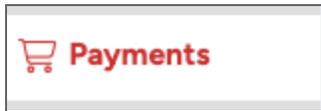


Payments

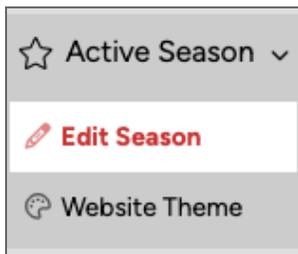


Awardify has an internal payment system that is useful for any transactions that may occur during your awards season. This may include entry fees, sponsor fees or ticket sales for your Gala event.

The Payment tab on the left menu will show any payments that have come through, which will all be labeled by type.

Payment	Type	Status	Customer
#ENDFN6FT5C2TR8 \$276.85 2:20pm, Dec 11, 2023	entry	PAID	
#ENZ62ZFNJ83EA2 \$1,661.10 2:11pm, Dec 11, 2023	entry	PAID	
#ENQXX9Y63X488J \$257.25 1:58pm, Dec 11, 2023	entry	PAID	
#ENEW7M6QRE3J8D \$1,107.40 1:58pm, Dec 11, 2023	entry	PAID	
#ENWHNR359PSZD5 \$257.25 1:52pm, Dec 11, 2023	entry	PAID	
#EN6J9F9J270N2RY8W \$823.20 1:51pm, Dec 11, 2023	entry	PAID	
#ENF9EP8MXK3VK5 \$553.70 1:49pm, Dec 11, 2023	entry	PAID	
#ENTD94YN7X58HN \$274.40 1:49pm, Dec 11, 2023	entry	PAID	

Let's go through how to set up each fee, and walk through any administrative procedures related to payments.



First, Awardify uses Stripe to process online payments. For instructions for how to set up your Stripe account, go to www.stripe.com and sign up for an account, filling out your information to set up your system. Once you are onboarded with Stripe, you will need to find your Stripe keys. To do this turn off test mode in your stripe account and click on the developers page. Here you will find your Publishable and Secret Stripe keys.

Add your stripe keys to your Awardify account by going into 'Active Season - Edit Season'.

▼ Online Payment

▼ Stripe for online payments

Awardify uses Stripe to process online payments. Add your Stripe keys to start receiving payments.

Publishable key

Secret key

[How to find your keys](#)

NOTE: Make sure you are using your "live" keys. If "test" is in your key, it will not process payments.

In the 'Online Payment' section there is a 'Stripe for Online Payments' dropdown. This is where you can add your stripe keys.

 Active Season ▾
 **Edit Season**
 Website Theme

Next we will go through the set up for entry fees. To set a fee for Entries, go to 'Active Season - Edit Season - Online Payment - Entry Fees'.

Set your fee and activate online payment. Then choose whether you would like the entrant to have the option to request an invoice.

▼  Online Payment

▶ Stripe for online payments

▶ Tax rate

▼ Entry fees

Activate online payment

Entry fee

Charge tax on entries

Entry Payment Methods

Stripe
Member pays immediately for all entries in the cart.

Invoice
Member submits entries and pays later.

Both
Member chooses between Stripe and invoice.

 Discounts

▶ Sponsorship payments

▶ Ticket sales

 **Payments**

When your entrant is going through the entry process, instead of seeing a 'Submit to Judges' button at the end of the form, they will see 'Add to cart', and then two options will appear, either to pay with a credit card or request an invoice (if you have selected this option).

The credit card payment will go through your Stripe account. Then you will have a record of this payment in your Payments tab.

Another fee to set up on your account is Sponsor fees. If you would like your Sponsors to be able to purchase sponsorships from your website you will need to activate Sponsorship payments. You can do this by going to 'Active Season - Edit Season', then open Online Payment and Sponsorship Payments. Then 'Activate sponsorship payment's and add tax if applicable.

▼ **Online Payment**

▶ Stripe for online payments

▶ Tax rate

▶ Entry fees

▼ Sponsorship payments

Activate sponsorship payments

If checked, the form on your website's "Sponsors" page will turn into a payment form, allowing sponsors to pay for their sponsorships through the website.

Charge tax on sponsorships

▶ Ticket sales

Sponsors ▼

Sponsor List

Levels

Roles

To set up specific payments for specific sponsorships, open your Sponsors tab and the 'Levels' tab.

For a full walkthrough of setting up sponsorships, see the 'Sponsorships' video and [documents](#). For now we will just go over the price setup. Opening an existing sponsorship level or creating a new one will show a 'Price' field.

This is where you set the cost of the sponsorship. As well, if you check the 'List in the sponsor sign-up form' box you will be able to allow potential sponsors to select this sponsorship from a list on your public website.

Title: Platinum

Levels group: --- Select

Sort Order: 1

Ranked in ascending order. ("1" appears before "2" in a list.)

Price (\$): 300

List in the sponsor sign-up form.

Active

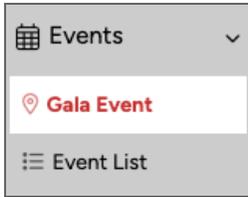
Sponsor Limit: 0

Limit the number of sponsor payments allowed for this level. Set to zero for "unlimited".

Where should this sponsorship level be used?

Main sponsor lists

Sponsors of this level will display on the home page and sponsors page.



You can also set up payments on Awardify for your Gala tickets. The first step is to open your Gala Event under the 'Events' tab.

At the very top of the page you will see two tabs; 'Event' and 'Tickets'.



Event Tickets

- 256 seats at 32 tables
- 256 total seats

Sell individual tickets online

Sell table tickets online

▼ **Configure Table Tickets**

Table Price

Table Size

Table Limit

Number of tables available. Set to zero to disable limit.

Table Tickets - Help Text

Article

+

words: 0 | chars: 0

Special note or instructions (optional)

Open the tickets tab and begin adding your settings. For a full Gala setup tutorial, including all ticket settings, see our 'Events' video and [documents](#). To set up prices, select whether to sell tickets individually, by table, or both, and set your prices. You can also specify tax settings and payment methods here. The ticket purchase dates control when your tickets will be available for purchase. The option to purchase tickets will show up on your Event page.

▼ **Tax Settings**

Charge tax on ticket sales

Tax is applied to tickets separately from entries. If you activate tax for tickets, it will have no effect on entries.

▼ **Payment Methods**

Stripe
Customer pays immediately.

Invoice
Ticket order is saved, and the customer pays later.

Ticket Orders (0)

And that's it! If your awards season requires any payments not covered in this video, please let us know! We are constantly adding new features as needed, and can create a solution for you!