The next option is the instalment Interval, I select a value of 1
- Finally, is number of instalments of which I selected 4
- Try and keep the full payment range to 6 months if possible.

Package Details

Name: Youth Rec Player

Description: Optional short description - include any program dates

Season: 2021

Selling From: 2020-12-21

Selling To: 2021-09-3

Installment Setup

Installment Interval Type: Month

Installment Interval: 1

Number Of Installments: 4

Membership Types

Membership(s) in Package

Type	Unit Price	Club Price	Club Deposit	Initial Payment	Fees	User Pays	Outstanding
Youth Recreational Player	13.13	0	0	13.13	0.92	13.13	0

Buttons: Save, Delete

So, this means, once a month for 4 months the member will be debited.

Begin Selling

Add New Membership Package

Package Details

Name: Youth Rec Player

Description: Optional short description - include any program dates

Season: 2021

Selling From: 2020-12-21

Selling To: 2021-09-3

Installment Setup

Installment Interval Type: Months

Installment Interval: 1

Number Of Installments: 4

Membership Types

Membership(s) in Package

Type	Union Price	Club Price	Club Deposit	Initial Payment	Fees	User Pays	Outstanding
Youth Recreational Player	113.13	500	100	113.13	4.12	113.13	400

Save

Delete

Finally, I add my value and the club deposit.

You will see above then union fees (Association fees) are already in place and not counted on the DD

The club adds their own fee (500 in this case) and I have listed the club deposit as 100 meaning there is a total of 400 to be paid split into 4.

Please note: the club deposit paid is not included on the number of instalments configured. The 400 left to pay is covered over the 4 months of Direct Debit.

All recurring payments will be viewable in the standard *Payout Report* for Clubs

Payment breakdown per player is also able to be reviewed, via the Members “View Payment” page:

Configure Automated Notifications

To configure automated notifications for successful and failed payments, this is setup in the email notifications section. So to create them, if you navigate to “Email Notifications” then complete the page sections as per below, and save it, the notifications will be setup.

SPORTS MANAGER

HOME HELP MY ACCOUNT PRIVACY POLICY LOGOUT

Notification Settings [Back](#)

Member Registration Transfers Email Settings

Member Registration

Seasons: 2021-2022

Club Notification Recurring Payment Received **Recurring Payment Failed** Member Notification

Status: **Unsubscribed**

Email recipients (separate with comma):

Email Subject:

Message Template:

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, etc.



















Message content: [Redacted]

Reporting and Managing Payments

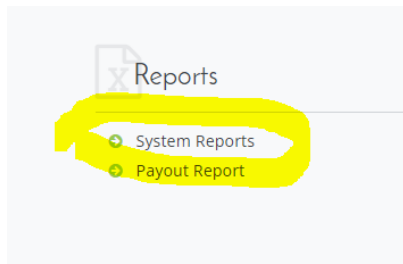
Under Membership section, navigate to Recurring Payments

The screenshot shows a web application dashboard with a top navigation bar containing links for HOME, HELP, MY ACCOUNT, and PRIVACY POLICY. The main content area is divided into two columns. The left column has sections for 'Members/Team Sheets', 'Membership', and 'Events'. The 'Membership' section is expanded, showing a list of options: 'View Members', 'Payments Received', 'Recurring Payments', and 'Transfers/Dual Membership'. The 'Recurring Payments' option is highlighted with a yellow circle. The right column has sections for 'Club Details', 'Membership Setup', and 'Settings'. The 'Membership Setup' section is expanded, showing options for 'Payment Methods', 'Email Notifications', 'Membership Types', 'Discount Codes', and 'Begin selling'.

