

### MyNetball Part Payments

#### Part Payment Information

The automated part payment feature enables Netball organisations to choose whether to offer part payment plans when configuring their registration forms. This feature can make significant registration/membership fees more affordable to players and their families.

Part Payments can be applied to registration forms of any Form Type but only apply to Registration Types/Products not saleable items.

#### Enable Automated Part Payments

It is an optional feature for a club to choose to activate via the MyNetball admin system. It will appear as 'Allow Part Payment' checkbox within the Payment Settings section of the registration form setup. By default, the setting will be defaulted as unchecked.

#### Payment Settings

Payment Gateway  
(Online Payments)

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Allow Offline Payment

Note - you will need to manually accept and reconcile offline payments if payment is made offline.

**Allow Part Payment**

Automatically add  
processing fee

Apply to online payments  Apply to offline payments

Fixed Charge: AUD  plus Variable Charge:  % of transaction amount

Organisation administrators will be able to access a 'Scheduled Payments Report' to view processed part payments and upcoming part payments.

STATUS	ID	LOG ID	ENTITY NAME	PARTICIPANT NAME	INV ID	PROCESS DATE	AMOUNT	MESSAGE	DETAIL	PAYMENT STATUS
	17508		Aberfeldie Netball Club	Martin, Dustin	1459593	04/10/2018	\$32.34		Detail	VIEW
	17509		Aberfeldie Netball Club	Martin, Dustin	1459594	04/10/2018	\$32.33		Detail	VIEW
	17502	961578	Aberfeldie Netball Club	Payme, Party	1459567	27/09/2018	\$32.34		Detail	VIEW
	17503		Aberfeldie Netball Club	Payme, Party	1459568	27/09/2018	\$32.33		Detail	MANUAL
	17504	961579	Aberfeldie Netball Club	Payme, Party	1459569	27/09/2018	\$32.33		Detail	VIEW
	17496	961574	Aberfeldie Netball Club	One, Reg	1459554	26/09/2018	\$32.34		Detail	VIEW
	17497	961575	Aberfeldie Netball Club	One, Reg	1459555	26/09/2018	\$32.33		Detail	VIEW
	17498	961576	Aberfeldie Netball Club	One, Reg	1459556	26/09/2018	\$32.33		Detail	VIEW

**\$258.67**

This report can be found within the Registration module under the Reports menu.

<https://stageadmin-netball.resultsvault.com/common/pages/admin/rv/paymentqueuereport.aspx>

### Cancel upcoming payment

Organisations can cancel upcoming instalments which will remove the payment from the payment processing queue. This can be done by selecting the 'Payment Status' on the upcoming instalment (the status will be 'Manual') and selecting either 'Cancelled' or 'Paid' depending on the scenario.

1. Already paid: The administrator will need to select the method of payment and a paid transaction record will be created.

#### Transaction Details

**Payment Status**

UNPAID
  PAID
  CANCELLED

Payment Amount:

**Transaction History**

Invoice ID	Date	Payment Status	Amount	Cancellation Options	Payment Method	Comment
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2. Cancelled: The administrator will need to select a reason for cancelling the payment (player de-registered, remaining fees settled etc). The administrator can also include a comment which will be included on the cancelled transaction record.

#### Transaction Details

**Payment Status**

UNPAID
  PAID
  CANCELLED

Reason for changing status.

This payment will be removed from the scheduled processing queue, please check to ensure if other scheduled payments for this person need to be cancelled.

**Transaction History**

Invoice ID	Date	Payment Status	Amount	Cancellation Options	Payment Method	Comment
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### Players Selecting the payment schedule

When the automated part payments feature is utilised by an organisation, the player has the option of making their payment in one, two, three or four instalments. The first instalment will be made immediately, and any future instalments will continue in the following calendar month.

#### Details of Purchase

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Junior	\$150.00
<b>Total</b>	<b>\$150.00</b>

\* Prices quoted in AUD and include GST of 10%.

#### Payment Schedule

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Four (4) Payments ▼

	Due	Amount
Payment 1	Now	\$53.00
Payment 2	15 Oct 2018	\$32.34
Payment 3	15 Nov 2018	\$32.33
Payment 4	15 Dec 2018	\$32.33

The player must authorise the storing of their credit card details for it to be processed as per the payment schedule detailed on the registration form. By doing so, the player has authorised the future payments to be taken at the agreed due dates from the supplied credit card.

#### Pay Online

We accept VISA and MASTERCARD

Name on Card \*

Test card

Card Number \*

4200 0000 0000 0000

CVC/CVV \*

321

Expires \*

01 ▼

2018 ▼

Save as my new credit card details. This is a recurring payment authority and where you have authorised us to collect such fees using a recurring payment, that you have read and understood and agree to be bound by our Recurring Payment Terms and Conditions.

Pay Now

### Payments outside the schedule

Players can elect to process future payments earlier than they are due by using the 'Pay Now' function in the MyNetball Participant Portal. This will process the payment and remove it from the payment processing queue.

