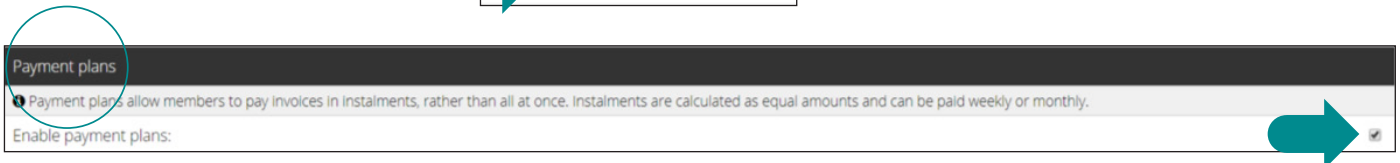
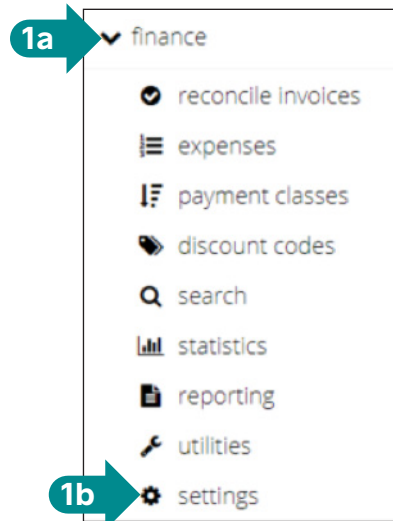


How to Set Up a Payment Plan

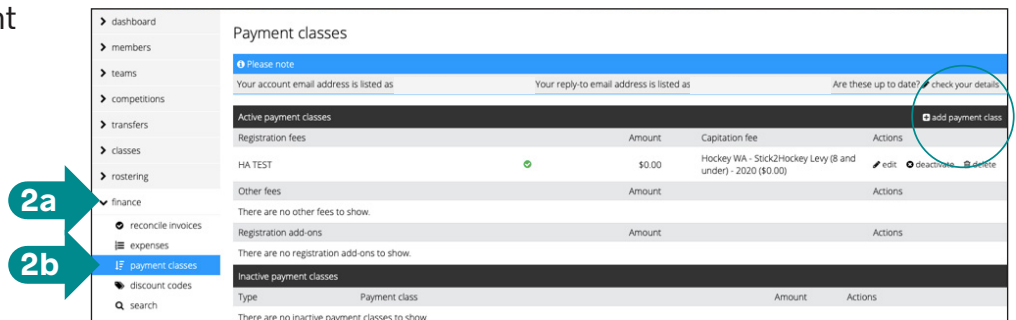
Hockey Australia and state fee are mandatory at the point of registration however club fees can be paid via a payment plan if requested.

The below takes you through step-by-step in how to set up a payment plan for a member.

Step 1: Ensure that payment plans are enabled via **Finance > Settings > Payment plans** and ticking the 'enable payment plan' box. Please remember to press 'Save settings' at the bottom of this page once completed.

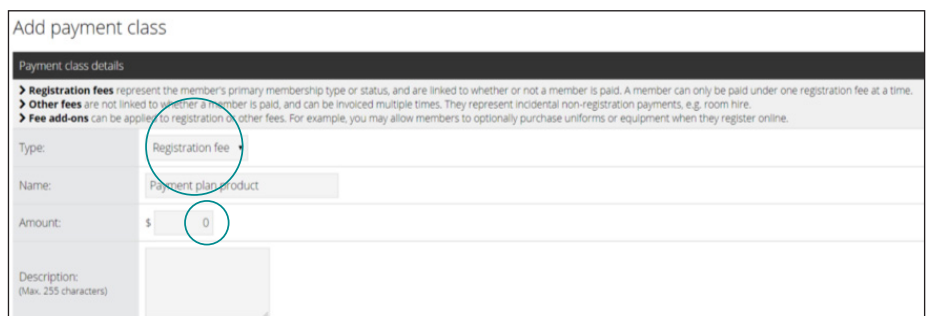


Step 2: Set up a \$0 payment plan product that allows members to pay for the mandatory HA and state registration fees at the point of registration without having to pay for the club fee at that time.



