

How to Utilize Your Online Form & Event Payments

November 2020



Ask a Question at Any Time!

Questions will be addressed at the end of the webinar.

Please note: This webinar is being recorded. The recording will be available on the Client Resource Center

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🗲 Agenda

- What products are needed to fully utilize form & event payments
- How to set up Event Payments
- How to set up Form Payments
- The user experience for both
- How to view the incoming Form & Event Payments within Paycloud.



Œ What is Event & Form Payments?

- Allows members to pay online \bullet
- Payment information saved
- Can be made required

@ Payment History

♥ ♥ E □ ■

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1282

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00100

00740-B

00100

- 1

Bethany Spaeth

Laura McGibney

Deborah Garrett Rusty Abbott

Rusty Abbott

Rusty Abbott

Name

C

Payments easily tracked withir Paycloud

Y Member Number Y Transaction Type Y Amount

CE Payments (ACH)

CE Payments (CC)

CE Payments (CC)

CE Payments (ACH)

CE Payments (CC)

CE Payments (CC)

Public form can accept payment from non-members

| nline 🛛 | Payment Lobster Bake his payment page wi | Amount to Chai \$25.00 Il expire in 10 min | 1-000 | | | | | |
|--|---|--|----------|------------|----------|----------|----------------------|---------------------|
| within | Payment I Bank Account Paywith new B Credit Card Add Credit Card Payment | ank Account | | | | | | |
| ers | Payment Amo | unt: \$ 25.00 | | | | | | |
| | | | | Start Date | End Date | ٩ | Search | ٩ |
| | | | | | | Filters: | Payment Type Event 🕲 | Custom Date Range 🕲 |
| Transaction ID | P Transaction Date | 👻 Status | 💡 Paymen | it Type | | | | |
| | 11/02/2020 1:59:59 | | _ | | | | | * |
| TRpGxMWEk2EsyxWs81fHK73 | | | | | | | | |
| TRjCFYH6VjEZbG7AqA1MHUx | | | | | | | | |
| TRp9LrqZdZqyBkbv2zMZwbb TRaRKa7cGANgVgBq8UrehFU | | | | | | | | |
| TRaDifzUQohE1aKia9jJJPub | 11/17/2020 12:14:08 | | | | | | | |
| | | | | | | | | |

Y Transaction ID

\$40.00

\$60.00

\$255.00

\$100.00

\$150.00

\$50.00

What is Needed to Utilize These Features?

There are several products needed to fully utilize form and event payments.

You must have:

- An Axis Website
- Paycloud
- And Back Office CMA

| Edit Event | | | - | - | | |
|---|--------------|---------|----------|---------------|--|----|
| Event Detail | Registration | Billing | Payments | Notifications | | |
| Event Settings | | | 2 | | Event Times | 1^ |
| Require Payment Allow Value Override | | | | _ | Enable Payments 2 11/27/2020 6:00 PM-9:00 PM - Lobster Bake | |
| Validation Type | On Submissio | n | ~ | | See More Dates and Time | 1 |

What We Will Do For You

| | PAYMENT | | | | | | |
|---|-----------------------|---------------------------------------|---|--|--|-------------------------------------|----------|
| | Member Cha | irge | | | > | | |
| | Cash or Chee | Cash or Check > | | | | | |
| | Event Payme | ents | | | > | | _ |
| Manage Items Manage It Home Club Event × | Credit Book | (\$0.00) | | | > | % Char | ge Settl |
| Edit POS Item Category Name: Club Event Description: F&B Club Event | Room Folio | | | | > | | |
| Ticket Message: (None) Item Group: F&B: Food Percent Cost: 0 Item Selection Areas Overrides | | Auto-Incremen | | | Default Course | : 0 | |
| Item Selection Areas Overrides | POS Item Button Style | POS Benavior | Print Config | juration | | | _ |
| Area Ledger Account Overrides (Default) Banquet-Member Club Events Dining Room Golf Shop Grill Room Grill Room Bar Moorings Sunset Grille | | Cor Discou Ass Asset A CO | dj. Account: GS Account: dj. Account: | 00-2057- 00-2057- (None) (None) (None) | 000 Event Deposit I 000 Event Deposit I 000 Event Deposit I 000 Event Deposit I | Liability Liability Liability | |
| | | L | Tax Code: | Event Pa | yment Tax & Svc Ch | ng Liability | <u> </u> |

