

## 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.

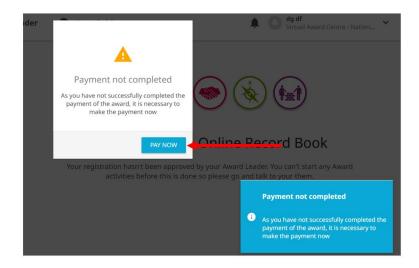
## **Pay Award Process**

- 1. The participant goes to <u>www.onlinerecordbook.org</u>. 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.

Payment Type:

$\bigcirc$	Pay online with PayPal account or credit/debit card
	Select this option to pay (or your parent/guardian) to pay through Paypal or by credit/debit card.
0	Pay by bank transfer to the National Office's ANZ account (06-0507-0091490-00). Bronze and Silver level - \$95 and Gold level - \$125. Please use your name and surname as the description and write down the account details to avoid a delay in getting your registration paid and approved. Select this option if you want to pay for your registration by bank transfer.
	Show security and refund policy Continue

• 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



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 V	First w	Last <b>v</b> 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 <u>www.onlinerecordbook.org</u>. 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.

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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

ID T	First v Name	Last v Name	Registration Tate	Level 🔻	Email Confirmation	Labels w	Parent Approval 🛛	Payment 🔻	Review	Action
PN002100003	Tommy-T	Williams	11/01/2024	BRONZE	~		Electronically 🗸	Pay Award Unit 🕓	Confirm	Approve

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

ID W	First Name	Last Name 🖤	Registration Date	Level 🔍	Email Confirmation	Labels w	Parent Approval 🖤	Payment	v	Review	Action
PN002100003	Tommy-T	Williams	11/01/2024	BRONZE	~		Electronically 🗸	Pay Award Unit		Confirm	Approve

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.** 

#2100003 - Tommy-T Willia	ms
hjkh@Hjkhjkhjk.com	
Award Start Date	
11/01/2024	
Payment	Payment Date
Pay Award Unit 🗙 🔻	Date
Transaction ID	Confirmed
Printable Parental Consent Form	<ul> <li>Confirmed</li> </ul>
Email Confirmed     As an Award Participant I am happy to par Satisfaction Surveys	ticipate in the Foundation's Participant
Close Delete Registration	Save

6. You can now approve the registration.

ID V	First Name	Last w Name	Registration Date	Level 🔻	Email Confirmation	Labels 🛛 🐨	Parent Approval 🔻	Payment w	Review	Action
PN002100003	Tommy-T	Williams	11/01/2024	BRONZE	~		Electronically 🗸	Paid 🗸	Confirm	Approve

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**

- <u>Changing Award level policy</u>
- <u>Refund and Cancellation Policy</u>
- Participant Assistance Fund