From here you will see a list of all past and future recurring payments

Recurring Payments						
View Recurring Payments						
Search/filter options						
User	Email	Payment ID	Payment Date	Payment Status	Payment Amount	Actions
Nikola	early@ad.com	707188	01/09/2022	Payment Received	21.11	 
Nikola	early@ad.com	707188	15/09/2022	Recurring	21.11	
Nikola	early@ad.com	707188	29/09/2022	Recurring	21.11	
Nikola	early@ad.com	707188	13/10/2022	Recurring	21.11	
Nikola	early@ad.com	707188	27/10/2022	Recurring	21.11	
Nikola	early@ad.com	707188	10/11/2022	Recurring	21.11	
Nikola	early@ad.com	707188	24/11/2022	Recurring	21.11	
Nikola	early@ad.com	707188	08/12/2022	Recurring	21.11	
Nikola	early@ad.com	707188	22/12/2022	Recurring	21.11	
Nikola	early@ad.com	707337	01/09/2022	Payment Received	22.22	 
Nikola	early@ad.com	707337	15/09/2022	Recurring	22.22	
Nikola	early@ad.com	707337	29/09/2022	Recurring	22.22	
Nikola	early@ad.com	707337	13/10/2022	Recurring	22.22	
Nikola	early@ad.com	707337	27/10/2022	Recurring	22.22	
Nikola	early@ad.com	707337	10/11/2022	Recurring	22.22	
Nikola	early@ad.com	707337	24/11/2022	Recurring	22.22	

To pull a report on all recurring payments, navigate to System Report > Recurring Payments



Configured Reports				Back
Options				
Search/filter options				
Report Name	Report Description	Report Group	Actions	
Event Sales				
Recurring Payments	Recurring Payment Details			
Transfers By Category				
Transfers By Category Backup Report				
Transfers Received				
Total 5 page 1 of 1				rows per page 15

From here you can customise the report you want by utilising the filters available

Recurring Payments Report

Report configuration

Payment Status

None selected

Date Range

August 10, 2022 - September 7, 2022

Reset

Columns to display

12 selected

Run Report

This report needs more information before running.

