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.

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.





When you are at cart, click OFFLINE PAYMENT.



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

	X
OFFLINE PAYMENT	
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South Arm Boardriders Club 1 item(s) totalling \$25.00	
Test Adult SA	
noni@surfingaustralia.com	
Change payment user	
Cash 🗢	
Reference	
Click to proceed	
	OFFLINE PAYMENT Deayment to complete any payments which have alread been completed offline. South Arm Boardriders Club 1 item(s) totalling \$25.00 Test Adult SA noni@surfingaustralia.com Change payment user Cash Click to proceed Click to proceed