

# sportlomo

# Stripe Recurring Payments Setup

## <u>Step 1</u> – Login to your club account and head to *Begin Selling*

Membership Packages Available for Sale One of your primet methods is not fully solve (0894-091) Autor Nerve Nerve * Nerve * Noto fac Paper No	Begin Sellin A Contra + A Los A Contra + Contra + Search/Itter acture + Here + 201			+ 1at
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	168.25	0	2021	* * B 📒
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	Total 12 page 1 of 1			
				rows per page 15 +
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<u>Step 2</u> – Next you can click Add to start from fresh or edit an existing package setup

W HOME 2 HELP A MY ACCOUNT							IN LOGOLIT
		В	egin Selling				
Add New Membership Packa	age						← Back
Pao	ckage Details	Ins	tallment Setup		Membership Types		
Varme Vouth Rcc Payer Description Vouth Rcc Payer Description - Inclus any program dater Season 2021 • Fatured • Sealing Free 2020-12-21 Saling Tree 2020-13-3	la pakaga debi.	Instalment Hearwill Type New • 9 Instalment Hearwill Type New • 9 Instalment Hearwill Number Of Instalments	Steeg- brocks parties of the be	Youth Recreational Player     Hull Youth Competitive Player     Hull Youth Competitive Player     Hull Youth Competitive Player     Hull Youth Competitive Athete     T2U Youth Competitive Player     Level 2 (Provincial) Referee     Level 2 (Provincial) Referee     Hecurring playment cat with tax	Select mentantly byon to add + 13U Youth Competitive Pi + 15U Youth Competitive Pi + 17U Youth Competitive + 17U Youth Competitive + Coach (Recreational + Volleyball BC General + Level 1 (Local) Referee + Level 5 (International) Ref es + Recurring payment	ayer ve Player ) 1 + Coach Membership + Level 3 (Regional) ieree	Referee
₹	\	Memb	ership(s) in Package				
		Membership	types included in this package				
Youth Recreational Player	Union Price 13.13	Cuo Proc	Child Deposit	initial Payment 13.13	0.92	13.13	Outstanding
		Save			Delete		
Sportlamo   Shartswakes except of 2011 / Information	I LIO	1107			burre and Constitute   inte	aay Milay   Walda Skalamer	Фененаробологол 18 № F. © In O Соликовику   силирани

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

# HOME ? HELP _ MY ACCOUNT							+ LOGOUT
		Beg	n Selling				
Add New Membership Package							← Back
Packag	e Details	Installr	nent Setup		Membership Types		
Fill in par	kage details	Define Installment Sets	- for club portion of the fee		Select membership types to add		
Name Youth Rec Player		Installment Interval Type None - •		+ Youth Recreational Player +		yer	
Description Optional short description - include		Installment Interval None	0	+ 14U Youth Competitive Player		e Player	
any program dates		Weeks	0	+ 16U Youth Competitive Albiete		+ Coach	
	Æ	Months		+ 12U Youth Competitive Player		Membership	
Featured o		Years		+ Level 2 (Provincial) Referee		+ Level 3 (Regional)	Referee
Selling From 2020-12-21				+ Level 4 (National) Referee +		ree	
Selling To 2021-09-3				+ Recurring payment cat with taxes	+ Recurring payment	cat without taxes	
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outh Recreational Player	13.13	0	0	13.13	0.92	13.13	0
					Delete		
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**<u>Step 4</u>** – 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.

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		В	egin Selling				
Add New Membership Packa	ge						€ 8.
Pack	kage Details	Ins	tallment Setup		Membership Types		
Fillin	n package details	Define Installment	t Setup - for club portion of the fee	1 Novella Descentional Disease	Select membership types to ad	a	
Description Optional short		installment interval	1 0	+ Youth Recreational Player	+ 130 Youth Competitive P + 150 Youth Competit	ive Player	
description - include any program dates	e	Number Of Installments	4 0	+ 16U Youth Competitive Player	+ 17U Youth Competit	ive Player	
				+ 18U Youth Competitive Athlete + 12U Youth Competitive Player	+ Coach (Recreationa + Volleyball BC Genera	I) + Coach I Membership	
Featured				+ Level 2 (Provincial) Referee		+ Level 3 (Regional)	leferee
Selling From 2020-12-21				+ Level 4 (National) Referee	Level 5 (International) Re es + Recurring payme	feree nt cat without taxes	
Selling To 2021-09-3							
		Membership	rtShip(\$) in Package types included in this package				
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buth Recreational Player	19.19						

