

PayMe Use Case - Sell Merchandise

PayMe Forms is where you can create your own form/webpage to collect various payments such as donations, tournament fees, travel expenses, etc. Each PayMe that is created is given its own designated URL/link that you can then share to accept multiple payments.

For convenience, there are SignUp and Fundraising pre-built forms. Alternatively, you can use the Custom form to fully modify all fields.

<https://vimeo.com/showcase/11540925/embed2>

PayMe Landing Page

All of your active PayMe's (that you've not set as 'Private') are conveniently located on your organization's designated Landing Page. Rather than having to share each of your PayMe's URL/link, you can choose to share your organization's landing page URL/link (or even post it on your website) and direct your customers to find it there.

To locate your organization's Landing Page URL/link, simply copy the URL/link from the browser.

Unless a PayMe is set as "Private", it will show on your public landing page

Example of PayMe Landing Page

Each PayMe is colour-coded:

- SignUp PayMe's are in blue
- Fundraising PayMe's are in green
- Custom PayMe's are in orange

PayMe's that are inactive (i.e. waiting, closed or expired) will appear faded.

Once a PayMe has been archived by you, it will no longer appear on the Landing Page.

Demo League

Summer Sign UpOpen

This is to pay for the clinic

Open now until 2024-05-02
100 spots remaining[Pay Now >](#)

Coach TrainingFull

Pay for required coaches clinic

Full - All 2 spots reservedUnavailable

Parent and TotExpired

Introductory class for Parents and Tots

ClosedUnavailable

End of Year PartyOpen

Donations will be used to buy supplies for the end of year party

Open now until 2024-05-30[Pay Now >](#)

New Uniform FundraiserWaiting

Help us raise funds to purchase new uniforms!

Opening on 2024-06-07 09:00Unavailable

Tournament TransportationOpen

Pay Transportation fees if participating in tournament

Open now[Pay Now >](#)

Viewing your PayMe's

Your PayMe's are organized into two reporting groups:






- **Active:** PayMe's that are active that have been sent, but have yet to be completed by the Recipient. These include requests with a status of Expired and Security.
- **Archived:** PayMe's that have been archived by you and are no longer editable. Once you are sure that you no longer need to make an amendment to a PayMe, you can archive it. (Note: You are Archiving the PayMe... this does not affect your ability to refund a payment.)

PayMe Overview

Click on the PayMe name for an overview of your PayMe and to view further details such as its history and a list of all payments under that PayMe.

Status

Each PayMe can have a different status:

 Open	A PayMe that is accepting payments
 Full	PayMe has reached a maximum number of accepted payments and is now closed. If any payments are refunded, it will reopen until it has reached a maximum number of accepted payments. You can always modify the PayMe and increase or decrease the maximum number of accepted payments, should it be required.
 Waiting	Waiting to open on the PayMe's start date and time as set by you.
 Expired	A PayMe that has expired or you have manually closed. To re-open, you must modify the PayMe and update the Expiry Date.
 Archived	PayMe has been archived and is no longer editable.

Actions

Depending on the reporting group you are viewing and the status of the request, there are different Actions available:



Modify: Modify the PayMe



Preview: View the PayMe



Share Link: Copy the URL/Link for the PayMe



Manually Close: Manually close this PayMe so no further payments can be made. This action can be undone.



Archive: Permanently archive the PayMe. This action cannot be undone.

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