

How do I enable instalment payments on my form?

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Overview

Organisations collecting payments through Passport's registration and payment features have the ability to offer instalment plans on their registration forms. This allows members to pay for their total order amount over a period of time, rather than a single upfront payment.

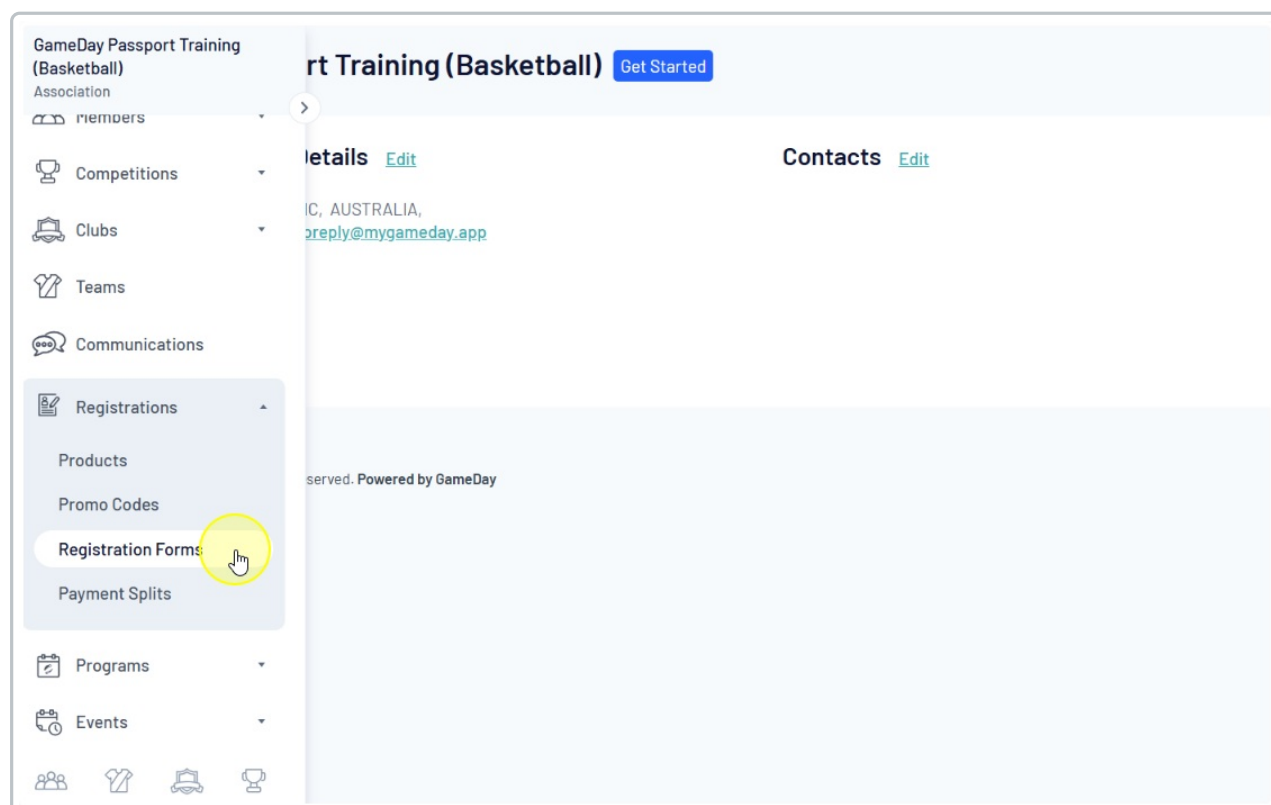


Note: All instalment payments are broken down in intervals of two weeks, with the total order amount evenly split for each payment

Step-by-Step

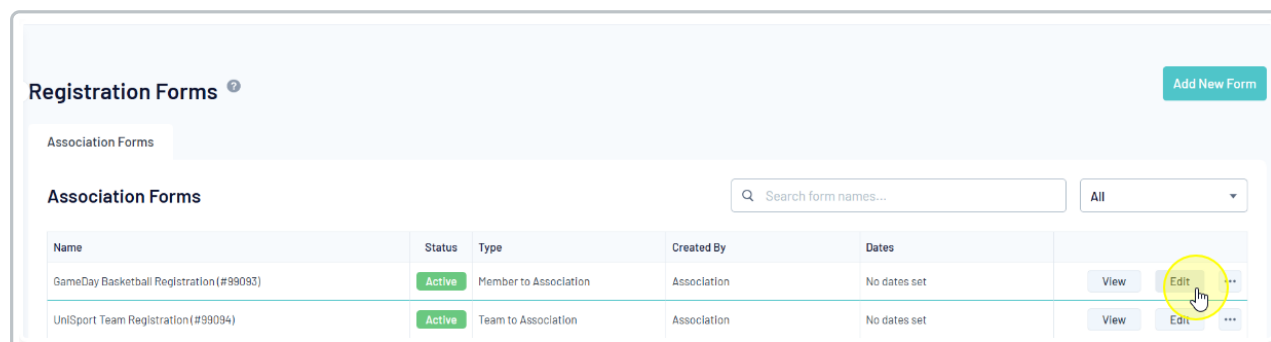
Step 1: Open the Registration Forms list

In the left-hand menu, click **Registrations** > **REGISTRATION FORMS**



Step 2: Edit the relevant Form

On the Registration Forms page, locate the form for which you want to enable instalments, then click **EDIT**



Step 3: Enable instalment payments

On the Settings tab, you will see a section labelled **Instalment Payments**, comprising two options:

- **Allow Instalment Payments:** Setting this to 'Allow' grants the use of instalment payments for this form and all shared forms. You can hover over this option to see more information about the schedule and terms of instalment payments



Note: The **Allow Instalment Payments** option can only be set by the form owner. If a form has been shared down to you and this option is set to 'Don't Allow', you will need to seek permission from the form owner (I.e. your National or State body) to enable instalment payments for your level.

Ownership of a form can be transferred to a lower level using the **REPLICATE** option on the Registration Forms list, in which case the lower level will then be able to allow or disallow instalments

- **Enable Instalment Payments:** Setting this to 'Enable' will allow your specific version of the form. I.e. instalments will be enabled for your specific database.



Note: The **Enable Instalments** option must be controlled by the organisation to whom registrations will be directed. For example, on a Member to Association form, only Associations will be able to enable or disable instalments (provided the form creator has the 'Allow Instalment Payments' option set to Allow). The same holds true for Member to Club forms - in this scenario, clubs control whether instalment payments are enabled for their version of the form, if allowed.

Form Status ⓘ	Active ▼
Registration Date Range ⓘ	
Registration end date ⓘ	
Payment is Compulsory ⓘ	☐
Allow Instalment Payments ⓘ	Allow ▼
Enable Instalment Payments ⓘ	Enable ▼
Allow Member to Register as:	☒ Player ☐ Coach ☐ Manager ☐ Official ☐ Non Competitor or Supporter ☐ Volunteer
Allow multiple registration (family registration) ⓘ	Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations.

Step 4: Save your changes

Once satisfied, click **SAVE** to lock in your updates.

Primary page background ⓘ	
Secondary page background ⓘ	
Save 	

When members register through this form, they will see an option at the end of the form allowing them to pay their order off in four fortnightly instalments. Once payment is processed for the initial instalment, their future instalments will be charged automatically to their chosen payment method.