



How do I resend a payment receipt?

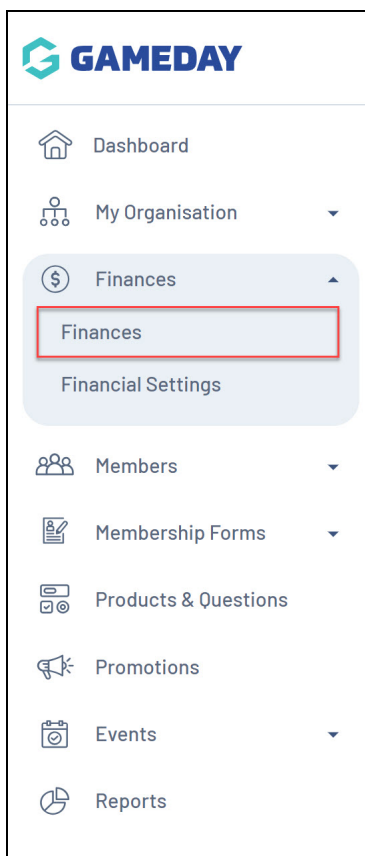
Last Modified on 13/12/2023 10:46 am AEDT

If your organisation collects online orders directly through GameDay, you have the option to resend the payment receipt to the account email that made the original payment. Payment receipts are automatically sent to all registrants to confirm the products purchased, amount paid, vouchers redeemed and members registered, however manually resending the payment receipt through the GameDay database allows you to accommodate members who no longer have access to the original copy.

Note: Payment receipts can only be re-sent if the order status is **Paid**

To resend a payment receipt to a registrant:

1. In the left-hand menu, open the **Finances** section, then select **FINANCES**



2. Find the relevant paid Order, then click **VIEW**

Orders		Settlements					
Send Email		Start Date		→	End Date	All Sources	Paid
Send Payment Request		Search...					
<input type="checkbox"/>	Date	Order Details	Order Number	Amount	Status	Source	Action(s)
<input type="checkbox"/>	June 15th 2022, 5:32 pm (AEST)		1671264	0.00	Paid	Membership Form	View
<input type="checkbox"/>	June 15th 2022, 4:36 pm (AEST)		1671260	0.00	Paid	Membership Form	View
<input type="checkbox"/>	June 9th 2022, 4:57 pm (AEST)		1670746	0.00	Paid	Membership Form	View
<input type="checkbox"/>	June 9th 2022, 4:50 pm (AEST)		1670743	\$ 20.00 AUD	Paid	Membership Form	View
<input type="checkbox"/>	June 7th 2022, 10:58 am (AEST)		1670448	\$ 215.00 AUD	Paid	Event Form	View

3. Click the **EMAIL PAYMENT RECEIPT** button

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Order - 815508

Paid

March 29th 2021, 1:18 pm (AEDT)

Void Order

Email Payment Receipt

Amount: \$ 0.00 AUD

Source: Event Form

Login Account Email:

Order Items

Transactions

The original registrant will then receive their payment receipt to the email address associated with their GameDay account.

Thank You

You have successfully made a payment of **\$0 AUD** to GameDay Training

Item Details

Stack Sports Free Event Entry

Item Price \$FREE

Qty 1

Item Total

\$FREE

Total \$0 AUD

Total Processing Fee \$0 AUD

All item prices/totals include GST if applicable

GameDay Training

565 Bourke Street

Melbourne, Victoria, 3000

Ph: +611300139970

Email: hello@mygameday.app

Web: www.mygameday.app

This email was sent to

Printable PDF tickets are attached to this email.

Tickets are also available via the GameDay App.

Download the App

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