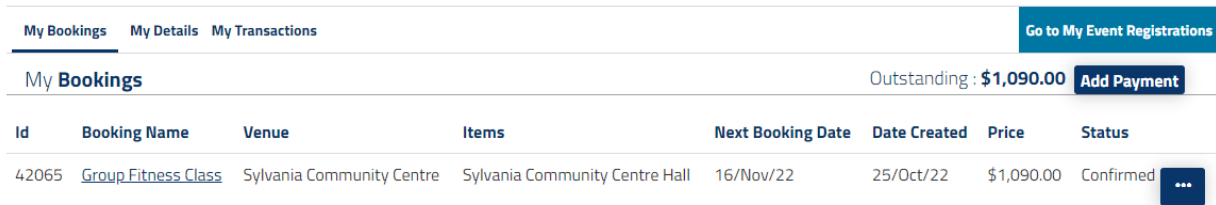


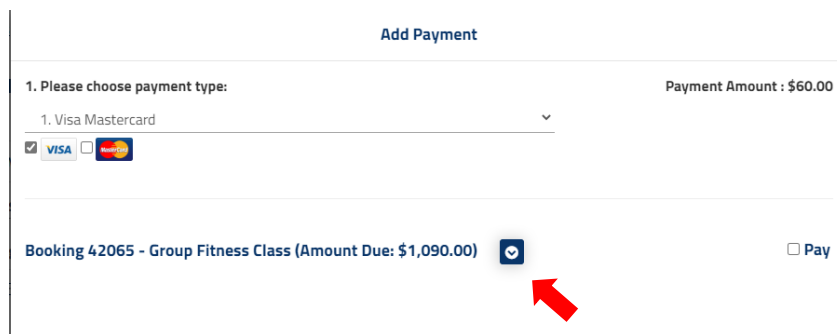
## Making a payment:

1. Log in to your account.



The screenshot shows the 'My Bookings' page with a navigation bar at the top containing 'My Bookings', 'My Details', and 'My Transactions'. A blue button 'Go to My Event Registrations' is in the top right. Below the navigation bar, the text 'My Bookings' is on the left, and 'Outstanding: \$1,090.00' is on the right, followed by a blue 'Add Payment' button. A red arrow points to this button. Below this is a table with columns: Id, Booking Name, Venue, Items, Next Booking Date, Date Created, Price, and Status. The first row contains: 42065, Group Fitness Class, Sylvania Community Centre, Sylvania Community Centre Hall, 16/Nov/22, 25/Oct/22, \$1,090.00, Confirmed. A blue three-dot menu icon is to the right of the 'Confirmed' status.

2. Drop down the booking number that you wish to pay. You can select some dates from multiple bookings.

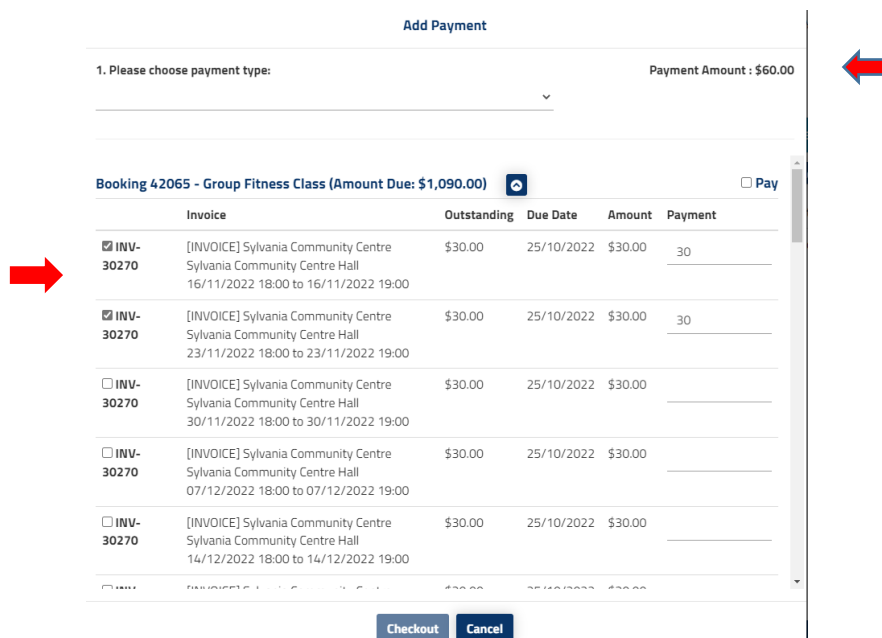


The screenshot shows the 'Add Payment' form. At the top, it says 'Add Payment'. Below that, it says '1. Please choose payment type:' and 'Payment Amount: \$60.00'. There is a dropdown menu showing '1. Visa Mastercard' and two radio buttons for 'VISA' (checked) and 'Mastercard'. Below this, there is a section for 'Booking 42065 - Group Fitness Class (Amount Due: \$1,090.00)' with a blue dropdown arrow icon and a 'Pay' checkbox. A red arrow points to the dropdown arrow icon.

3. Click on 'add payment'.

Please note: If on a mobile phone, part payment can be done from the booking overview screen.

- You can check how many dates you want to pay for and see the total at the top.



The screenshot shows the 'Add Payment' form with a table of invoices. The table has columns: Invoice, Outstanding, Due Date, Amount, and Payment. The first two rows are checked, and the last three are unchecked. A red arrow points to the 'Pay' checkbox on the right. Another red arrow points to the 'Checkout' button at the bottom.

Invoice	Outstanding	Due Date	Amount	Payment
<input checked="" type="checkbox"/> INV-30270 [INVOICE] Sylvania Community Centre Sylvania Community Centre Hall 16/11/2022 18:00 to 16/11/2022 19:00	\$30.00	25/10/2022	\$30.00	30
<input checked="" type="checkbox"/> INV-30270 [INVOICE] Sylvania Community Centre Sylvania Community Centre Hall 23/11/2022 18:00 to 23/11/2022 19:00	\$30.00	25/10/2022	\$30.00	30
<input type="checkbox"/> INV-30270 [INVOICE] Sylvania Community Centre Sylvania Community Centre Hall 30/11/2022 18:00 to 30/11/2022 19:00	\$30.00	25/10/2022	\$30.00	
<input type="checkbox"/> INV-30270 [INVOICE] Sylvania Community Centre Sylvania Community Centre Hall 07/12/2022 18:00 to 07/12/2022 19:00	\$30.00	25/10/2022	\$30.00	
<input type="checkbox"/> INV-30270 [INVOICE] Sylvania Community Centre Sylvania Community Centre Hall 14/12/2022 18:00 to 14/12/2022 19:00	\$30.00	25/10/2022	\$30.00	

4. Click on 'checkout', enter your card details and then click 'submit'.