

Adding EventsAir Pay to your event

Last Modified on 03/08/2024 1:11 am EST

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.)

The screenshot shows the 'Preference Setup' dialog box with the 'External Connections' tab selected. The following table represents the visible configuration items:

Field Name	Value
Analytics Account	Please select...
Analytics Property	Please select...
Analytics 'All Web Sites' View	Please select...
Analytics 'All Mobile Apps' View	Please select...
Twitter	Please select...
Twitter (search)	Please select...
Text Message Gateway	Please select...
E-Commerce Account	Please select...
E-Commerce Reference*	eap1
PayPal Account	Please select...
EventsAir Pay Account	EventsAir Pay
E-Commerce Test Mode	<input type="checkbox"/>
Email Account	Default (SendGrid)

A 'Save' button is located at the bottom right of the dialog box.

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

Financial

- Preferences
- Taxes +
- Payment Types +
- Cash
- EventsAir Pay

Payment Type Setup

Details

Name* EventsAir Pay

Unique Code

Funding Type* EventsAir Pay

Fee 0.00%

Fee Account* 1010 - Income Account

Fee Tax TAX TYPE

No existing records

Confirm Amount During Payment Entry

Bank Account* 9300 - Bank

[Add Tax](#)

[Delete](#) [Save](#)

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.

Payment Page

Builder Details

- Payment
- Heading
- HTML
- Image
- Text

Page Break

Heading Payment

Payment

Allow attendee to pay later Label Pay Later

Request Purchase Order Label Purchase Order

Enable Online Credit Card Payment Label Online credit card payment

Proceed To Checkout Button Text Proceed To Checkout

Enable PayPal Label PayPal

Enable EventsAir Pay Label EventsAir Pay

Start Checkout Button Text Proceed

Enable Additional Payment Option 1 Label

Enable Additional Payment Option 2 Label

Enable Additional Payment Option 3 Label

Enable Additional Payment Label

[Close](#)

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


○ Payment

Registration Total	AUD 69.00
Amount Payable	69.00


Payment Method

Pay Later





EventAir Pay


Buy with  Pay

Or pay with

 Card



Card information

1234 1234 1234 1234    

MM / YY CVC 

Name on card

Pay

 Airwallex Pay 

Back **Submit**