Prepaid Event Deposit Liability

An event specific **category** for items

An Item Group called Pre Paid Events

Event Payment Settlement button for your mobile POS

G Setting Up Items and Categories

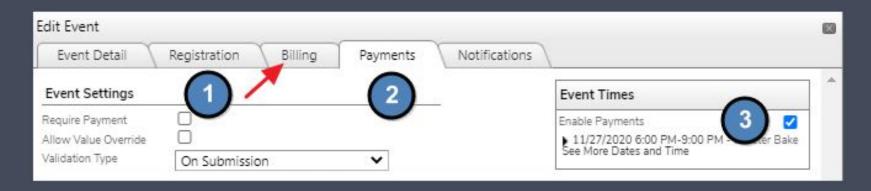


- 1. Make sure that total price includes tax and service charge
- 2. Select newly created Category specifically for events
- 3. Make sure to check-mark Tax Inclusive
- 4. After selecting Category, make sure Sales Account is going to the new Event Deposit Liability account

Enabling Event Payments On the Website

Billing must be enabled first

Check-Mark Enable Payments to proceed



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General Billing Settings

- Place Check-Mark to enable Billing
- Assign Fee Types to the event. These Fee Types sync directly from CMA. Make sure to select the pre-paid event item
- No need to change value or inventory
- Assign Fee Types to member types

| dit Event | | | |
|--|---------------------------------------|----------------------|---|
| Event Detai | il Registration Bil | ling Payments | Notifications |
| Load From T | emplate | | Event Times |
| Template | No Template | ~ | Enable Billing |
| Existing Fee | Types | | ▶ 11/27/2020 6:00 PM-9:00 PM - Lobst Bakes See More Dates and Time |
| Name X Lobster Bake X Lobster Nigh X Lobster Nigh | t- Adult \$50.00 - | | Add New Fee Type |
| Fee Assignm | ent | | Group Cash Advances |
| rimary | Lobster Bake 🗸 🗸 | | Category |
| pouse | Lobster Bake 🗸 | | Cash Advance 🗸 |
| hild | Lobster Night- Child 🗙 | | Item |
| dult Guest | Lobster Bake 🗸 | | Caddie Fee 🖌 |
| hild Guest | Lobster Night- Child 💙 | | Inventory |
| ГВА | Lobster Bake 🗸 | | Value \$100.00 |
| Check the box a eservation | t right to allow members to select fe | e type when making a | Save 😫 Cancel |

Event Payment Settings

| Edit Event | | | | | | |
|---|--------------|---------|----------|---------------|--|---|
| Event Detail | Registration | Billing | Payments | Notifications | | |
| Event Setting | 1 | | | | Event Times | - |
| Require Payment Allow Value Override | | | 3 | ` | Enable Payments 11/27/2020 6:00 PM-9:00 PM - Lobster Bake See More Dates and Time | |
| Validation Type | On Submissio | n | ~ 🛡 | / | See More Dates and Time | |

- 1. **Require Payment** Member must pay upon Registration. If the payment process is not completed, the registration will be marked "incomplete"
- 2. Allow Value Override Normally not used
- 3. Validation Type Defaults to "On Submission". Does not need changed.

G Event Payment Member Experience

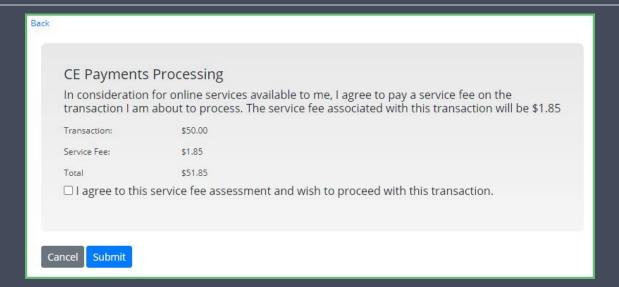
| Event Registration | 8 |
|--|--|
| Event Lobster Bake Date Friday, November 27, 2020 6:00 PM | Max Allowed 200 Total Booted 18 Spacer Available 182 Max Party Size: 10 |
| Confirmation New Registration Party Size 2 Collect Payment @ Pay Now O Pay Later O Pay via Member Acct Name Child? X Alto, Palo / 78910(0) | Search by Last Name or Member 2 Wr Family I My Buddes Aaron Dune Aboot Bords Aboot Bords |
| Total Additional Fees Due \$75.00 | Payment Amount to Charge Lobster Bake \$50.00 This payment page will expire in 10 minutes. |
| Table Number | Payment Method Bank Account O Pay with new Bank Account Credit Card Add Credit Card Payment Amount |
| | Payment Amount: \$ 50.00 |

Members will register the same way. The **Save** button will change to **Next Step**.

