

The Club Secretary's Guide to Payment Details

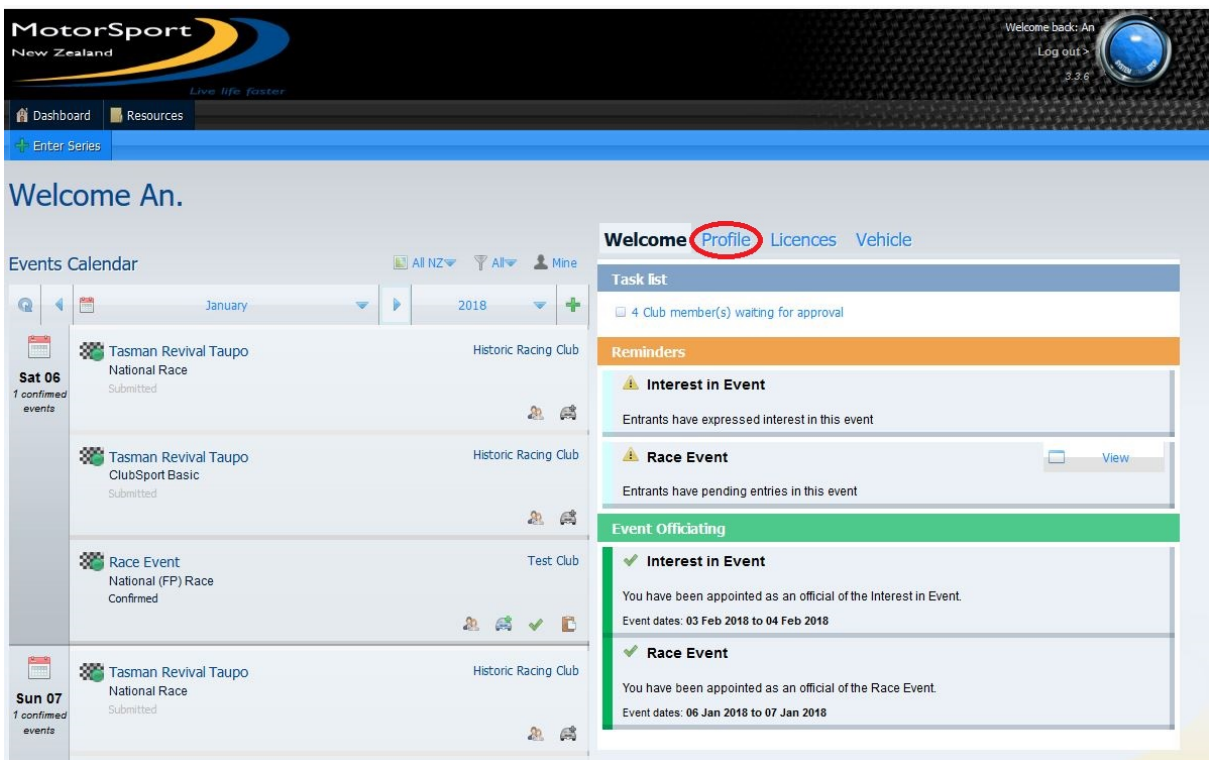
When entering an event the competitor is directed to a payment screen which contains the Clubs available methods of receiving payments and the specific details corresponding to each method.

The Club Secretary has the ability to add, amend and delete the banking details for the Club. This is done through the Club Administration screen (refer also to The Club Secretary's Guide to MotorSport NZ licencing guide)

Important Note: Only those methods of payment that have been enabled will be shown as a selection to the event entrant. If no methods of payment are enabled entrants will not be able to enter the event!

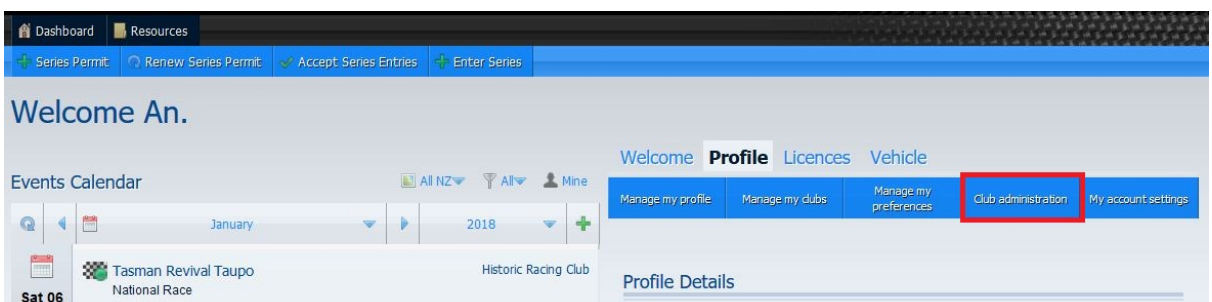
To Add, Amend or Delete Payment details

1. **Login**
Log into your MotorSport Online record
2. **Navigate to the Club Administration screen.**
 - a. click on the 'Profile' tab on the dashboard.