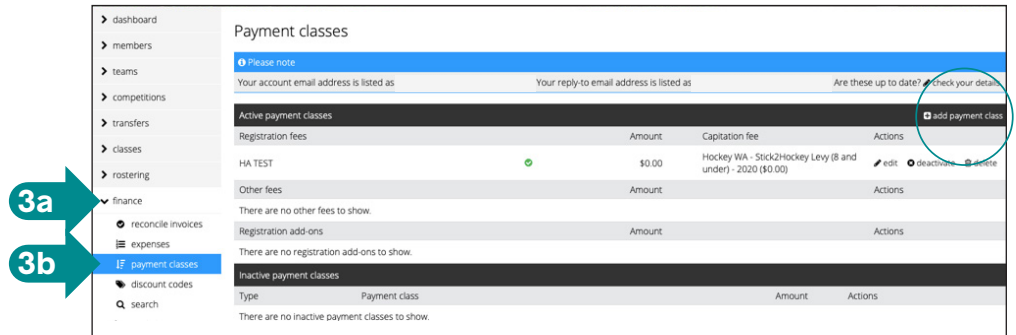
Go to **Finance > payment class > Add Payment Class**

Select registration fee and enter the amount at \$0. Please ensure you save the payment class once complete.

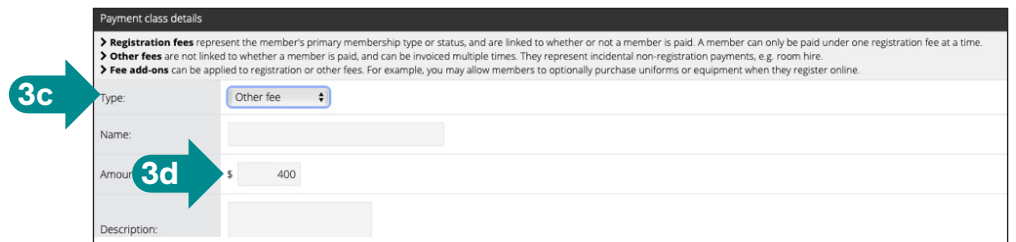


How to Set Up a Payment Plan

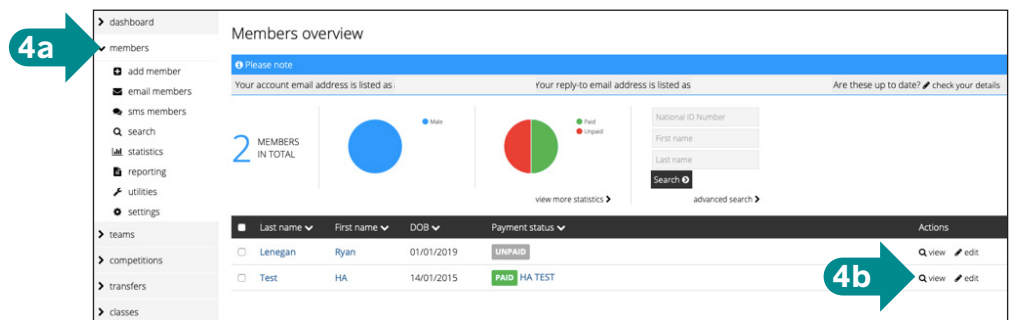
Step 3: Set up the **Payment plan** fee by going to **finance > payment classes > add payment class**



In the 'fee type' select **other** and then enter the club amount that will be charged through the payment plan.