> Once the registration is saved, members will be automatically signed into Paycloud.

From here they can add new payment information or use previously saved info.

Confirmation Screen



The last step is to agree to the service fee and submit. If they leave this page or select cancel, their reservation to the event will be marked **Incomplete**

C Intro to Form Payments

- Form payments can be private **OR** public
- We can enable form payments for you
- Enterprise Form subscription:
 - Unlimited forms
 - Edit any existing form
 - Add new forms when needed
 - Enable Payments on your own

Site Dynamic Forms

| | | Add New View | w Form Templates Edit Questions Form Re | ports |
|---------------------------------------|-----------------------------|-------------------------|---|-------|
| Name | Form Type | Admin Email | Active | |
| Delete Edit Results Full Report | Membership | Generic Form elatham@ | clubessential.com,kcoston@clubessential.com | |
| Delete Edit Results Full Report | Special Events | Generic Form nwright@ | clubessential.com | |
| Delete Edit Results Full Report | Contact Us | Generic Form jcain@clul | bessential.com | |
| Delete Edit Results Full Report | Dinner Menu | Generic Form noreply@ | clubessential.com | |
| Delete Edit Results Full Report | Clubessential | Generic Form nwright@ | clubessential.com | |
| Delete Edit Results Full Report | Event Registration for golf | Generic Form kkaplan@ | clubessential.com | |
| Delete Edit Results Full Report | Survey | Generic Form astrittmat | ter@clubessential.com | |

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Enabling Form Payments

While editing a form, select the link **Payment Setup**

Within Payment Setup, use the **Collection Type** dropdown to select PayCloud Payment

| Collection Type PayClou | id Payment 🗸 🗸 | |
|--------------------------|----------------|--|
| Use Payment Method Crit | ieria 🗌 | |
| Payment Purpose | | |
| Disclaimer Checkbox Text | | |
| Header Html | | |
| Disclaimer Html | | |
| Confirmation Html | | |
| Email Admin on Payment | | |
| Admin Email Address | | |
| Admin Email Html | | |
| Email User on Payment | | |
| User Email Html | | |
| Get Value From Form | | |

| Edit Form | | |
|---|---|--|
| Form Spacing | 10 | |
| Form Padding | 5 | |
| Submit Button Text | Submit | |
| Form Created/Last Updated: | Created: 9/11/2020 3:26:59 PM Last Updated: 9/11/2020 3:28:43 PM | |
| Form Options | | |
| Enable as a Public Form | | |
| Display CAPTCHA For Submission 🛛 😨 | | |
| Users Can Submit Form One Time Only | 0 | |
| Allow Users to Edit Their Input Once Submitted | | |
| Show "Required Questions" Text | | |
| Show "Complete Another Form" Button on Confirmation | | |
| Collect Credit Card Info | Payment Setup | |
| Enable Member Picker for Admin Submissions | | |
| Auto Launch Member Picker if Enabled | | |
| Select Date Format | m/d/yyyy 💙 | |
| Enable Input Encryption | 2 ···· | |
| Formulas | Edit Formulas | |
| Keys | Edit Keys | |
| Show Reset Button in Plugin View | | |
| Notification Settings | | |
| - | | |

Save

G Use Payment Method Criteria

| Payment Setup | | E | 3 |
|----------------------------|--------------|---|----------|
| Collection Type PayCloud F | Payment | ✓ | |
| Use Payment Method Criteri | a 🗹 | | |
| Add Criteria | | | |
| Section | Question | Criteria | |
| Payment Purpose | | | |
| Disclaimer Checkbox Text | | | |
| Header Html | LICK TO EDIT | | |
| Disclaimer Html | | | |
| Confirmation Html | | | |
| Email Admin on Payment [| | | |
| Admin Email Address | | | |
| Admin Email Html | | | |
| Email User on Payment | | | |
| | 🔒 Edit Cri | teria | |
| 4 | Section | <no defined="" name="" section=""></no> | \frown |
| - | Question | Method of Payment: [Radio Button List] | (2) |
| | Criteria | Credit Card | |
| | | | |
| | | | |
| | | | |
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| | | | av |
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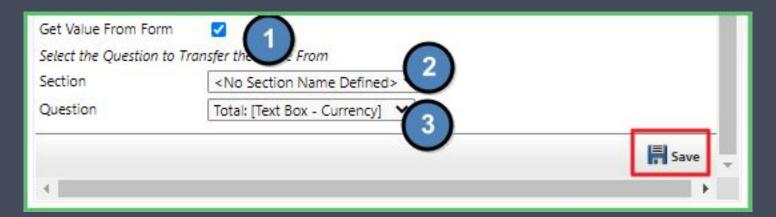
Payment Criteria allows the decision to pay online or offline. Check mark "Use Payment Method Criteria and then Add Criteria to add

- Select the section of the form where the question is
- 2. Use dropdown to select the question
- 3. Set the criteria based on the answer of the selected question.