The screenshot shows the mynetball user interface. At the top, there is a navigation bar with a home icon, 'My Details', 'Affiliations', 'Activity', 'Club', 'Learning', and a 'Log out' button. The user's name 'Cassidy, Paddy' and 'Netball Australia' are displayed in the top right. Below the navigation bar, the 'My Payments' section is active, with tabs for 'Outstanding Payments' and 'My Purchases'. A table lists six outstanding payments with columns for Invoice No, Invoice Date, Description, Entity, Due Date, and Amount. Each row includes a 'Pay Now' button and icons for email, eye, and download. At the bottom, there is a 'Powered by InteractSport' logo and a 'Contact Support' link.

Invoice No	Invoice Date	Description	Entity	Due Date	Amount	Pay Now	Email	Eye	Download
1526517	Oct 9, 2018	2018 NetSetGO (Payment 2)	Rochelle's Test Club	Nov 15, 2018	\$250.00	Pay Now	✉	👁	⬇
1526518	Oct 9, 2018	2018 NetSetGO (Payment 3)	Rochelle's Test Club	Dec 15, 2018	\$250.00	Pay Now	✉	👁	⬇
1526519	Oct 9, 2018	2018 NetSetGO (Payment 4)	Rochelle's Test Club	Jan 15, 2019	\$250.00	Pay Now	✉	👁	⬇
1526514	Oct 9, 2018	2018 NetSetGO (Payment 2)	Aberfeldie Netball Club	Nov 15, 2018	\$20.00	Pay Now	✉	👁	⬇
1526515	Oct 9, 2018	2018 NetSetGO (Payment 3)	Aberfeldie Netball Club	Dec 15, 2018	\$20.00	Pay Now	✉	👁	⬇
1526512	Oct 9, 2018	2018 NetSetGO	Caulfield & District Netball Association		\$120.00	Pay Now	✉	👁	⬇

When selecting the 'Pay Now' button an invoice will popup which will prompt the player to enter their payment details for this payment instalment only

**Invoice**

**Details of Purchase**

Name: Paddy Cassidy      Invoice Number: 1526517

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Wednesday - GO - Competition - Activity Dates: 17-Jan to 17-Feb Start Time: 09:00AM 2018 NetSetGO (Payment 2)      \$250.00

**Total**      **\$250.00**

\* Prices quoted in AUD and include of 10%.

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**Pay Online**

We accept VISA and MASTERCARD

**Name on Card \***

PinPayments (test mode)

**Card Number \***      **CVC/CVV \***

4200 0000 0000 0000     

**Expires \***

01      2018

[Pay Now](#)

[Cancel](#)



## Frequently Asked Questions

### What happens if there is a saleable item included in the registration product?

The payment schedule will be based on the total amount including the saleable item/s and split accordingly.

#### Details of Purchase

Junior	\$150.00
Tiger Tops	\$80.00
<b>Total</b>	<b>\$230.00</b>

\* Prices quoted in AUD and include GST of 10%.

#### Payment Schedule

	Due	Amount
Payment 1	Now	\$57.50
Payment 2	15 Nov 2018	\$57.50
Payment 3	15 Dec 2018	\$57.50
Payment 4	15 Jan 2019	\$57.50

### What happens if offline payment option is selected?

The player cannot select the pay offline option if they have opted to use the part payment feature. All part payments will be deducted automatically from the supplied credit card.

### How are the fees distributed through the primary disbursement gateway?

All payment processing fees and any liabilities owed to associations and State Member Organisation are calculated and paid on the first instalment. This is why the first payment amount is usually larger than the instalments that follow.

### What is the minimum instalment amount?

The minimum instalment is \$20. If an instalment amount is less than \$20, then the part payment feature cannot be used by the player.

### How is the payment schedule determined?

Payment schedule is determined by Netball Australia. All instalments following the initial payment will be due the following calendar month.

### Can I make an early payment using a different credit card?

Yes, using the 'Pay Now' feature, a player can choose to pay using a different credit card. Any future automated payments will be charged to the original credit card where the authority was given.

### How do I update my credit card details for future instalments?

Players can use the 'Payment Settings' feature under the 'Activity' menu on the Participant Portal to update or remove their credit card details at any time.

### What happens if my credit card is lost/stolen and needs to be cancelled?

As above, players can use the 'Payment Settings' feature under the 'Activity' menu on the Participant Portal to update their credit card details to their new card.

### What happens if my credit card has insufficient funds and the payment is rejected?

The payment instalment remains outstanding and visible in the scheduled payments report. In this case, the administrator should contact the player and either:

- collect payment manually and mark the payment as paid
- instruct the player to update their credit card details in the participant portal and use the 'Pay Now' feature.

\*There is currently no notification to administrators that a payment has been rejected but has been included in the future enhancements list.

## Additional Support

For all additional support queries related to the automated part payments feature, please contact InteractSport support at [support@interactsport.com](mailto:support@interactsport.com).