The screenshot shows the MotorSport New Zealand dashboard. At the top, there is a navigation bar with 'Dashboard' and 'Resources' tabs. Below this, there is a 'Welcome An.' message and a navigation menu with 'Profile', 'Licences', and 'Vehicle' tabs. The 'Profile' tab is circled in red. The main content area is divided into several sections: 'Events Calendar' on the left, 'Task list' on the right, and 'Reminders' and 'Event Officiating' sections below. The 'Events Calendar' shows events for January 2018, including 'Tasman Revival Taupo National Race' and 'Race Event National (FP) Race'. The 'Task list' shows '4 Club member(s) waiting for approval'. The 'Reminders' section includes 'Interest in Event' and 'Race Event'. The 'Event Officiating' section includes 'Interest in Event' and 'Race Event'.

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- b. Then select the 'Club Administration' button:



The screenshot shows the MotorSport New Zealand dashboard with the 'Profile' tab selected. The navigation bar at the top includes 'Series Permit', 'Renew Series Permit', 'Accept Series Entries', and 'Enter Series' buttons. Below the navigation bar, there is a 'Welcome An.' message and a navigation menu with 'Profile', 'Licences', and 'Vehicle' tabs. The 'Profile' tab is selected, and a sub-menu is visible with buttons for 'Manage my profile', 'Manage my clubs', 'Manage my preferences', 'Club administration', and 'My account settings'. The 'Club administration' button is highlighted with a red box. The main content area shows the 'Events Calendar' on the left and 'Profile Details' on the right.

- c. This will bring up the Club Administration screen. Click on the **'Manage Club'** button.
Note: If the 'Manage Club' button is not available, change the 'Membership Status' to "All" and click search. This will enable the 'Manage Club' button

Club Administration for Test Club

Filters Close

Membership # Name DoB

Licence Type Membership Status Region

Official Licence Type Competition Licence Grade

Membership #	Last Name	First Name(s)	DoB	Email	Region	Membership Status	Date Applied	Date Expires
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3. **Enter Banking Details**

Scroll down to the Financial Details section. Enter the relevant banking details.
Note: there is provision for 2 bank accounts (if required).

Financial Details

Bank Account Number Alternative Bank Account Number

Branch Branch

Bank Bank

Financial Month

Financial Year

Submitted Annual Information Accounts to the Incorporated societies

4. Select Payment Methods

- a. Open the Payment Methods section by clicking on the white 'Open' button.



- b. Click the red 'Enable' button for each method of payment the Club accepts.
Important Note: Only those methods of payment that have been enabled will be shown as a selection to the event entrant. If no methods of payment are enabled entrants will not be able to enter the event!

A screenshot of the "Payment Methods" configuration page. The page title is "Payment Methods". It lists four payment methods: CASH, CHEQUE, INTERNET, and ONLINE. Each method has a "Disable" button (green) or an "Enable" button (red). The ONLINE method is currently enabled. Each method also has input fields for "Address" and "Courier Address". The ONLINE method has fields for "Payee" and "Bank Account Number".

Method	Status	Address	Courier Address	Payee	Bank Account Number
CASH	Disable	PO Box 1, Testville	1 Two St, Testville		
CHEQUE	Disable	PO Box 1, Testville	1 Two St, Testville		
INTERNET	Disable			Test Club Inc	123456
ONLINE	Enable				

This will open the fields for that payment method. Add in the relevant details.
Note: these details will appear on the event entry invoice emailed to the entrant (depending on payment method selection).

c. Credit Card Payments.

For those Clubs that have a credit card facility enable the '**Online**' method of payment by clicking the red '**Enable**' button. This payment method will direct the payee to the relevant credit card payment site.

The screenshot shows a web form with two main sections: 'INTERNET' and 'ONLINE'. Each section has a green 'Disable' button. The 'INTERNET' section includes a 'Payee' field containing 'Test Club Inc' and a 'Bank Account Number' field containing '123456'. The 'ONLINE' section includes four empty input fields for 'Paystation ID', 'Gateway', 'Initiate URL', and 'Quick Lookup URL'.

5. Save and Exit

Click on the 'save' button at the bottom of the Club Administration screen.