

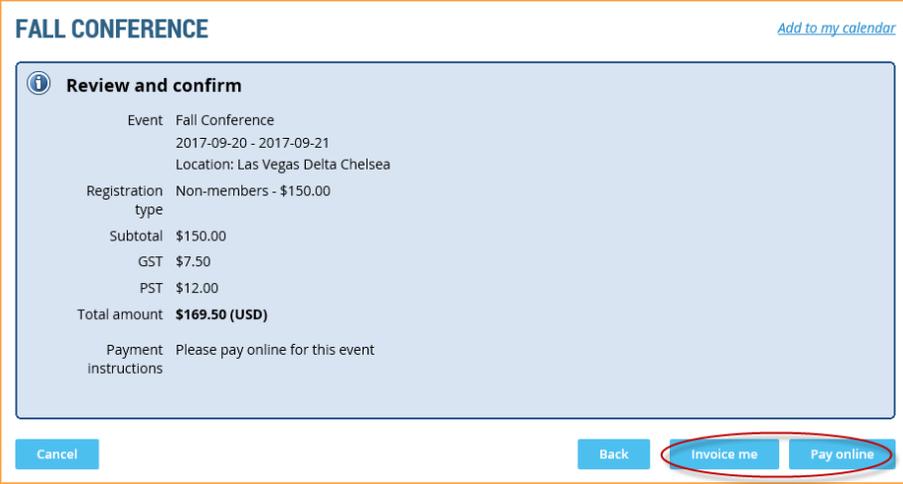
SCCTM Help Files

1. **Paying for multiple transactions**
2. **Registering and paying for another contact.**
3. **Displaying invoices and payments.**

Paying once for multiple transactions

To avoid paying separately for each transaction, follow these steps:

1. For each transaction except the final one, click the **Invoice me** button rather than the **Pay online** button.



FALL CONFERENCE [Add to my calendar](#)

Review and confirm

Event: Fall Conference
2017-09-20 - 2017-09-21
Location: Las Vegas Delta Chelsea

Registration type: Non-members - \$150.00

Subtotal: \$150.00
GST: \$7.50
PST: \$12.00

Total amount: **\$169.50 (USD)**

Payment instructions: Please pay online for this event

Buttons: Cancel, Back, **Invoice me**, Pay online

For the final transaction, click the **Pay online** button and all the transactions will be combined into a single payment.

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-

2. Registering and paying for another contact

A contact can register another contact for an event, and pay the event registration for the other contact. As well, an administrator can change which contact is invoiced for an event registration so that one contact is registered for the event and a different contact is invoiced for the registration fee.

Why would I want to do this?

Maybe you're hosting an educational event for which scholarships are awarded to deserving students by a charitable foundation. You want the students to be registered for the event, but the foundation to be invoiced for the registration fees.

Registering another contact through online self-service

A contact can register another contact for an event by logging in then entering the other contact's email address during the registration process.

If the contact doing the registration is already registered for an event, they can click the **New registration** button after clicking the **Register** button from the event details.

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Event registration

Date	Registration	Status
02 Jan 2013	Andrews, Steve steve@wildapricot.com	Confirmed View details

In either case, the contact doing the registering will be invoiced for the registration fee.

3. Displaying invoices and payments

To display their invoices and payments, a person in your contact database follows these steps:

1. Log into your Wild Apricot site, from a computer or mobile device.

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2. Clicks the **View profile** link, or – depending on your website theme – their name which may appear in place of the **View profile** link.
3. Clicks the **Invoices and payments** link.

My profile Balance: \$0.00

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Search Records found:4

Date	Transaction	Balance due
30 May 2012	Payment	\$508.50 Settled Invoice #00045
30 May 2012	Invoice #00045 Event registration Fall Conference	\$508.50 Settled Paid: 30 May 2012
23 May 2012	Payment PayPal Payments Standard	\$113.00 Settled Invoice #00037
23 May 2012	Invoice #00037 Member application Bronze	\$113.00 Settled Paid: 23 May 2012

Viewing invoice details

Any record on **Invoices and payments** tab can be opened and reviewed in detail.

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For example, to review registration information for an event, click the corresponding invoice to view the details.

Invoice #00045

Invoice details	
Balance due	\$0.00
Amount	\$508.50 \$508.50 paid on 30 May 2012
Invoice #	00045
Date	30 May 2012
Origin	Event registration Fall Conference (Delta Chelsea)
Invoiced to	Derick Clapton derick@dominos.com

Item	Amount
Registration for "Fall Conference" (11 Sep 2012 9:00 AM - 13 Sep 2012 5:00 PM, Delta Chelsea), Members	\$200.00
Bringing guest? - 1 guest	\$250.00
	Subtotal \$450.00
	GST \$36.00
	PST \$22.50
	Invoice total \$508.50

From invoice details, click on **Event registration** link to see the specifics of past event registration.

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Fall Conference

 [Add to my calendar](#)



Registration confirmed ([view invoice](#)). To change or cancel, contact [administrator](#).

Event	Fall Conference
	11 Sep 2012 9:00 AM - 13 Sep 2012 5:00 PM
	Location: Delta Chelsea
Registration type	Members - \$200.00
Extra costs	\$250.00
Subtotal	\$450.00
GST	\$36.00
PST	\$22.50
Total amount	\$508.50 (USD)

Registration form

First name Derick
Last name Clapton
Organization
Phone
Email derick@dominos.com
State/Province
Meal choice
Bringing guest? 1 guest \$250.00 (USD)
Attendees list Include name in list of event attendees.

[Review my registrations](#)

[New registration](#)

SCCTM Help Files

1. *Paying for multiple transactions*
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My profile **Balance due: \$282.50**

[My directory profile](#)

 [Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#)  [Invoices and payments](#)

 Balance due (2 items): **\$282.50**

Search Records found: **17**

Date	Transaction	Balance due <input checked="" type="checkbox"/>
03 Jul 2012	Invoice #00072 Member renewal Platinum	\$56.50 <input checked="" type="checkbox"/>
Please pay online		
03 Jul 2012	Invoice #00071 Event registration Fall Conference	\$226.00 <input checked="" type="checkbox"/>

From here, select one or more outstanding invoices then click the appropriate button to make the payment. You can also select and apply any unused account credits to the net amount.