

Set-up to receive Online Payments

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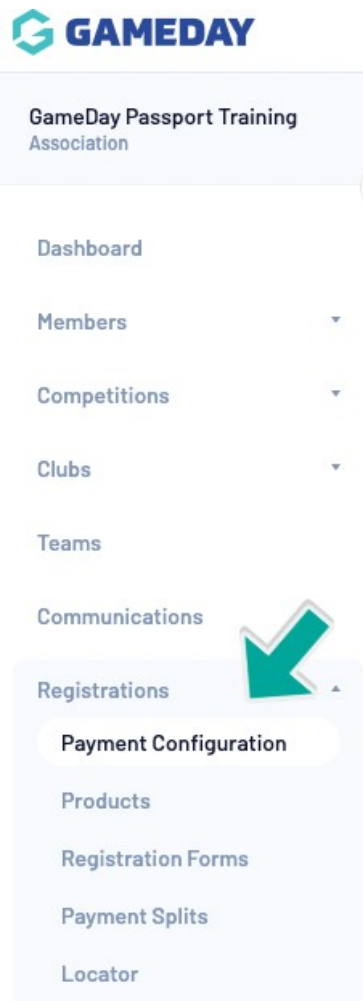
How to set-up to receive Online Payments

This step-by-step guide will help users through the process of setting up to receive online payments, which also forms part of the process to access the online membership system. When you successfully set-up your organisations Bank Account details, you will start to receive settlement funds processed via GameDay Passport:

This is editable for any Organisation that wishes to transact utilising online payments.

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. Click "Registrations" in the top menu bar and then click "Payment Configuration".



2. On the next page, select the **Bank Account Details** button.

Payment Configuration

Your Bank Account Details

GameDay will transfer funds directly to the nominated bank account for your Organisation for online payments transacted via any of the listed payment gateways.

Add Bank Account Details

Payment Gateways



NOTE: the information needing to be added here will be different depending on your country. Australian organisations will have basic details but international organisations (UK, NZ, ASIA etc) will need to add extra information as the bank details are different to that of Australia.

If your organisation is an international organisation and don't see this extra information, please contact the support team who can enable this for you.

3. Input the relevant bank details.

AUD / NZD / GBP Currencies

Please input a Branch Code/Sort Code (no more than 6 digits), account name and account number as well as a copy of the bank statement showing these details.

Also please provide a **soft descriptor** unique to your organisation (no more than 18 characters). This is the descriptor that payees will see on their credit card statement to know what the payment was for. Most times this is an acronym or a shortened name of your organisation.

Bank Account

To modify, change the details in the boxes below. When you have finished, press the **'Update'** button.

Note: All boxes marked with a * must be filled in.

Branch Code (BSB) *

123456

Account Number *

1234567

Account Name *

Test Account

IBAN[Ⓜ] *

123456788765432

SWIFT/BIC Code[Ⓜ] *

98343541

Beneficiary Address[Ⓜ] *

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To validate your bank details, please provide a scanned copy of your latest bank statement.

Choose file No file chosen

Credit Card Descriptor *

GameDay

Note: This is the descriptor that payees will see on their credit card statement. You should make this very clear. You have 18 characters to do this. Bear in mind that not all members may recognise the payment from the organisation's acronym. If you wish to change your custom descriptor at a later date, please contact us at <http://support.mygameday.org>

Update



All Other Currencies

Please input a Sort Code, account name and account number as well as a copy of the bank statement showing these details.

You will also be asked to input:

- **IBAN number:** It is your international account number, if you are unsure of this number please contact your bank. The IBAN number consists of a two-letter country code, followed by two check digits, and up to thirty-five alphanumeric characters.

- **SWIFT/BIC Code:** A BIC (Bank Identifier Code) is the SWIFT Address assigned to a bank in order to send automated payments quickly and accurately to the banks concerned. It uniquely identifies the name and country, (and sometimes the branch) of the bank involved. Please contact your bank if you are unsure of this code- it is an 8-11 character code that identifies your country, city, bank, and branch.

- **Beneficiary Address:** This is your bank address. Your beneficiary bank is your final destination bank and where your funds are received. Please contact your bank if you are unsure of this address.

Bank Account


To modify, change the details in the boxes below. When you have finished, press the **'Update'** button.
Note: All boxes marked with a * must be filled in.

Branch Code (BSB) *	<input type="text" value="123456"/>
Account Number *	<input type="text" value="1234567"/>
Account Name *	<input type="text" value="Test Account"/>
IBAN ¹ *	<input type="text" value="123456788765432"/>
SWIFT/BIC Code ¹ *	<input type="text" value="98343541"/>
Beneficiary Address ¹ *	<input type="text" value="44 Gameday Close"/>

To validate your bank details, please provide a scanned copy of your latest bank statement.

No file chosen

Credit Card Descriptor *	<input type="text" value="GameDay"/>	<small>Note: This is the descriptor that payees will see on their credit card statement. You should make this very clear. You have 18 characters to do this. Bear in mind that not all members may recognise the payment from the organisation's acronym. If you wish to change your custom descriptor at a later date, please contact us at http://support.mygameday.org</small>
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4. Once all information has been input click **UPDATE**.

Once you have set up your forms and products you can start taking online payments.