



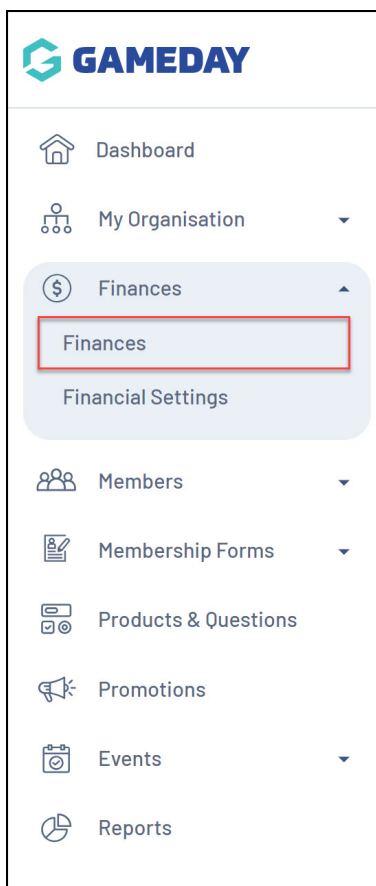
## How do I send a Payment Request for multiple unpaid orders?

Last Modified on 13/12/2023 9:24 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. For any relevant orders, tick the checkbox on the left-hand side of their order record

**Finances**
[Help](#)

Orders

Settlements

Send 3 Emails

Send 3 Payment Requests

Start Date

→

End Date

All Sources

Unpaid

Search...

<input type="checkbox"/>	Date	Order Details	Order Number	Amount	Status	Source	Action(s)
<input checked="" type="checkbox"/>	December 12th 2023, 11:35 am (AEDT)	Rory Stewart	1898816	\$ 20.00 AUD	Unpaid	Event Form	<a href="#">View</a>
<input checked="" type="checkbox"/>	December 5th 2023, 3:37 pm (AEDT)	Rory Stewart	1897317	\$ 50.00 AUD	Unpaid	Admin Portal	<a href="#">View</a>
<input checked="" type="checkbox"/>	November 1st 2023, 2:51 pm (AEDT)	Rory Stewart	1883080	\$ 40.00 AUD	Unpaid	Membership Form	<a href="#">View</a>

3. Click the **SEND X PAYMENT REQUESTS** button

**Finances**
[Help](#)

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

**Send Payment Request**
×

If selected, all paid orders have been filtered from your send list.  
Are you sure you want to send payment requests for these orders?

Orderer Email	Order Number	Status	Source
	1898816	Unpaid	Event Form
	1897317	Unpaid	Admin Portal
	1883080	Unpaid	Membership Form

Show 5

Showing 1-3 of 3

<

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1

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>

Cancel

Send Payment Requests

**Invoice Content Preview**

**Subject:** GameDay Training is requesting payment for unpaid order 1898816

**Message:** We noticed you recently created an order for GameDay Training. You can easily pay for this order by selecting the "Pay Invoice" button and entering the order number.

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



## Invoice

Invoice Date: 13th July 2023

Order No: 1821446

Account Email

Order No: 1821446

Due Date: Pay Now

**Pay Invoice**

Hi Rory Stewart,

We noticed you recently created an order for GameDay Training. You can easily pay for this order by selecting the "Pay Invoice" button and entering the order number.

Item Details	Item Total
<b>Under 8 Fee</b>	\$40.00
Billy Thompson	
Item Price: \$50.00	
Qty: 1	
<b>Cap</b>	\$15.00
Item Price: \$15.00	
Qty: 1	
<b>Under 15 Fee</b>	\$40.00
Max Traegar	
Item Price: \$50.00	
Qty: 1	

### Summary

Billy Thompson

#### Products

GAME DAY TRAINING	
Under 8 Fee	\$50.00 AUD
	\$0.00 AUD
GAME DAY TRAINING	
Under 13 Fee	\$50.00 AUD
	\$0.00 AUD
GAME DAY TRAINING	
Under 15 Fee	\$50.00 AUD
	\$0.00 AUD
GAME DAY TRAINING	
Under 17 Fee	\$50.00 AUD
	\$0.00 AUD

#### Add-on Products

GAME DAY TRAINING	
Cap	\$15.00 AUD
	\$0.00 AUD

### Total & Payment Options

Have a promo code?

Promo Code

Please enter...

Apply

Subtotal \$1,040.00 AUD

Total \$1,040.00 AUD



or choose another payment method



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

**Make Payment**



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