Payment options and how they work

There are two options for participants to pay for their Award registration. One option is that they pay the Award directly and the second is that they pay the Award Unit and the Award invoices the Award Unit monthly for all new registrations. Each Award Unit can choose the option that works best for them.

Pay Award Process

1. The participant goes to www.onlinerecordbook.org . Under **Not Registered?** they select Award Participant and click **Register.** The participant completes the registration process.
2. When they get to the Payment Type the participant can select Pay online with PayPal account or credit/debit card or pay via bank transfer. They can then complete their registration.


- If they select Pay online with PayPal account or credit/debit card the system will then send an email link to the parents (if the participant is under the age of 18). This is the same email that will ask for parental consent to take part in the Award. Once the parent gives consent the system will take them to the login for PayPal so the parent/guardian can pay.If the parent does not pay at this point, next time the participant tries to log in they will get a message saying **Payment Not Complete.** They can then click on **Pay Now** which will take them back to the PayPal page .
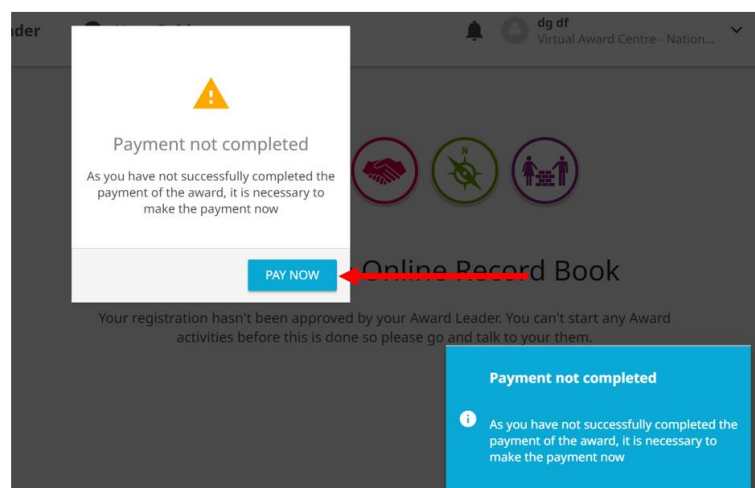
- If they choose to pay by bank transfer then they should write down the Award's bank account details so that their parent/guardian can transfer the money. The Award will follow this up with an email to the participant and their parent/guardian with the account details so the registration fee can be paid.

3. Once they have completed the registration the participant's registration will now show up on your To Do List under Registration (or Unassigned Participants in which case you will need to assign them to the Award Leader who will manage their Award first). Under payment they will show up as Not Paid

	ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Labels	Parent Approval	Payment	Review	Action
	PN002100003	Tommy-T	Williams	11/01/2024	BRONZE	✓		Electronically ✓	Not paid	Confirm	Approve

Please do not confirm payment or change the payment fields. Changing the payment field will break the PayPal link and approving the registration before payment has been made will result in the Award invoicing your Award Unit for the registration fee.

4. If the participant's registration has been paid for by PayPal, the payment field will automatically change to paid once payment has been made. If payment is made by bank transfer, the Award will change the payment field to paid once payment has been made.

	ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Labels	Parent Approval	Payment	Review	Action
	PN002100003	Tommy-T	Williams	11/01/2024	BRONZE	✓		Electronically ✓	Paid ✓	Confirm	Approve

5. Once payment has been made and the participant has confirmed their email address and parental consent has been given (these fields will automatically be changed to a green tick once completed) you can now approve the registration.

Pay Award Unit Process

1. The participant goes to www.onlinerecordbook.org . Under **Not Registered?** they select Award Participant and click **Register.** The participant completes the registration process.
2. When they get to the Payment Type the participant will select **Other method (pay/paid to Award Unit or other arrangements have been made).**

Payment Type:

◯ Other method (pay/paid to Award Unit or other arrangements have been made)
Bring required amount to your Award Leader or Award Coordinator in your Unit.

Show security and refund policy

Continue

3. Once they have completed the registration the participant's registration will now show up on your To Do List under Registration (or Unassigned Participants in which case you will need to assign them to the Award Leader who will manage their Award first). Under payment they will show up as Pay Award Unit

4. Once your Award Unit has received payment from the participant, under Review click **Confirm.**

5. Check the box next to Transaction ID to confirm that you are happy for your Award Unit to be invoiced for the registration. If you want, you can add in a Transaction ID reference, add in a payment date and change the payment to paid but this is not necessary.Then click **Save.**

6. You can now approve the registration.

7. The Award will invoice you at the start of each month for all new registrations approved in the previous month. We suggest getting payment from the participant prior to approving the registration.

Related Policies

- Changing Award level policy
- Refund and Cancellation Policy
- Participant Assistance Fund