Get Value From Form

Use the "Get Value From Form" if the payment is determined by a question on the form

- 1. Place a check-mark within the check-box next to Get Value From Form
- 2. Select the section where the question is located
- 3. Select the specific question. This is usually a Total box of some sort.



G User Experience

- If form is located on private side, member experience will be exact same as events.
- If the form is public, users will see a slightly different view and need to add either a credit card or ACH account to pay.

| Saved ACH Accounts | |
|----------------------|--|
| No Accounts Enrolled | |
| Saved CC Accounts | |
| No Accounts Enrolled | |
| Enroll a new account | |
| \$ 350 | |
| Submit Payment | |

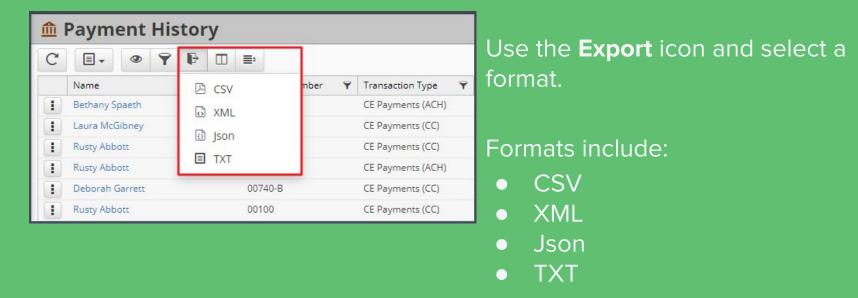
Paycloud Reporting

| - | Users | ~ | 俞 | ⓑ Payment History 11/01/2020 11/18/2020 ♀ | | | | | | | | |
|-----|-----------------|---|---|---|-------------------|-------------------|----------|--------------------------|------------------------|-----------|--------------|--|
| (5) | Payments | ~ | C | | ≣+ | | | | | | | |
| 100 | | | | Name 🌱 | Member Number 🛛 🌱 | Transaction Type | Amount | Y Transaction ID Y | Transaction Date | Status 🌱 | Payment Type | |
| 8 | Auto Draft | ~ | | Carrie Seddon | | CE Payments (CC) | \$350.00 | TRwaf9SAYJk612xEX3o1W1X6 | 11/02/2020 11:56:24 AM | Approved | Invoice | |
| 俞 | Reports | ^ | | Bethany Spaeth | 1803 | CE Payments (ACH) | \$40.00 | | 11/02/2020 1:59:59 PM | Cancelled | Event | |
| | Reports | | | Laura McGibney | 1282 | CE Payments (CC) | \$60.00 | TRpGxMWEk2EsyxWs81fHK73c | 11/06/2020 11:11:38 AM | Approved | Event | |
| | Payment History | | | Rusty Abbott | 00100 | CE Payments (CC) | \$255.00 | TRjCFYH6VjEZbG7AqA1MHUxU | 11/12/2020 10:20:25 AM | Approved | Event | |
| | Account Change | | | Rusty Abbott | 00100 | CE Payments (ACH) | \$100.00 | TRp9LrqZdZqyBkbv2zMZwbbG | 11/16/2020 11:56:54 AM | Approved | Event | |

- Sign into Paycloud
- Select **Reports**
- View Payment History
- Use Payment Type filter
- Change dropdown "Payment Type Equals" to Event or Form
- Select Apply



