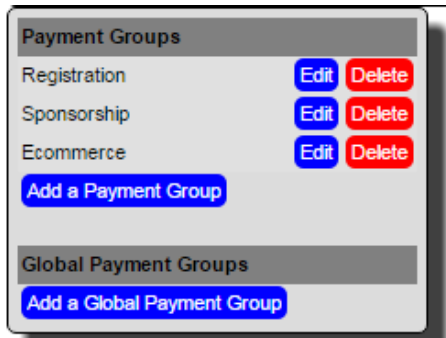


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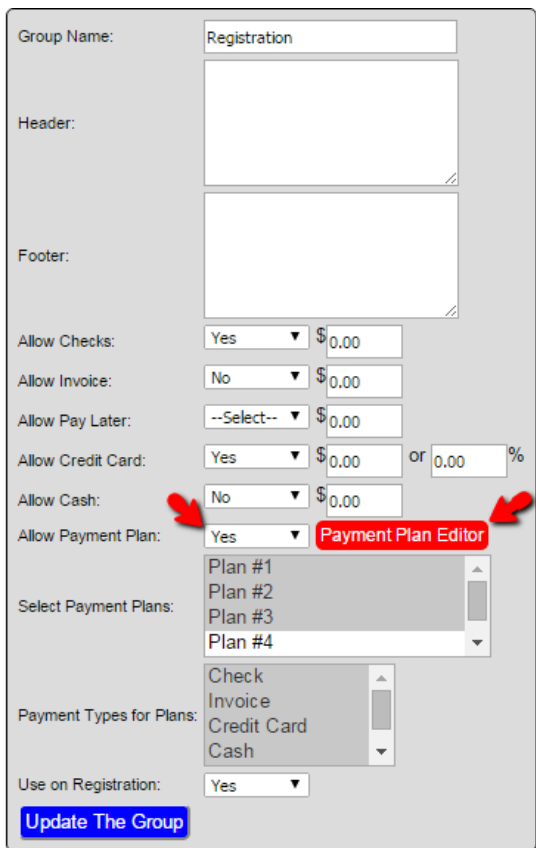
How do you setup payment plans?

You go to setup->registration->payment groups. There you can add a payment group or choose to edit an existing one.



The screenshot shows a 'Payment Groups' management interface. It lists three existing groups: 'Registration', 'Sponsorship', and 'Ecommerce'. Each group has 'Edit' and 'Delete' buttons. Below the list is a blue button labeled 'Add a Payment Group'. At the bottom, there is a section for 'Global Payment Groups' with a blue button labeled 'Add a Global Payment Group'.

When editing or creating a payment group, you have the option of allowing a payment plan.



The screenshot shows the 'Payment Plan Editor' form. It includes fields for 'Group Name' (set to 'Registration'), 'Header', and 'Footer'. Below these are various payment options: 'Allow Checks' (Yes, \$0.00), 'Allow Invoice' (No, \$0.00), 'Allow Pay Later' (--Select--, \$0.00), 'Allow Credit Card' (Yes, \$0.00 or 0.00%), 'Allow Cash' (No, \$0.00), and 'Allow Payment Plan' (Yes, with a red arrow pointing to the 'Payment Plan Editor' button). Below the 'Allow Payment Plan' section is a 'Select Payment Plans' dropdown menu with options 'Plan #1', 'Plan #2', 'Plan #3', and 'Plan #4'. There is also a 'Payment Types for Plans' section with a dropdown menu showing 'Check', 'Invoice', 'Credit Card', and 'Cash'. At the bottom, there is a 'Use on Registration' dropdown menu set to 'Yes' and a blue button labeled 'Update The Group'.

Make sure yes is selected then click payment plan editor. In the new window, click the plus sign to add a payment plan. Fill out the payment plan form according to your requirements.

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Edit Payment Plan

Name:

Plan #1

of Payments:

3

Payment Date Method:

Custom Dates ▾

Payment Amount Method:

Calculate Amounts ▾

Date of First Payment:

09/02/2010

- OR calculate from Entry Date:

☐

Date of Second Payment:

09/23/2010

Date of Third Payment:

10/14/2010

Down Payment:

25

%

Unique solution ID: #1044

Author: MYL

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