SCCTM Help Files

Paying once for multiple transactions

To avoid paying separately for each transaction, follow these steps:

1. For each transaction except the final one, click the **Invoice me** button rather than the **Pay online** button.
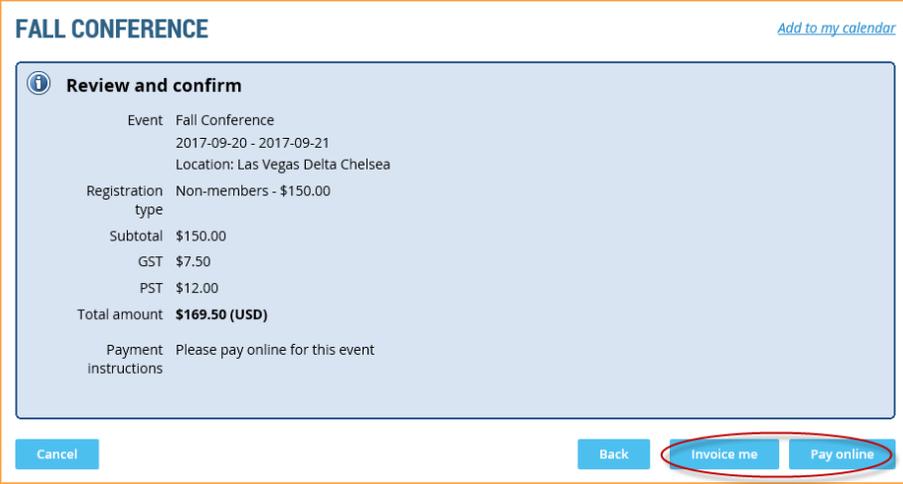
For the final transaction, click the **Pay online** button and all the transactions will be combined into a single payment.

2. Registering and paying for another contact

A contact can register another contact for an event, and pay the event registration for the other contact. As well, an administrator can change which contact is invoiced for an event registration so that one contact is registered for the event and a different contact is invoiced for the registration fee.

Why would I want to do this?

Maybe you're hosting an educational event for which scholarships are awarded to deserving students by a charitable foundation. You want the students to be registered for the event, but the foundation to be invoiced for the registration fees.

Registering another contact through online self-service

A contact can register another contact for an event by logging in then entering the other contact's email address during the <u>registration process</u>.

If the contact doing the registration is already registered for an event, they can click the **New registration** button after clicking the **Register** button from the event details.

1.   *Paying for multiple transactions*
2.   *Registering and paying for another contact.*
3.   *Displaying invoices and payments.*

In either case, the contact doing the registering will be invoiced for the registration fee.

3. Displaying invoices and payments

To display their invoices and payments, a person in your contact database follows these steps:

1. Log into your Wild Apricot site, from a computer or mobile device.

2. Clicks the **View profile** link, or – depending on your website theme – their name which may appear in place of the **View profile** link.

3. Clicks the **Invoices and payments** link.

Viewing invoice details

Any record on **Invoices and payments** tab can be opened and reviewed in detail.

SCCTM Help Files

For example, to review registration information for an event, click the corresponding invoice to view the details.

Invoice #00045

Invoice details	
Balance due	$0.00
Amount	$508.50
	$508.50 paid on 30 May 2012
Invoice #	00045
Date	30 May 2012
Origin	Event registration
	Fall Conference (Delta Chelsea)
Invoiced to	Derick Clapton
	derick@dominos.com

Item	Amount
Registration for "Fall Conference" (11 Sep 2012 9:00 AM - 13 Sep 2012 5:00 PM, Delta Chelsea), Members	$200.00
Bringing guest? - 1 guest	$250.00
Subtotal	$450.00
GST	$36.00
PST	$22.50
Invoice total	$508.50

From invoice details, click on **Event registration** link to see the specifics of past event registration.

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Fall Conference

📅 Add to my calendar

ℹ️ Registration confirmed (view invoice). To change or cancel, contact administrator.

Event	Fall Conference
	11 Sep 2012 9:00 AM - 13 Sep 2012 5:00 PM
	Location: Delta Chelsea
Registration type	Members - $200.00
Extra costs	$250.00
Subtotal	**$450.00**
GST	**$36.00**
PST	**$22.50**
Total amount	**$508.50 (USD)**

Registration form

First name	Derick
Last name	Clapton
Organization	
Phone	
Email	derick@dominos.com
State/Province	
Meal choice	
Bringing guest?	✔ 1 guest $250.00 (USD)
Attendees list	✔ Include name in list of event attendees.

Review my registrations

New registration

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From here, select one or more outstanding invoices then click the appropriate button to make the payment. You can also select and apply any unused account credits to the net amount.