Payments can be exported for your records



G **Daily Process**

| Event Detail Registration Setup | Registration | Billing Paymen | its Notifications | Event | Timer | | • | • | | eck Pa ting d | - | | |
|---|-----------------|------------------------|-------------------|--|---|-----------|--------|----------------|-----------------|-------------------|-------|-----------|--|
| Registration Position Max Number of People | Site Defau | it ~ | | Allow Online Registration | | | | | | | | | |
| Max Party Size Reservations Begin | 10 🗘 90 days | 0 hours prior to event | | Ple | s event is part of a linke gle day events with mu ase select from the opti ermine which of these t | ions belo | N to | • | Rec | eive | not | ific | |
| Reservations End Cancellation Cutoff | 0 days | 0 hours prior to event | | Edit This Event Only Edit All Event Dates and Times Edit All Event Dates with this time Edit All Times on this date | | | | | registration by | | | | |
| Allow Registration After Allow Party Size Change | | | Event | Options | | | | to E | mail | No | otifi | | |
| Custom Confirmation P | | | | Enable Wait List | | | | | | | | | |
| Email Notification | | | | 0.12 | legistered Member List to | Members | | | eve | ent sei | ttin | gs | |
| Email Address | events@gr | andkeyclub.com | 1 | Allow F Default | roxy to Proxy | | H | | | | | | |
| Form Integration | | | | Allow S | 51 80 80 9 a.e. | | | _ | | | | | |
| Custom Question | s – Optional | | | Allow G Allow T | iuests | | | | | | | | |
| | | Name | Y Member Numb | er 🌱 | Transaction Type | Y Ame | ount 🌱 | Transaction ID | ٣ | Transaction Date | ٣ | Status | |
| Auto Draft 🗸 🗸 | | Bethany Spaeth | 1803 | | CE Payments (ACH) | \$40 | .00 | | | 11/02/2020 1:59:5 | 9 PM | Cancelled | |
| Reports ^ | | Laura McGibney | 1282 | | CE Payments (CC) | \$60 | 00 | TRpGxMWEk2Es | yxWs81fHK73c | 11/06/2020 11:11: | 38 AM | Approved | |
| | | Rusty Abbott | 00100 | | CE Payments (CC) | \$25 | | TRjCFYH6VjEZb0 | 7AqA1MHUxU | 11/12/2020 10:20: | 25 AM | Approved | |
| Payment History | | Rusty Abbott | 00100 | | CE Payments (ACH) | | 0.00 | TRp9LrqZdZqyB | kbv2zMZwbbG | 11/16/2020 11:56: | 54 AM | Approved | |
| Account Change | | Deborah Garrett | 00740-B | | CE Payments (CC) | \$15 | | 0 | | 11/17/2020 11:16: | | Pending | |
| Scheduled Payments | | Rusty Abbott | 00100 | | CE Payments (CC) | \$50 | .00 | TRaDifzUQohE1 | aKia9jJJPub | 11/17/2020 12:14: | 08 PM | Pending | |

loud daily by range

ifications upon by being added tification within gs

9

Start Date

Payment Type

Event Event Event Event Event Event

Q Filters:



- 1. Once signed into Mobile POS, select events and then choose date of event
- 2. Use the dropdown and choose the correct event
- 3. Select the desired reservation
- 4. Click Create Ticket

| = | | | 2-F&B: Grill POS | | 2 | | A. User |
|-----------|-------------------------------------|-----------------------|-----------------------------------|---------------------|-------|----------------|---------|
| | Open Tickets | Tee Times | Dining | Events | | Closed Tickets | |
| 11/27/202 | 0 1 Lobster Bake | | | | | 2 0 | C |
| | | | Event Reservations for 11/27/2020 | | | | |
| | | E Create Ticket | | 📑 Preview Ticket(s) | | | |
| | NAMES | | | | TABLE | ATTENDEES PAID | ٩ |
| | Carrie Seddon, Paul Seddon | | | | | 2 2 | |
| | Abbott, Rusty, Abbott, Sara | | | | | 2 2 | |
| 3 | Luna Abile, Luna Abile - Spouse | | | | | 2 0 | |
| | Deborah Garrett, Adams, Megan, Debo | orah Garrett - Spouse | | | | 3 3 | |
| | Abrams, Mandy | | | | | 1 0 | |

Payment Screen

Be sure to select the new payment type of **Event Payments**.

This will debit cash and credit the three liability accounts that have been created.

The amount due for this ticket will change to \$0.00

Be sure to check every day during an events registration period.

| PAYMENT | | | |
|----------------------|-----------|-----------------------|-----------|
| Member Charge | > | | |
| Cash or Check | > | 70 - Garrett, Deborah | \$ |
| Event Payments | > | e x 1 | \$50.00 |
| Credit Book (\$0.00) | > | ex1 | \$50.00 |
| Deere Felle | | e x 1 | \$50.00 |
| Room Folio | > | | \$117.96 |
| | Тах | | \$8.43 |
| | SC | | \$23.61 |
| | Total | | \$150.00 |
| | X Event F | Payments | -\$150.00 |
| | Due | | \$0.00 |

