

# Adding EventsAir Pay to your event

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- If you're using **EventsAir Pay powered by Airwallex**, the Customer Success team will let you know when they've configured your EventsAir Pay integration and account. This will be set up for all your events in Application Setup.
- If you're using **EventsAir Pay powered by Stripe**, the Customer Success team will give you instructions on how to set up EventsAir Pay in Application Setup, for all your events.

Now, add EventsAir Pay to your event by going to the Setup Panel, and Event >> Preferences.

Under External Connections, select the correct option from the EventsAir Pay Account dropdown. You'll also need to fill in an E-Commerce Reference, if you haven't already. (This is for your internal use, so that when payments come in you know which event they're from.)

The screenshot shows the 'Event Preference Setup' interface. On the left is a dark sidebar with the 'Event' title and a list of menu items: Preferences, Event Policy, Data Consent, Data Log Settings, and Alerts. The main content area is titled 'Preference Setup' and has four tabs: Details, Modules, External Connections (which is selected and highlighted with a red box), Access Rights, and Invoice Header. Below the tabs are several configuration fields:

- Send Email From\***: A dropdown menu with 'eventsairmail.com' selected.
- EventsAir Pay Account**: A dropdown menu with 'EAP - Stripe' selected (highlighted with a green box) and a placeholder text 'Add your EventsAir Pay gateway name here'.
- E-Commerce Account**: A dropdown menu with 'Please select...' selected.
- PayPal Account**: A dropdown menu with 'Please select...' selected.
- E-Commerce Reference\***: A dropdown menu with 'test-event-1' selected (highlighted with a red box).
- E-Commerce Test Mode**: A checkbox that is checked.

Below the 'PayPal Account' field, there is an information icon and a note: 'If you cannot find the gateway you need, email your Account Manager at [accountmanagement@eventsair.com](mailto:accountmanagement@eventsair.com).' At the bottom right of the form is a blue 'Save' button.

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

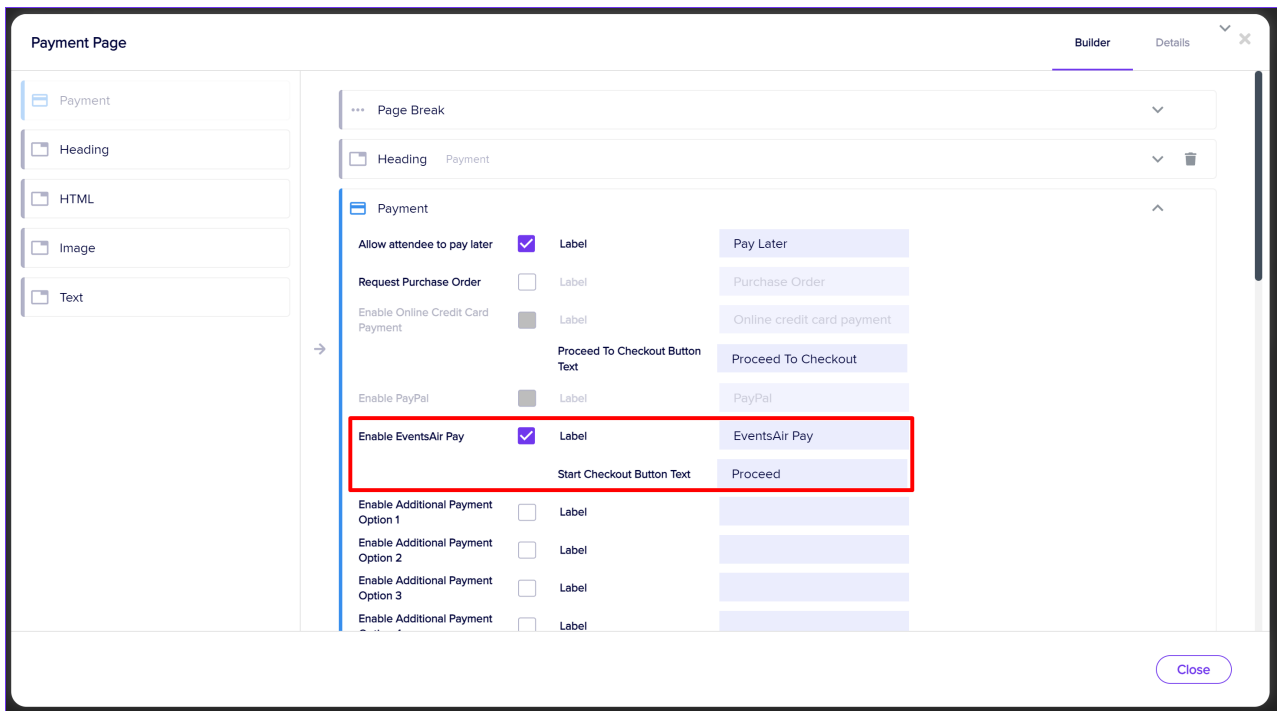
Delete Save

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

In EventsAir Pay, you can't add different fees for different credit cards – you need to have the same fee for all cards.

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


Registration Total	AUD 69.00
<b>Amount Payable</b>	<b>69.00</b>

**Payment Method**






- Pay Later
- EventsAir Pay

Buy with  Pay


Or pay with

 Card

Card information

1234 1234 1234 1234	   
MM / YY	CVC 

Name on card



Back

Submit

Remember to disable "Test mode" before your event goes live, and clear any test transactions from your event.