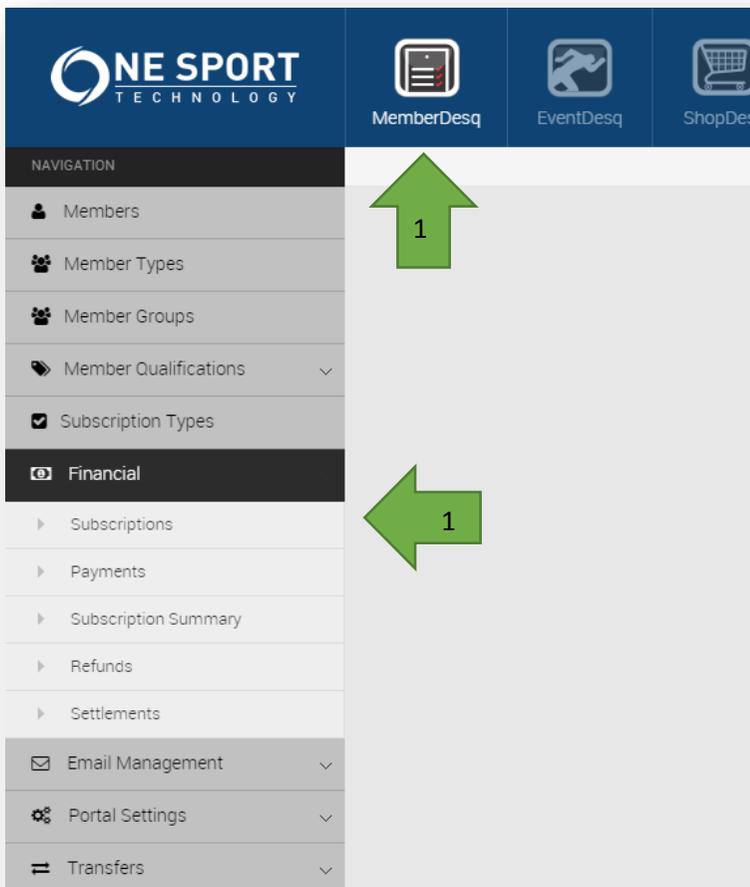


## Pay and Activate a Subscription

When a member registers and elects to pay offline, it is the responsibility of the club registrar to ensure they meet their financial obligations to the club. You can use the OST platform to manage the financial status of an individual member via the administration console. Below are steps used to track the offline payment of a member and the activation of their chosen Subscription.

**Step 1:** In the OST administration console, click on **MemberDesq** and select the **Financial** tab on the sidebar, then click on the **Subscriptions** dropdown.



**Step 2:** From the resulting list of returned members, click on the **Actions** dropdown arrow adjacent to the relevant member and select **View Member**.

Generation Date	Member	Description	My Split	Total	Effective Date	End Date	Status	Actions
03-Mar-2014		KHC Senior	0.00	\$305.00	01-Oct-2013	30-Sep-2014	Unpaid	Actions



**Step 3:** Navigate to the **Financial Tab**.

**Step 4:** Find the **Unpaid** subscription, click on the **Actions** dropdown arrow and select **Pay**.

## View Member



Member Details Contact Forms Access Memberships Financial Member Groups Organisations Actions

Subscriptions

Show 25  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9  Name

Generation Date	Detail	My Split	Total	Effective Date	End Date	Transaction Date	Status	Actions
15-Apr-2015	<a href="#">HV Senior Player Registration (over 18 as at 31st December 2014)</a>	\$0.00	\$45.00	15-Apr-2015	31-Jan-2016	15-Apr-2015	Paid	
15-Apr-2015	<a href="#">HV Senior Player Registration (over 18 as at 31st December 2014)</a>	\$0.00	\$45.00	15-Apr-2015	31-Jan-2016		Cancelled	
30-Mar-2014	ehc Club Umpire	\$0.01	\$0.01	30-Mar-2014	31-Dec-2014		Cancelled	Actions
30-Mar-2014	Senior Membership (Special)	\$0.01	\$0.01	30-Mar-2014	31-Dec-2014		Unpaid	Actions
30-Mar-2014	ehc Club Umpire	\$0.01	\$0.01	30-Mar-2014	31-Dec-2014	10-Apr-2014	Paid	

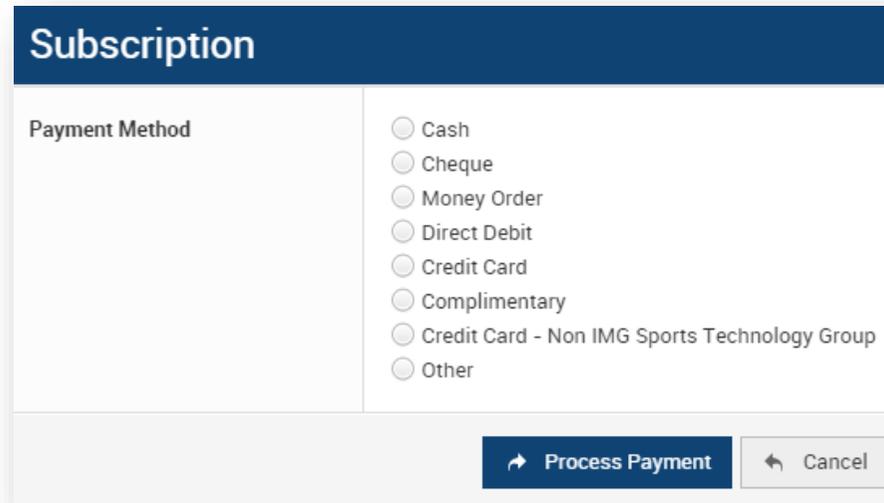
Showing 1 to 5 of 5

Pay  
Cancel

**Step 5:** The resulting pop-up window lists a number of payment methods available for actioning against a member's financial record. Select the method of payment in the pop up window, type in a payment reference (if applicable) and click **Process Payment**.

Payment methods include:

- Cash
- Cheque
- Money Order
- Direct Debit
- EFTPOS/Credit Card
- Complimentary
- Credit Card - Non IMG STG
- Other



The screenshot shows a pop-up window titled "Subscription". It has a dark blue header with the word "Subscription" in white. Below the header is a white area with a "Payment Method" label on the left and a list of radio button options on the right. The options are: Cash, Cheque, Money Order, Direct Debit, Credit Card, Complimentary, Credit Card - Non IMG Sports Technology Group, and Other. At the bottom right of the window, there are two buttons: "Process Payment" (a dark blue button with a white right-pointing arrow) and "Cancel" (a light grey button with a white left-pointing arrow).

**Step 6:** Once processed, this will update the *Subscription* status and *Financial* status where applicable.

**Note:** Members will be notified that a payment has been made on their membership record. For Credit Card purchases a reminder that **IMG-STG** will appear on the member's bank statement.

**Note:** STG are currently testing the integration of PayPal into their Membership payment gateway for usage in the OST platform. It is envisaged that PayPal will become available at a later date in 2016. Please visit [PlayHockey](http://PlayHockey) to ensure you are updated on any changes in this regard.