

# PayMe's

**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

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Once a PayMe has been archived by you, it will no longer appear on the Landing Page.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

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

## 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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