



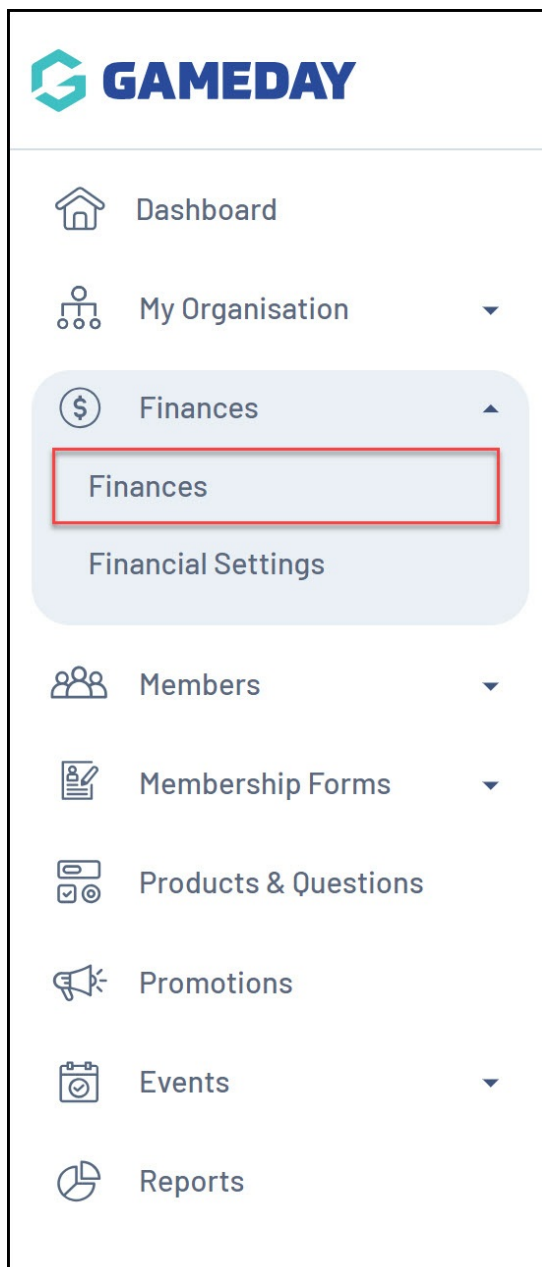
How do I process payment for an unpaid order?

Last Modified on 13/12/2023 2:04 pm AEDT

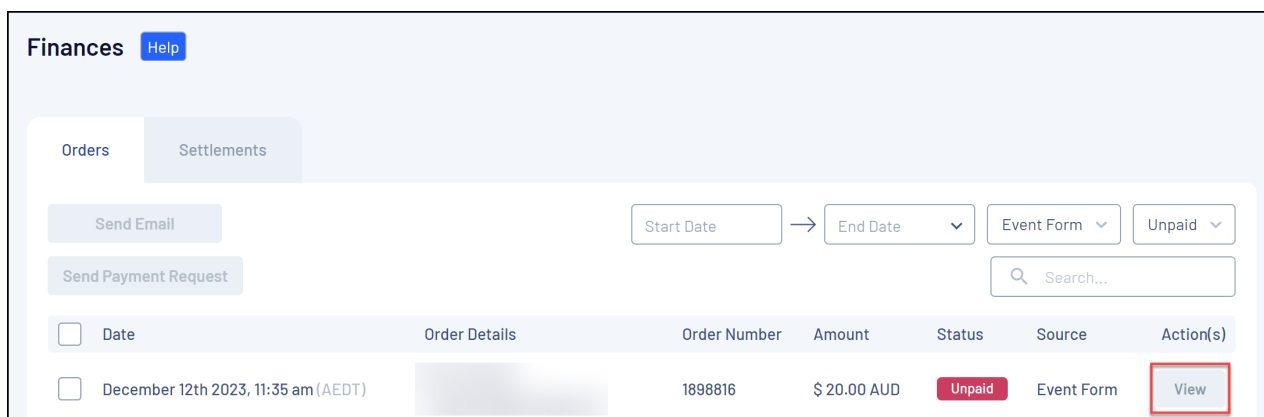
As an administrator running a membership program or event through GameDay in which members and entrants are required to make payment, you also have the ability to manually pay an unpaid order through the back-end GameDay database using a secure online payment gateway.

To pay an unpaid order:

1. From your GameDay Dashboard, select **Finances** > **FINANCES** from the left-hand menu



2. Find the unpaid order you want to pay and click **VIEW**



3. Click **PAY ORDER**

← Back

Pay Order

▼

Order - 1865358

Unpaid

October 2nd 2023, 11:47 am (AEDT)

Amount: \$ 100.00 AUD

Source: Event Form

Account Email:

Order Items

Transactions

🔍 Type to Search

⚙️

	Order Item Number	Product Name	Product Type	Quantity	Unit Price	Total Price	Promotional Discount	Total Discounted Price	Status
▼	2321101	GameDay Relay Participant Fee	Event	1	\$ 50.00 AUD	\$ 50.00 AUD	-	\$ 50.00 AUD	Unpaid

4. Select the **PROCESS PAYMENT NOW** option, then click **PROCEED TO PAYMENT**

×

Review items for this order

Order Item Number	Product Name	Quantity	Price	Total Discounted Price
2321101	GameDay Relay Participant Fee	1	\$ 50.00 AUD	\$ 50.00 AUD
2321100	GameDay Relay Participant Fee	1	\$ 50.00 AUD	\$ 50.00 AUD

Show 10 ▾

Showing rows 1-2 of 2

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How would you like to pay?

Payment option is Payment Gateway Only

Mark as

Unpaid

Process payment now

Total Price (Inclusive of Transaction and Processing Fee)

\$ 100.00 AUD

?

Cancel

Proceed to Payment

5. Enter payment details, then click **PAY NOW**

Make a Payment

Total due: \$ 100.00 AUD

Pay with card

VISA

MasterCard

Card Number

4444 3333 2222 1111

VISA

Expiration Date (MM/YY)

12 / 25

CVV (3 digits)

123

?

Cancel

Pay Now

Related Articles