

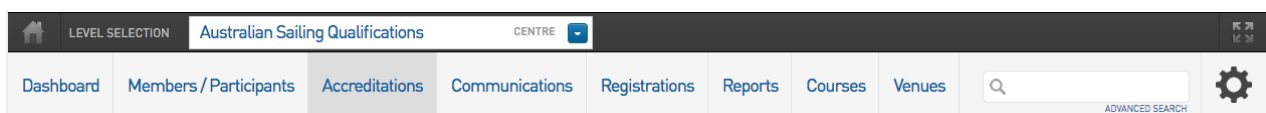
How do I send Course Payment Reminder Emails?

Last Modified on 06/12/2023 11:01 am AEDT

This functionality is designed to allow the national administrator to send payment reminders to participants who have been invoiced for qualification renewals. The purpose is to give the ability to send multiple emails to a member to remind them to pay by filtering via the due date of the invoice.

How to send a Payment Reminder Email

- 1) Login to Qualification Database
- 2) From the Database Dashboard click on Accreditations



- 3) In the Pending Renewals Search specify the date range you wish to search for renewal invoices that have yet to be paid.

Accreditation Renewal

Expiring Accreditation Search
Pending Renewals Search

Search for members who have been invoiced for an upcoming accreditation renewal but have not yet paid.

Specify a date range for the accreditation renewal

From date:

To date:

- 4) Click Search
- 5) A list of participants with invoices due within the specified range will appear.

Pending Accreditation Renewals

<input type="checkbox"/>	Name	Level	Provider	Renewal Date	Reaccreditation Date	Due Date (New renewal date)	Amount Due	Paid Status	Actions
<input type="checkbox"/>	[Redacted]	Dinghy	Yachting Australia Instructor General Principles	30/12/2016	05/09/2019	30/12/2017	\$102.00	Unpaid	Cancel Invoice
<input type="checkbox"/>	[Redacted]	Dinghy	Yachting Australia Instructor General Principles	30/12/2016	05/09/2019	30/12/2017	\$102.00	Unpaid	Cancel Invoice
<input type="checkbox"/>	[Redacted]	Dinghy	Yachting Australia Instructor General Principles	30/12/2016	05/09/2019	30/12/2017	\$102.00	Unpaid	Cancel Invoice

- 6) Tick the box next to the participants you wish to invoice and then click Customise Reminder Email.

Customise Reminder Email

7) Next you can populate the template with additional customised text with further information about the invoice.

Accreditation Renewals - Send Reminder

Send an accreditation renewal reminder to the selected recipients.

The reminder email will contain instructions on paying the renewal invoice. You can customise the introductory text below.

<input checked="" type="checkbox"/> Name	Email	Due Date (New Renewal Date)
<input checked="" type="checkbox"/>		23/12/2017

Dear << Member Name >>,

Accreditation renewal is now payable for the following:

- << Accreditation Listing >>

[Click here](#) to commence payment.

Australian Sailing Qualifications

Send Reminder

8) Once satisfied Click Send Reminder to email the payment email.