G Approving Batches

| Membership 🔹 | 📑 Rep | orting Dashboa | d Q | System Set | tings | ♣ Areas | % Ch | arge Settlem | ant Types | | 🍐 Manage I | Members | 8 | Approve | Charge B | atches | × | | |
|-----------------------------|--------|----------------|---------------|------------|----------------|----------------------------|---------------------|--------------|------------|--------------------|------------------|----------------------|-----------------|----------------------|----------------|----------------|-----------|------------------------|---|
| 💰 Payment Transfer Wizard 🔺 | Home | 53014382 | ĸ | | | | | | | | | | | | | | | | |
| Approve Charge Batches | | | | 3 | 8 | | 1 | 8 | Ę | 9 | R | ų | 8 | 0 | Searc | | | | |
| Approve Payment Batches | New | Edit Dele | te Export | Refresh | Clear Filter | Active | Post Batch | ~ | ate Refi | resh GL | Unpost Ba | tch Batch | Report | - | Searc | :n: | | | |
| Approve Payment Datches | Transa | action Date | + 🐨 Ba | tch Contr | ol Numb | er 🛞 | Amount | | Post | | | atch Lo | | | | 1 | Pot | | |
| | Ð | 11/30/ | 2020 53 | 014371 | | | \$2 | 52,188.9 | 9 | | | | | | | | | | |
| Club Intelligence | Ð | 11/17/ | 2020 SJ | 014380 | | | \$2 | 47,775.0 | 0 | | | | | | | | | | |
| - | Ŧ | 11/17/2 | 2020 SJ | 014383 | 3 | | | \$150.0 | 0 | | F | ood & | Bev | | | | | | |
| Accounts Payable | Ħ | 11/17/ | 2020 SJ | 014382 | 0 | | | \$100.0 | 0 | \checkmark | F | ood & E | Bev | 1 | | | | | |
| - | Ð | 11/17/ | 2020 SJ | 014381 | | | | \$1,424.5 | 0 | | 0 | iolf | | | | | | | |
| Employees | Ð | | 2020 SJ | | | 8 | | \$114.3 | | \checkmark | | iolf | | | | | | | |
| - | Ð | | 2020 SJ | | | | | \$14.1 | | \checkmark | | ood & E | | | | | | | |
| 💓 General Ledger | Ð | | 2020 SJ | | | | | \$165.0 | | \checkmark | F | ood & E | Bev | | | | _ | | |
| | Ð | | 2020 SJ | | | | | \$15.0 | | \checkmark | | | | | | | _ | | |
| Guests | Ð | | 2020 SJ | | | | | \$25.0 | | | | iolf | | | | | | | |
| - | | | 2020 SJ | | | | | \$16.9 | | | | iolf | | | | | _ | | |
| Guest Rooms | Ð | | 2020 SJ | | | | | \$100.0 | 0 | | | ood & E | | | | | _ | | |
| | ± | + | ership | 4 | Rec. | orting Dashi | board 9 | System Setti | nas | Areas | | Charge Settl | | pes | Manac | e Members | | Approve Charge Batches | |
| Marketing | | - | yment Transfe | w Wenned a | Home | | 2 × 530143 | | | | | | | | | | | | |
| | Ð | 1 | | | - 0 | 1 | | 10 | 4 | 1-9 | | 0 | | | | | | | |
| Membership | E | 1 | prove Charge | | 4 | 2 | | | Ť. | | | ٩ | | | | | | | |
| Va Membership | E . | 1 🦻 As | prove Paymer | - | | h Notes 4 | | | | xport CSV | | Audit Log | | | nd Next | | | | _ |
| | | ···· . | A | 5l. 9 | Id 4 Clubes | | 1 🕨 🕅 🗆 | | | 1 M. | 1100% | | | ri | nd i next | | | | - |
| 📶 🛄 🔝 🔹 | 4 | - 2 | Club Intel | ligence | | ch Posting S | | | | | | 5 | | | | | | | |
| | | _ | | | Batch Co | introl Numbe | er: SJ014383 | | | | | 6 | | | | | | | |
| | | | Accounts | Payable | Activity | Date: 11/17/ | 2020 | | | | THE SEA | | | | | | | | |
| | | | | | Posted 0 | in: 11/17/20 | 20 11:42:00 AM | 9yUser, Admi | nistrative | (| GRA | NDK | EY | | | | | | |
| | | | Employee | is | 04.0 | | | | | | | | | | | | | | |
| | | | | | G/L Po | | | | | | | | | | Debit | Cri | edit | | |
| | | 1 | General L | edger | | | sh - Operating | | | | | | | | 50.00 | | 0.00 | | |
| | | 38 | Guests | | ⊕ 00-2 | 057-000 Ev | ent Deposit Liabili | ty | | | | | | 1 | \$0.00 | \$117 | 7.96 | | |
| | | - | Guests | | - | | ent Tax Liability | | | | | | | 1 | \$0.00 | \$6 | 8.43 | | |
| | | | Guest Ro | oms | | | ent Service Chg I | iability | | | | | _ | | \$0.00 | | 3.61 | | |
| | | | Gutterite | | Posting | Total | | | | | | | | \$15 | 50.00 | \$150 | 0.00 | | |
| | | 2 | Marketing | 1 | Ticket | Details | | | | | | | | | | | | | |
| | | | | | Employe | | Ref # | Subtotal | Discourt | Svc Chg/Tip | Tax | | ember Charge | Cash | Credit Card | Credit Book | Gift Card | | |
| | | 1 | Memberst | qir | E ADM | NISTRATOR | | | Discours. | | Tax | | una ge | Cubit | caru | | | | |
| | | | | - | | 0740-8] Debo INISTRATOR | rah Garr 7570 | \$117.96 | \$0.00 | \$23.61 \$23.61 | \$8.43 \$8.43 | \$150.00 \$150.00 | \$0.00 | \$150.00 \$150.00 | \$0.00 | \$0.00 | \$0.00 | | |
| | | 2 | | - 🕙 | | | Total | | \$0.00 | \$23.61 | \$8.43 | \$150.00 | \$0.00 | \$150.00 | \$0.00 | \$0.00 | \$0.00 | | |
| | | | | | | | | | | | | | | | | | | | - |