W HOME 7 HELP	≜ MY ACCOUNT					
		Beg	in Selling			
Add New I	Membership Package					← Back
	Package Details	Installr	nent Setup		Membership Types	
	Fill in package details	Define Installment Sets	p - for club portion of the fee		Select membership types to add	
	Name Youth Rec Player	Installment Interval Type Months -		+ Youth Recreational Player +	13U Youth Competitive Player	
Descr	ription Optional short description - Include	Installment Interval	1 0	+ 14U Youth Competitive Player	+ 15U Youth Competitive Player	
	any program dates	Number Of Installments	4 <b>O</b>	+ 16U Youth Competitive Player	+ 17U Youth Competitive Player	
				+ 18U Youth Competitive Athlete	+ Coach (Recreational) + Coach	
5	eason 2021 -			+ Level 2 (Provincial) Referee	+ Level 1 (Local) Referee + Level 3 (Ref	pional) Referee
Featured @			/	+ Level 4 (National) Referee	Level 5 (International) Referee	
Sell	Ing To 2021-09-3	/		+ Recurring payment cat with taxe	s + Recurring payment cat without taxe	8
		Membersh	p(s) in Package			
		Membership type	included in this package			
Type	Union Price	Club Price	Club Deposit	Initial Payment	Fees User Pays	Outstanding
Youth Recreational Pla	ryer 13.13	500	100	113.13	4.12 113.13	400
		Save			Delete	
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So, this means, once a month for 4 months the member will be debited.

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.

<u>Please note</u>: 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.

### **Reviewing Ongoing Payments**

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

			Payout Reporting	9		
View Pay	/outs					🗲 Bad
			Options			
			Export			
Payout Date				Amo	ount	
29/11/2021 00:	:00					
Payout B	Breakdown					
Payment Id	Club	Registration Date	Fee Paid Transfer ID	Member Name	Membership Category	Status
531617						
		24/11/2021 09:13	38.05 pi_3JzK92DoiT7Xerrd3yXEiK8X		Adult Seniors Full Season (BQ)	available
490396		24/11/2021 09:13 24/11/2021 13:10	38.05 pi_3JzK92DoiT7Xerrd3yXEiK8X 38.05 pi_3JzK8tDoiT7Xerrd4v5CJgQ6		Adult Seniors Full Season (BQ) Adult Seniors Full Season (BQ)	available available
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190396 539198 506192 190482		24/11/2021 09:13 24/11/2021 13:10 23/11/2021 17:12 23/11/2021 06:38 22/11/2021 20:48	38.05 pi_3jtX92DoiT7Xerrd3yXEiK8X 38.05 pi_3jtX8tDoiT7Xerrd45XCggC6 38.05 pi_3jtXfDoiT7Xerrd45AU6Imq7 24.56 pi_3jtXfDoiT7Xerrd45AU27pK1 38.05 pi_3jtXfDoiT7Xerrd05Au4Wfa7		Adult Seniors Full Season (BQ) Adult Seniors Full Season (BQ) Adult Seniors Full Season (BQ) Little League Majors (BQ) Adult Seniors Full Season (BQ)	available available available available available
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490396 539198 506192 490482 490450 511325 534885 534628 534552		24/11/2021 09:13 24/11/2021 13:10 23/11/2021 17:12 23/11/2021 06:38 22/11/2021 20:34 22/11/2021 20:34 21/11/2021 16:40 19/11/2021 16:45 19/11/2021 16:39 19/11/2021 18:46	38.05 pL3Jkx82DoiT7Xerrd49KEX8X 38.05 pL3Jkx8DoiT7Xerrd44V5GjgQ6 38.05 pL3Jkx8DoiT7Xerrd44V5GjgQ6 38.05 pL3Jkx8DoiT7Xerrd44V5Gr 38.05 pL3Jkx8DoiT7Xerrd49k27xF1 38.05 pL3Jkx8DoiT7Xerrd49k4V67 38.05 pL3Jkx8EDoiT7Xerrd49k4Kr 38.05 pL3Jkx8EDoiT7Xerrd44MK6r 38.05 pL3Jkx8EDoiT7Xerrd44MK6r		Adult Seniors Full Season (BQ) Adult Seniors Full Season (BQ) Adult Seniors Full Season (BQ) Little League Majors (BQ) Adult Seniors Full Season (BQ) Adult Seniors Full Season (BQ) Little League Minors (BQ) Adult Seniors Full Season (BQ) UB (BQ) Adult Seniors Full Season (BQ)	available available available available available available available available available available
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Payment breakdown per player is also able to be reviewed, via the Members "View Payment" page:

Recurring Pa	ayments						
Payment ID	Date	Status	Card No	Amount	Service Fees	Total	Actions
P40999	13/10/2021 09:13	Payment Received	mastercard *** 9949	38.05	1.18	39.23	
P41000	20/10/2021 09:13	Payment Received	mastercard *** 9949	38.05	1.18	39.23	
P41001	27/10/2021 09:13	Payment Received	mastercard *** 9949	38.05	1.18	39.23	
P41002	03/11/2021 09:13	Payment Received	mastercard *** 9949	38.05	1.18	39.23	
P41003	10/11/2021 09:13	Payment Received	mastercard *** 9949	38.05	1.18	39.23	
P41004	17/11/2021 09:13	Payment Received	mastercard *** 9949	38.05	1.18	39.23	
P41005	24/11/2021 09:13	Payment Received	mastercard *** 9949	38.05	1.18	39.23	
P41006	01/12/2021 09:13	Recurring	mastercard *** 9949	38.05	1.18	39.23	
P41007	08/12/2021 09:13	Recurring	mastercard *** 9949	38.05	1.18	39.23	
P41008	15/12/2021 09:13	Recurring	mastercard *** 9949	38.05	1.18	39.23	
P41009	22/12/2021 09:13	Recurring	mastercard *** 9949	38.05	1.18	39.23	
P41010	29/12/2021 09:13	Recurring	mastercard *** 9949	38.05	1.18	39.23	