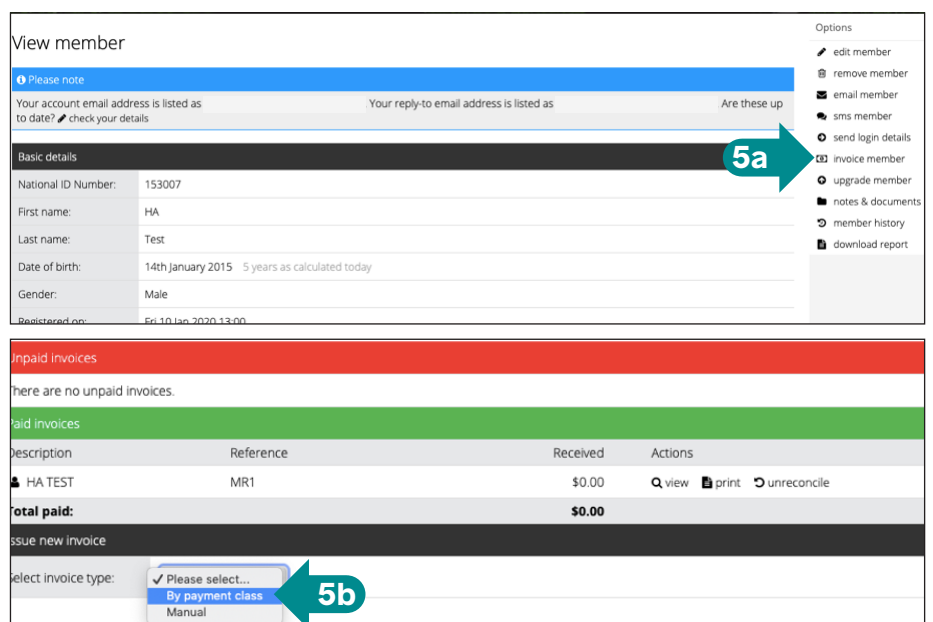


Step 4: Once created, you can invoice the 'other' fee linked to the club amount to your members.



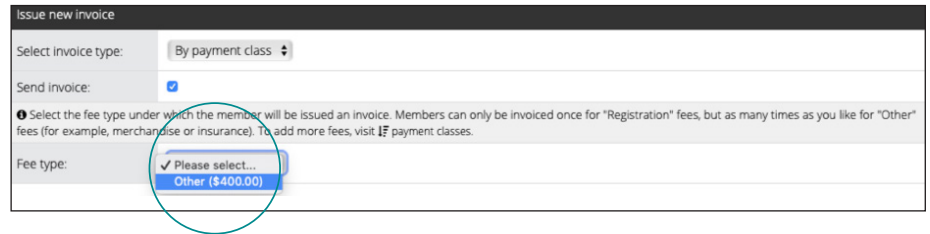
To do so go to the **members profile** by clicking on their name in the member list.

Step 5: Click **invoice member (a)** on the right-hand side of their profile and then select **by payment class (b)** within 'Select invoice type'.



How to Set Up a Payment Plan

Step 6: Select the 'other' fee in the dropdown and then enter the payment plan details below.



Issue new invoice

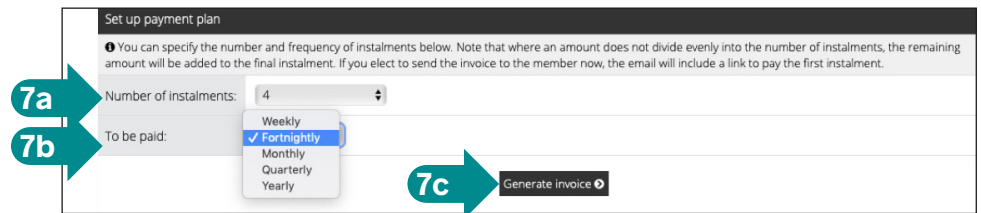
Select invoice type: By payment class

Send invoice:

Select the fee type under which the member will be issued an invoice. Members can only be invoiced once for "Registration" fees, but as many times as you like for "Other" fees (for example, merchandise or insurance). To add more fees, visit [IF](#) payment classes.

Fee type: ✓ Please select...
Other (\$400.00)

Step 7: Once the instalments and frequency has been set click **generate invoice**.



Set up payment plan

You can specify the number and frequency of instalments below. Note that where an amount does not divide evenly into the number of instalments, the remaining amount will be added to the final instalment. If you elect to send the invoice to the member now, the email will include a link to pay the first instalment.

7a Number of instalments: 4

7b To be paid: Weekly
✓ Fortnightly
Monthly
Quarterly
Yearly

7c [Generate invoice](#)