Adding EventsAir Pay to your event

Your Customer Success Specialist will let you know when they've configured your EventsAir Pay integration and account.

You can select it by going to Event >> Preferences and under External Connections, selecting the correct option from the EventsAir Pay Account dropdown. You will also need to fill in an E-Commerce Reference, if you haven't already. (This is for your internal use.)

Next, you'll need to go into Financial and add a new Payment Type with the Funding Type, EventsAir Pay.

NOTE: If you're charging fees on your payments, you will want to set these up now, before you add your payment type to your interactive sites, in order to ensure they are added to all payments.

In your interactive site, open your payment page and tick the "Enable EventsAir Pay" box.

You'll also need to set the Label and Start Checkout Button Text.

Once you've enabled your gateway it's important to test that you can make and receive payments.

Payment

	AUD
Registration Total	69.00
Amount Payable	**69.00**

Payment Method

○ **Pay Later**

● **EventAir Pay**

Buy with G Pay

Or pay with

● Card

Card information

1234 1234 1234 1234   VISA ⬤ ⬤ ⬤

MM / YY   CVC

Name on card

Pay

○ Airwallex Pay

Back   Submit