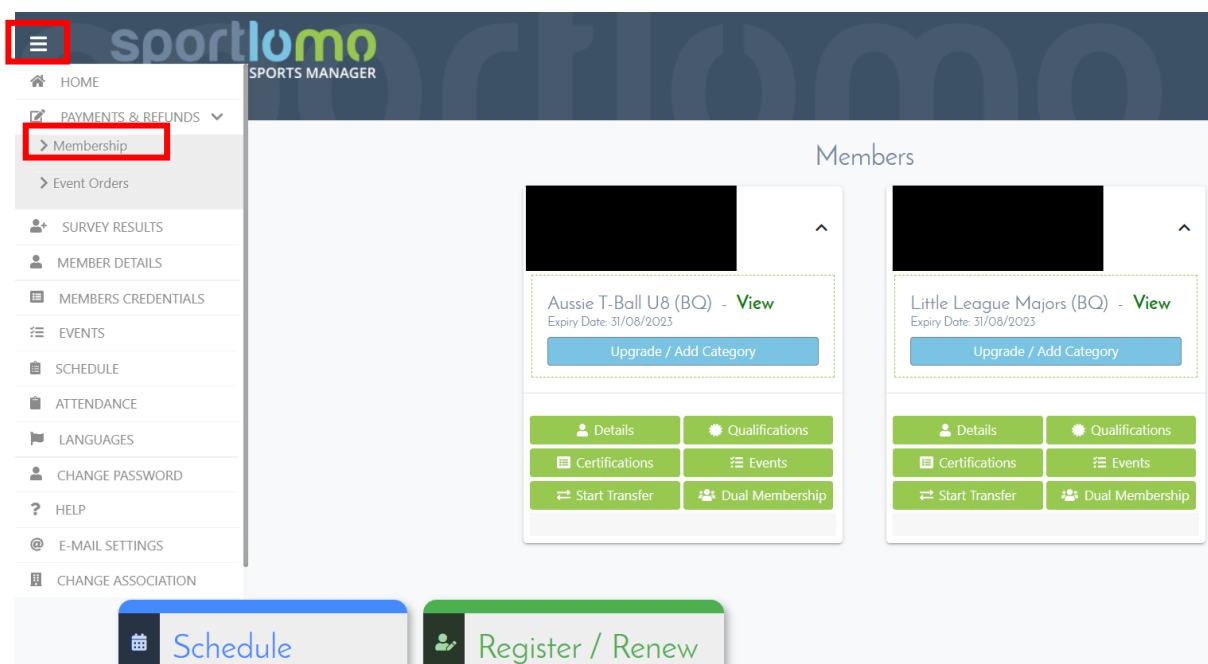
show time estimate data

Managing Unsuccessful Payments

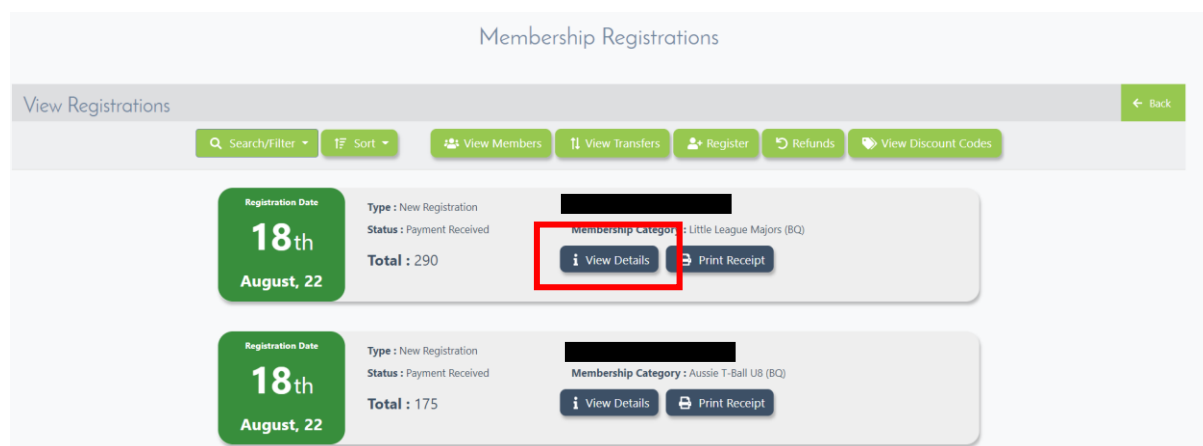
You will be able to view any unsuccessful payments within your Recurring Payments page, or System Report as well as being notified by the automated email notification.

The member also receives a notification to let them know of the failed payment. The member can take the action within their portal to rectify the payment, using the below steps:

Login to Sportlomo portal, and from the main dashboard, select the menu icon at the top left, then select **Payments & Membership**










Select **View Details** of the relevant member



The member then simply needs to scroll down to the bottom of the page where the recurring payments are listed

		TOTAL	0.00	0.00	0.00	0.00
All Stars	Paid Out	Aussie T-Ball U8 (BQ)	290.00	0.00	0.00	168.88
		TOTAL	290.00	0.00	0.00	100.00
Sub total						175.00
Provider Fees						6.34
Total To Pay						181.34

Recurring Payments

Payment ID	Date	Status	Card No	Amount	Service Fees	Total	Actions
P62752	01/09/2022 07:38	Payment Received	visa *** 1731	21.11	0.86	22.55	
P62753	15/09/2022 07:38	Recurring	visa *** 1731	21.11	0.86	22.55	
P62754	29/09/2022 07:38	Recurring	visa *** 1731	21.11	0.86	22.55	
P62755	13/10/2022 07:38	Recurring	visa *** 1731	21.11	0.86	22.55	
P62756	27/10/2022 07:38	Recurring	visa *** 1731	21.11	0.86	22.55	
P62757	10/11/2022 07:38	Recurring	visa *** 1731	21.11	0.86	22.55	
P62758	24/11/2022 07:38	Recurring	visa *** 1731	21.11	0.86	22.55	
P62759	08/12/2022 07:38	Recurring	visa *** 1731	21.11	0.86	22.55	
P62760	22/12/2022 07:38	Recurring	visa *** 1731	21.11	0.86	22.55	

In the status it will say payment failed of relevant payment

The member selects the card icon at the end of the row to go through the make payment process

This payment will then display as successful in Club Dashboard.