Why is Pay Online 'grayed out' (not available as an option) in my payment page setup?

HOW-TO:

If you haven't already done so, add a payment gateway in your overall application setup of EventsAir.

In Event Selection screen

1. Look under *Application Setup* for *External Connections*

2. Select E-Commerce Gateway

3. Select plus icon to add your gateway

4. Choose carefully according to your financial/bank set up

Then, in your event, set up the payment gateway connection.

In Setup Panel

5. Select *Event Preferences* and go to the *External Connections* tab

6. For E-Commerce Account, choose the Gateway you set up earlier

7. For E-Commerce Reference, add the text you want to use as a reference

8. Save

In your event itself, by default, EventsAir is able to accept cash, Visa, and MasterCard in payment types. Check that all online payment types are visible and enabled for online registration.

In Setup Panel

9. Under *Financial,* create a Payment Type

10. Name the Payment (e.g. Mastercard)

If needed, set up other payment types here too (American Express etc.)

11. For funding type, choose Credit Card

12. Tick *Enable for Online Registration*

13. Select your Credit Card Type

14. Select Your Fee Account

15. Select your Bank Account

Then in Online Panel

16. Select your interactive (registration) site

17. Add payment page

If you already have a payment page, expand by selecting the cogwheel then the down arrow

18. Select *Enable Online Credit Card Payment*

19. Close and save