How do I manually process a payment?

HOW-TO:

ⓘ This is how to manually record a payment in EventsAir. You'll also need to use your normal financial and banking procedures to process the actual payment.

Attendee panel

1.   Search for contact

2.   Select the dollar sign icon under "Actions" *Payments, refunds, invoices, and audit trail)*

3.   Tick the checkbox at the top to select all items OR select each relevant function, registration, or other item

📄 NOTE: You can record a full or part payment — just put in the required amount under the Payment column

4.   Select payment type

5.   Authorization number

📄 NOTE: This is for credit card payments only — use the authorization number your payment gateway provided when you processed the payment

6.   Save payment