

How do I enable instalment payments on my product?

02/03/2026 10:36 am AEDT

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

Step 1: Open the Registration Forms list

1. In the left-hand menu, click **Registrations > PRODUCTS**

The screenshot shows the Passport system interface. On the left is a navigation menu with items: Dashboard, My Organisation (NEW), Finances, Members, Competitions, Clubs, Teams, Communications, Registrations (highlighted with an orange circle), Programs, Events, Reports, and Marketplace. At the bottom of the menu are icons for Members, Teams, Clubs, and Comps. The main content area shows a product details page for 'VIC, AUSTRALIA' with a 'Details Edit' link and a 'Contacts Edit' link. Below this is a 'Stats Configure' section with eight empty charts: Members, Players by Gender (two instances), Players, Coaches, Umpires, New Members, and Members registered. The y-axis for all charts ranges from 0.0 to 1.0, and the x-axis is labeled 'May 12'.

Step 2: Edit the relevant Form

On the Products page, locate the product for which you want to enable instalments, then click on the Magnifying Glass Icon

(Basketball) Association

Products

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

[Add a Product](#) Product Name: Showing: Active Group: Select an O...

Name	Price	Active ?	Created By	Split Name	Instalments	Copy Pr
Group: Affiliation Fees (2 products)						
Affiliation Fee - Juniors	50.00	<input checked="" type="checkbox"/>	National Body		No	Locked
Affiliation Fee - Seniors	75.00	<input checked="" type="checkbox"/>	National Body		No	Locked
Group: Basketball (3 products)						
Basketball New Player Regis...	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	No	Copy
Basketball Returning Player ...	35.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	No	Copy
Basketball Team Registration	300.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	No	Copy
Group: Merchandise (3 products)						
Cap	1.00	<input checked="" type="checkbox"/>	National Body		No	Not cre
Equipment	20.00	<input checked="" type="checkbox"/>	National Body	Test split	No	Not cre
T-Shirt	20.00	<input checked="" type="checkbox"/>	National Body		No	Not cre
Group: (8 products)						
nat prod and split - sell at as...	12.00	<input checked="" type="checkbox"/>	National Body	100% National	No	Not cre
National Hundred (No Split)	100.00	<input checked="" type="checkbox"/>	National Body	100% National	No	Not cre
National Hundred (used to h...	100.00	<input checked="" type="checkbox"/>	National Body		No	Not cre

Step 3: Navigate to the "Pricing" tab

GAMEDAY STAGING / DEVELOPMENT ENVIRONMENT (db: fsp-staging-2021-08-09-cluster.cluster-cu60pxbursm)

GameDay Passport Training (Basketball) Association

Products > Basketball New Player Registration

Edit Products - Basketball New Player Registration

IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existi... previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products thro... have any doubts about whether you should be adding new products or editing existing ones please refer to [Support Centre - User Guides](#)

Details

Fields marked with * are compulsory.

Name: * Basketball New Player Registration

Product Reporting Season: --No Season--

Archive Product:

Grouping Category: Basketball

Product Type: * Membership

Allow Multiple time purchasing:

Allow Multiple Quantity Purchasing:

Step 4: Enable instalment payments

On the Pricing tab, you will see a field labelled **Instalment Payments**, comprising three options:

- **Don't allow Instalment Payments:** Setting this option excludes this product from being purchased in instalments
- **14 days x 4 payments:** Selecting this option will break this product purchase into 4 equal payments, each payment is taken 14 days apart

- **30 days x 6 payments:** This option will allow users to pay for this product in 6 payments, with each payment taken every 30 days

IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please refer to [Support Centre - User Guides](#)

Pricing
Fields marked with * are compulsory.

Tax Description: * Inclusive

Minimum System Login to change price: Select Level

Minimum System Login to Sell Product: Select Level

Price: Single price Multiple prices

Single Pricing: \$ 50.00

Instalment Payments: **30 days x 6 payments**

Payment Split: * 100 per cent to Association

[Update](#) [Click here to return to product list.](#)

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Step 5: Click Update to save your changes

IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please refer to [Support Centre - User Guides](#)

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Single Pricing: \$ 50.00

Instalment Payments: 30 days x 6 payments

Payment Split: * 100 per cent to Association

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

