

# Optimise your registration fees with online payments

When it comes to registration fees, it's easy to accept online payments with the help of revolutioniseSPORT's finance feature.



## Cash flow

Automatically reconciled invoices means faster and dependable cash flow.



## Consistent

One payment for all organisations simplifies the payment process for new members.



## Clear picture

Get an accurate and detailed picture of all registration payments on revolutioniseSPORT.



## Secure

Payments are stored instantly on the platform—reducing the risk of fraud.



## Commit to good governance

While unavoidable, financial management is often overwhelming. The thought alone can suffocate the sense of financial freedom and cause you to invent arduous processes that—contrarily—make cashflow issues worse.

To overcome this all-too-human hesitancy, club administrators committed to good governance are employing online payments.



## Maintain a clear and secure audit trail

Personal spreadsheets, like Excel, are highly susceptible to fraud and lost data. Online payments reduce this risk by automatically sending all registration and payment information to revolutioniseSPORT's online

platform for all club officials (with permission) to easily find and understand.



## Access easy to track payment plans








A common misconception administrators believe is that it is easier to offer a payment plan to members if they manage it themselves. Not only does this create more work, but it increases the risk of bad debt through missed or untracked payments.

Clubs wanting to avoid negligent processes utilise revolutioniseSPORT's payment plan option. Members receive regular email reminders about upcoming instalments and automatically reconcile invoices when paid online.

**Want to learn more? Join our webinar.**  
Enter access link here.

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# How do I set up a payment plan?

Payment plan					 remove payment plan
Instalment date	Due date	Reference	Amount	Status	Actions
2024-08-14	2024-08-20	MU276-01	\$150.00	 Pending	 reconcile  view online
2024-08-21	2024-08-27	MU276-02	\$150.00	 Pending	 reconcile  view online

## 1 Before a member registers

In your portal, create two payment classes by navigating to **Finance > payment classes > add payment classes**.

1. Create a payment class valued at the full amount linked to a capitation fee.
2. Create another payment class (the payment plan version) valued at \$0 and linked to the same capitation fee.

## 2 When a member registers

1. When a member registers, they will see the two payment classes:
  - Full amount payment class (club component + capitation fees)
  - Payment plan payment class (\$0 + capitation fees)
2. Alert the member to register with the **payment plan payment class**. This means they will pay the capitation fee upfront but not the club component.

## 3 After a member registers

In your portal, upgrade the member to the **full amount** payment class.

1. View the registered member's profile by navigating to **Member > search >** entering the member's details.
2. Click **upgrade member** in the right hand menu.
3. Under **Upgrade to**, select the **full amount payment class**. Click **preview upgrade**.
4. Confirm no capitation fee will be charged and click **generate invoice upgrade**.

Following the upgrade, create the payment plan for the member.

1. You will be automatically redirected to the invoice member page. On this page, copy the reference number for the unpaid upgrade invoice.
2. Navigate to **Finance > payment plans**.
3. Paste the reference number in the search box and click **Go**.
4. Determine the frequency and number of instalments.
5. Click **Add payment plan** and the payment plan will generate.