



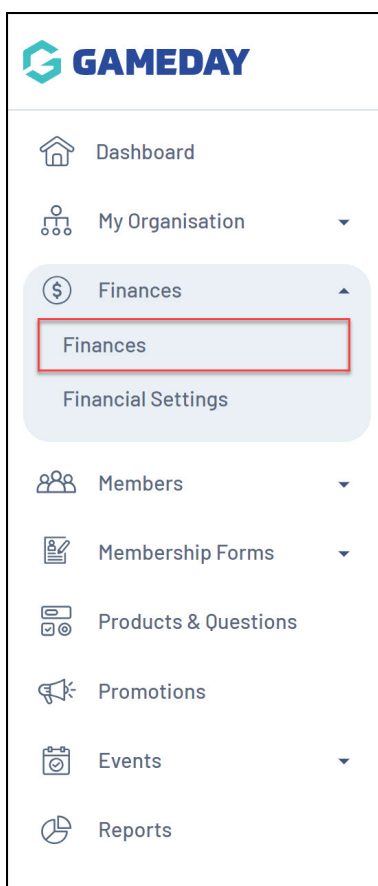
How do I send a Payment Request for an unpaid order?

Last Modified on 13/12/2023 9:25 am AEDT

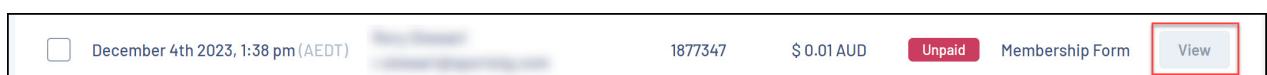
If you are an administrator for an organisation collecting payments online through GameDay, you have the ability to send an automated email to any members with an **Unpaid** order, prompting them to complete their payment online.

To send a Payment Request for an individual order:

1. In the left-hand menu, open the **Finances** option and select **FINANCES**



2. Find the relevant order, then click **VIEW**



3. In the top-left corner, expand the **Actions Arrow**



4. Click **SEND PAYMENT REQUEST**

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Order - 1877347

Unpaid

December 4th 2023, 1:38 pm (AEDT)

Pay Order

Cancel Order

Send Payment Request

Login Account Email:

5. Review the details to ensure they are correct, then click **SEND PAYMENT REQUEST**

Send Payment Requests

Are you sure you want to send a payment request for this order?

order ID

1877347

Orderer Name

Orderer Email

Amount

\$ 0.01 AUD

Source

Membership Form

Date Created

December 4th 2023, 1:38 pm (AEDT)

Status

Unpaid

Invoice Content Preview

Subject: Unpaid Order 1877347 for PVT National Body

Message: Hi there, we noticed you recently created an Order for PVT National Body. You can easily pay for this Order by selecting the "Pay Invoice" button and entering the Order number.

Cancel

Send Payment Request

An email will then be sent to the orderer's **Account Email** address prompting them to complete payment for their unpaid order:



Invoice

Invoice Date: 4th December 2023

Order No: 1877347

Account Email:

Order No: 1877347

Due Date: 14 days from invoice date

Pay Invoice

Hi Rory Stewart,

Hi there, we notice you recently created an Order for PVT National Body. You can easily pay for this Order by selecting the "Pay Invoice" button and entering the Order number.

Item Details

Item Total

National 20

\$0.01

James Waters

Item Price: \$0.01

Qty: 1

Total \$0.01 AUD

Total Processing Fee \$0.00

All item prices/totals include GST if applicable

Pay Invoice

PVT National Body

2/209 Domain Road
Unit 2
South Yarra, Victoria, 3141
Australia

Ph: +61400000999
Email: test15@test.com.gameday
Web: www.stacksports.com



Summary

James Waters

Products

PVT NATIONAL BODY	\$0.01 AUD
National 20	\$0.01 AUD
	\$0.00 AUD

Total & Payment Options

Have a promo code?

Promo Code

Please enter...

Apply

Subtotal

\$0.01 AUD

Total

\$0.01 AUD

PayPal

or choose another payment method

VISA

Mastercard

Pay with Credit/Debit Card, Apple Pay or Google Pay

Make Payment

To learn how to send multiple Payment Requests in bulk, click [here](#)

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