- 1. Select Membership
- 2. Click on Approve Charge Batches
- 3. Select the Batch you want to review
- 4. Click **Post Batch**

Before posting you can review the amounts

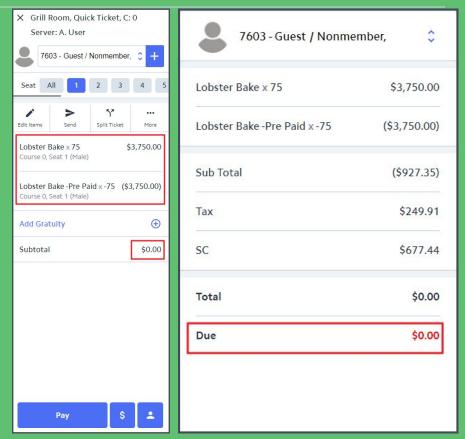
C Day of Event

| Interactive Reports | 🕑 Reporting Dashboard 🗙 🗣 System Settings 🗣 Areas 🗣 Charge Settlement Types 👒 Manage Members 🤎 Approve Charge Batches 💌 |
|---------------------------|---|
| 🥙 Reporting Dashboard | Home Rens Purchased By Members 🛛 🕹 |
| 🤔 Data Genie | Start Date: 11/17/2020 🔽 🔨 End Date: 11/17/2020 🛨 🚫 Areas: (All) |
| 🧐 Financial Report Writer | Rem Groups: (All) E Rem Categories: (All) E Rem: Lobster Bake |
| MAD Durkhand | Member Types: (All) E Member Groups: (All) E Member: (None) |
| | Group By: Member Pamly V Age Range: 0 🚔 to 0 🚔 🔽 Hide zero balance purchases |
| Club Intelligence | Detail Level: Member Family Y Spending Range: 0.01 to 10,000,000. |
| - | 🔽 Include Transaction Details 🔽 Include Tax: And Service Charge 🔽 Exclude Guest Member |
| Accounts Payable | |
| ġ. | { 4 1 of 1 > N 4 @ 0 4 1 00% Find Next |
| Employees | Clubessential Office: Club at Grand Key tems Purchased By Members Report |
| | ternis Fraziliaiseu dy ministeris negati |
| i General Ledger | tem Lobster Bake GRAND KEY |
| 88 aut | Rem Category: «Ab- |
| 道 Guests | tem Group: «All» |
| Guest Rooms | Member: Not Selected |
| Buest Rooms | Member Type: «Al» |
| Marketing | Arex <ab< th=""></ab<> |
| - Markoung | Member Family _ Purchase Units _ Sales _ Disc _ Total _ Tax _ Svc _ Grat _ |
| 📸 Membership | Date Sold Chg |
| | Abbott, Rusty (00100) Lobster Bake 2.0 \$78.64 \$0.00 \$78.64 \$5.62 \$15.74 |
| 🗵 🔲 🏓 , | Looser Date 2.0 \$77.64 \$0.00 \$77.64 \$0.00 \$77.64 \$0.00 |
| | Totale: 2.0 \$78.84 \$0.00 \$78,84 \$5.62 \$15.74 \$0.00 |

- Review total number of prepaid registrants using the **Items Purchased** by **Members** report
- Set the date to the days that registration was opened
- Make sure to select Include **Tax And Service Charge**

G Day of Event Continued.

