

# 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 is a SignUp and Fundraising pre-built form. 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 on 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Once a PayMe has been archived by you, it will no longer appear on the Landing Page.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

<div><div>Summer Sign Up</div><div>Open</div><div>This is to pay for the clinic</div><div>Open now until 2024-05-02 100 spots remaining</div><div>Pay Now &gt;</div></div>	<div><div>Coach Training</div><div>Full</div><div>Pay for required coaches clinic</div><div>Full - All 2 spots reserved</div><div>Unavailable</div></div>	<div><div>Parent and Tot</div><div>Expired</div><div>Introductory class for Parents and Tots</div><div>Closed</div><div>Unavailable</div></div>
<div><div>End of Year Party</div><div>Open</div><div>Donations will be used to buy supplies for the end of year party</div><div>Open now until 2024-05-30</div><div>Pay Now &gt;</div></div>	<div><div>New Uniform Fundraiser</div><div>Waiting</div><div>Help us raise funds to purchase new uniforms!</div><div>Opening on 2024-06-07 09:00</div><div>Unavailable</div></div>	
<div><div>Tournament Transportation</div><div>Open</div><div>Pay Transportation fees if participating in tournament</div><div>Open now</div><div>Pay Now &gt;</div></div>		

## 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 amend a PayMe, you can Archive it. (Note: You are Archiving the PayMe... this does not effect 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:

 <b>Open</b>	A PayMe that is accepting payments
 <b>Full</b>	PayMe has reached maximum number of accepted payments and is now closed. If any payments are refunded, it will re-open until it has reached 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.
 <b>Waiting</b>	Waiting to open on the PayMe's start date and time as set by you.
 <b>Expired</b>	A PayMe that has expired or you have manually closed. To re-open, you must modify the PayMe and update the Expiry Date.
 <b>Archived</b>	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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