#### **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.



#### **Reporting and Managing Payments**

# HOME ? HELP A MY ACCOUNT A PRIVACY POLICY	
Members/Team Sheets	Club Details
> Team Sheets	Edit Profile
Membership	Membership Setup
O View Members	Payment Methods
Payments Received	Email Notifications
Recurring Payments	Membership Types
2 Transfers/Dual Membership	Discount Codes
	<ul> <li>Begin selling</li> </ul>
Events	Settings
> Events	Manage User Accounts
Orders	Registration Setup
> Events Purchased	
> Attended	

Under Membership section, navigate to Recurring Payments

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

			Recurring	Payments			
View Recurrin	ng Payments						← Back
			✓ Search/I	filter options 🗢			
User 🕈	Email \$		Payment ID 🗢	Payment Date 🗢	Payment Status 🌻	Payment Amount	Actions
Ni	early	id.com	707188	01/09/2022	Payment Received	21.11	@ "J
Nie	early	rd.com	707188	15/09/2022	Recurring	21.11	Θ
Ni	early	id.com	707188	29/09/2022	Recurring	21.11	0
Ni	early	id.com	707188	13/10/2022	Recurring	21.11	۲
Ni	early	id.com	707188	27/10/2022	Recurring	21.11	۲
Ni	early	id.com	707188	10/11/2022	Recurring	21.11	۲
Nie	early	id.com	707188	24/11/2022	Recurring	21.11	۵
Ni	early	id.com	707188	08/12/2022	Recurring	21.11	۵
Ni	early	id.com	707188	22/12/2022	Recurring	21.11	0
Ni	early	id.com	707337	01/09/2022	Payment Received	22.22	@ <sup>•</sup>
Ni	early	id.com	707337	15/09/2022	Recurring	22.22	0
Ni	early	id.com	707337	29/09/2022	Recurring	22.22	Θ
Ni	early	id.com	707337	13/10/2022	Recurring	22.22	۲
Ni	early	id.com	707337	27/10/2022	Recurring	22.22	۲
Ni	early	id.com	707337	10/11/2022	Recurring	22.22	۵
Nicole Scaline	early	id.com	707337	24/11/2022	Recurring	22.22	۵

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			C 13
Recurring Payments	Recurring Payment Details		C 13
Transfers By Category			C 13
Transfers By Category Backup Report			C' 'S
Transfers Received			୯ ଅ
	Total 5   page 1 of 1		rows per page 15 💌

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

Report configuration	Non-coletted -	
Payment status	NOUR Selected *	
Date Range	August 10, 2022 - September 7, 2022 - Reset	
Columns to display	12 selected -	
	Dur Davast	
	Run keport	

#### 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** 

HOME     SPORTS MANAGER				
Membership     Event Orders		Mem	bers	
SURVEY RESULTS		^		~
MEMBER DETAILS				
MEMBERS CREDENTIALS	Aussie T-Ball U8 Expiry Date: 31/08/2023	(BQ) - <b>View</b>	Little League Mo Expiry Date: 31/08/2023	ajors (BQ) - <b>View</b>
EVENTS	Upgrade ,	Add Category	Upgrade /	Add Category
SCHEDULE				
ATTENDANCE				
LANGUAGES	💄 Details	Qualifications	💄 Details	Qualifications
CHANGE PASSWORD	Certifications	Æ Events	Certifications	¥≣ Events
HELP	≓ Start Transfer	📇 Dual Membership	≓ Start Transfer	📇 Dual Membership
E-MAIL SETTINGS				
CHANGE ASSOCIATION				
Schedule	Register / Reno	2W		

#### 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	168.8	8	100.00
			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 *** 1	1731	21.11	0.86	22.55	
P62753	15/09/2022 07:38	Recording		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 *** 1	1731	21.11	0.86	22.55	
P62756	27/10/2022 07:38	Recurring		visa *** 1	1731	21.11	0.86	22.55	
P62757	10/11/2022 07:38	Redurring		visa *** 1	1731	21.11	0.86	22.55	
P62758	24/11/2022 07:38	Recurring		visa *** 1	1731	21.11	0.86	22.55	
P62759	08/12/2022 07:38	Recurring		visa *** 1	1731	21.11	0.86	22.55	
P62760	22/12/2022 07:38	Recurring		visa *** 1	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.