- 1. Sign into Mobile POS and create a ticket using a guest account
- 2. Add the **Regular/Non-Prepaid** item and enter the amount of prepaid tickets as seen on the previous report
- 3. Next, Add the matching **Prepaid** Item for the same event and set the amount to the Negative amount so that the amount due is \$0.00



G Form Payment Scenarios

| | | | | CAMPER'S INFORMATION | | | | | | | |
|------------------------------|-----------------------------|------------------|--|--|-----------------|------------|--------------|---------|--------|---|---|
| Member Info | | | * Camper's Name | | | | | | | | |
| Member First Name: | | | * Member Name | | joshua morrison | | | | | | |
| Pichiber Hischaffe. | | | * Member Number: | | jmorrison | | | | | | |
| Member Last Name: | | | * Email for Confirmation | | | | | | | | |
| Member Email: | jmorrison@clubessential.com | | * Camper's Date of Birth | | | | | | | | |
| Additional Guest for Dinner? | O Yes | O No | Camper's Age | | Select | | • | | | | |
| | | | Grade Entering | | Select | | ~ | | | | |
| Guest Info | | | * Emergency Contact and | INumber | | | | | | | |
| Guest First Name: | | | Allergies | | O Yes | | | | | | |
| Guest Last Name: | | | * Do you give us consent | to use your child's photo | O No | | | | | | |
| Additional Guest for Dinner? | O Yes | O No | 2020 EVEN | NTS & DATE | S | | | | | | |
| Total: | \$350.00 | | Session I : June 22 - June 6/22 Tennis Jr. Clinic | Session 1 : June 22 - June 26 Session 2 : June 29 - July 3 | | | | | | | |
| Method of Payment: | O Credit Card | O Check | ☐ 6/23 Jr. Play Golf ☐ 6/24 Jr. Golf Clinic | 🗆 6/23 Jr. Play Golf 🔅 6/30 Jr. Play Golf | | | | | | | |
| | (| | 6/24 Tennis Jr. Clinic 6/26 Jr. Golf Clinic | DECCE | | . don came | | | | _ | |
| | I'm not a robot | | □ 6/26 Tennis Jr. Clinic | DESSE | - T | | | | | | |
| | Privacy • Terma | | | Pumpkin Cheese | cake \$20 | | | | | 0 | ~ |
| | SUBMIT RESET VALUES | | | Pumpkin Pie \$20 |) | | | | | 0 | ~ |
| | G Secured | | | Apple Pie \$20 | | | | | | 0 | ~ |
| | | | | Double Fudge C | ake \$25 | | | | | 0 | ~ |
| _ | | | | Gooey Butter Ca | ke \$15 | | | | | 0 | ~ |
| Form paymer | nts are comp | letely | | Total: | | | | | \$0.00 | | |
| | | Pick Up Time: | | | | | | 10:00 A | • • | | |
| customizable | | * Denotes Requir | ed Field | | | | | | | | |
| | Denetes riedan | | | | | | | | | | |
| Contact Supp | | | I'm not a ro | bot 😂 | | | | | | | |
| | | | | reCAPTCHA Privacy - Terma | | | | | | | |
| need set up t | $\overline{\mathbf{a}}$ | dato | | | | SUBWIT | BECET VALUES | | | | |
| neeu set up i | | | | SUBMIT | RESET VALUES | | | | | | |

Secured

Great Member Experience

| THE SEA ISLAND CLUB AT GRAND KEY Saved ACH Accounts | • (| Jseable b | User Experience by members and rd fees passed o | non-members |
|---|-----------------------------|-------------------------|---|--|
| No Accounts Enrolled | | | Confirm your Payment with VI | ISA - *1111 12/2021 × |
| Ac Saved CC Accounts | count Enrollment | ACH Account | In consideration for online services availa transaction I am about to process. The se \$11.75 | able to me, I agree to pay a service fee on the ervice fee associated with this transaction will be |
| No Accounts Enrolled | test | | Transaction: Service Fee: Total: | \$350.00 \$11.75 \$361.75 |
| Enroll a new account | test test | t oh 45239 12/21 111 | Please click Submit to process a payment | nt and wish to proceed with this transaction. t using VISA - *1111 12/2021. |
| \$ 350 Submit Payment | Account Alias Cancel Submit | - | | Submit Cancel |
| | | | | Close |



Q&A