

PROCESSING AN OFFLINE PAYMENT

The offline (cash) payment option is available to Club Admins for any purchases that are a single product in cart, such as club memberships or event entries.

When is the option not available:

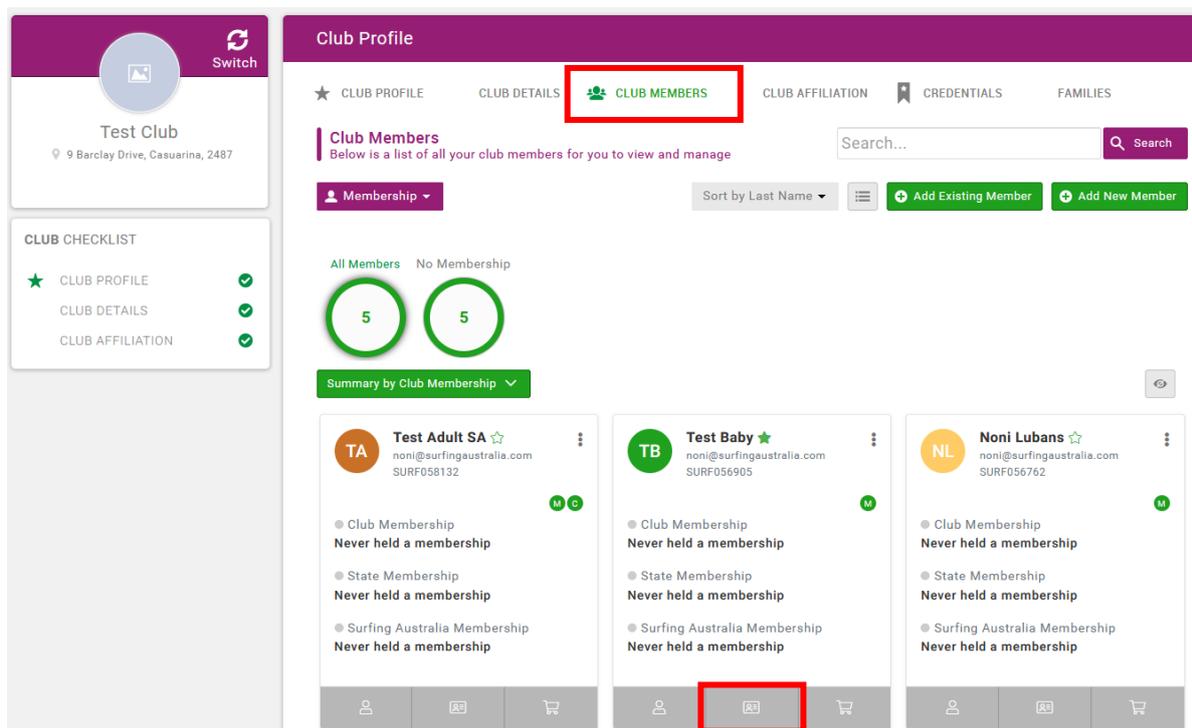
If the club membership is part of a bundle (such as a state membership bundle), the offline payment will not be an option as part of the payment belongs to a different financial entity (e.g. the state surfing organisation).

If the membership or event belongs to a different club where the person processing the payment is not an admin, the offline payment option will not be available.

Steps on how to process the offline payment:

Go to the CLUB MEMBERS section of your Club Profile.

Locate the members name in the list and click on VIEW MEMBERSHIPS.



Click on BUY/REVIEW MEMBERSHIPS.

Buy/Review Memberships

Select the membership and click CHECKOUT.

Please note there may be some membership or event terms here. You need written agreement to these terms from the member if you are processing a payment on their behalf.

State/Club Membership > Test Club > Adult

<p>\$0</p> <h3>Adult</h3> <p>Benefits</p> <ul style="list-style-type: none">• Having fun both in and out of the water and sharing the joys of a surfing life.• Please contact the club for a full list of benefits <p><input checked="" type="checkbox"/> SELECTED</p> <p>1 Year Membership</p> <p>More info</p>	<p>\$0</p> <p>Benefits</p> <ul style="list-style-type: none">• [Not available] <p>Historical Membership</p> <p>1 Year Membership</p> <p>More info</p>
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About this membership

Welcome and thank you for supporting our organisation. We value each and every one of our members, and thank you for your loyalty over the years.

[Save and Continue](#)

[Checkout](#)

When you are at cart, click OFFLINE PAYMENT.

Hide saved items

[Update](#)

Order Summary

Total items	1
Item saved for later	0
Net Total	\$25.00
Total (AUD)	\$25.00

[Offline Payment](#) [Pay with Card](#)



OFFLINE PAYMENT

Use Offline payment to complete any payments which have already been completed offline.

South Arm Boardriders Club
1 item(s) totalling \$25.00

Test Adult SA

noni@surfingaustralia.com

[Change payment user](#)

Cash

Reference

[Click to proceed](#)

Check the details in the pop up and select CLICK TO PROCEED.