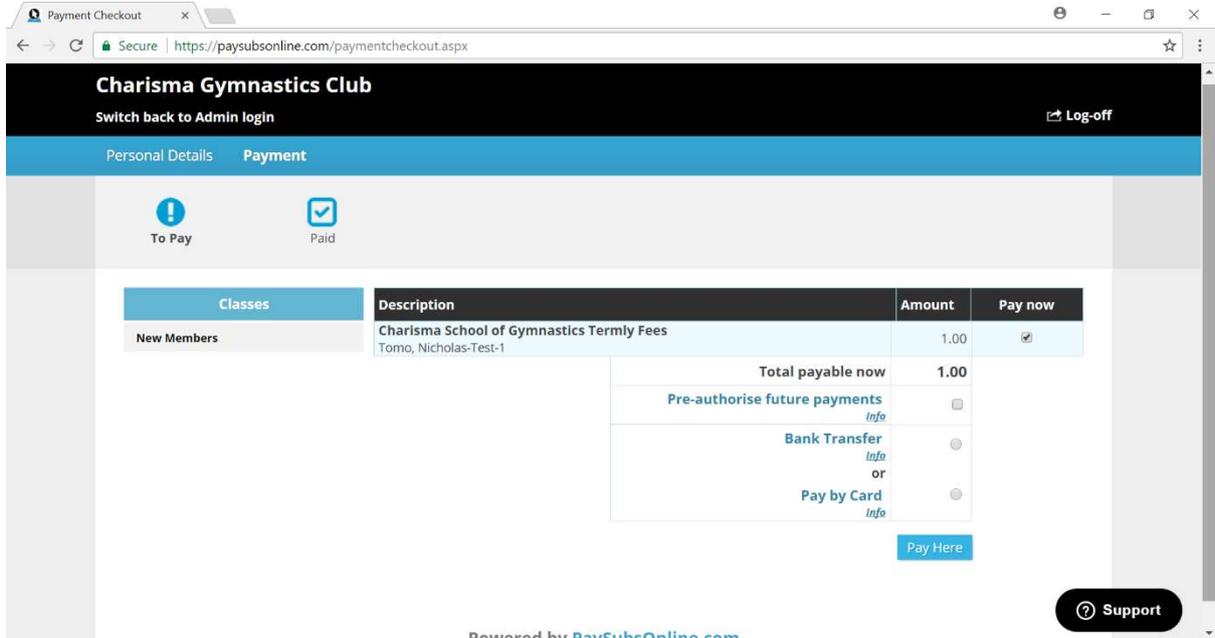


GENERAL GYMNASTS

For gymnasts that do 2 hours or less.

- First of all, login to your PaySubsOnline account. Click the “Payment” tab.
- Payment page will look like the screen below.



Four payment methods

1. Pay by direct debit (Bank Transfer) using GoCardless. (Recommended)

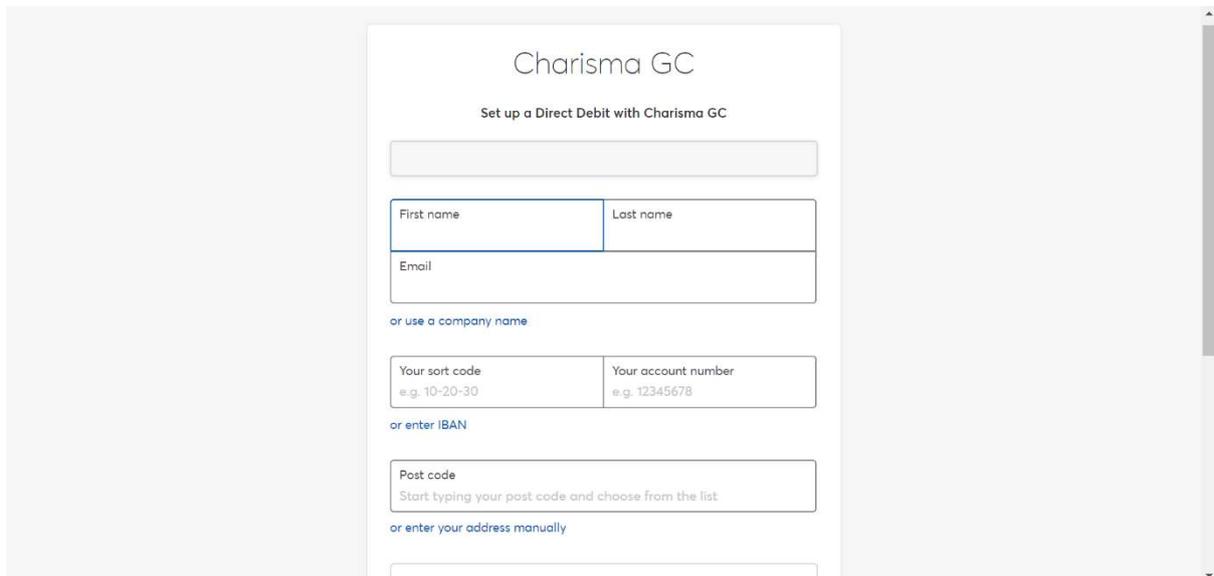
- Tick “pre-authorize payments” and then tick “pay by direct debit”. Then click Pay Here button.
- Then fill out the form correctly (shown below) and confirm to make payment.

The screenshot shows the "Charisma GC" Direct Debit setup form. The title is "Charisma GC" and the subtitle is "Set up a Direct Debit with Charisma GC". The form includes the following fields:

- A large empty text input field at the top.
- Two input fields for "First name" and "Last name".
- An input field for "Email".
- A link "or use a company name" below the email field.
- Two input fields for "Your sort code" (with example "e.g. 10-20-30") and "Your account number" (with example "e.g. 12345678").
- A link "or enter IBAN" below the sort code and account number fields.
- An input field for "Post code" with the instruction "Start typing your post code and choose from the list".
- A link "or enter your address manually" below the post code field.
- A large empty text input field at the bottom.

2. Pay by direct debit using GoCardless. (without pre-authorization)

- Tick "Bank-Transfer" and then select Pay here button.
- Then fill out the form correctly (shown below) and confirm to make payment



Charisma GC

Set up a Direct Debit with Charisma GC

First name	Last name
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Email

or use a company name

Your sort code e.g. 10-20-30	Your account number e.g. 12345678
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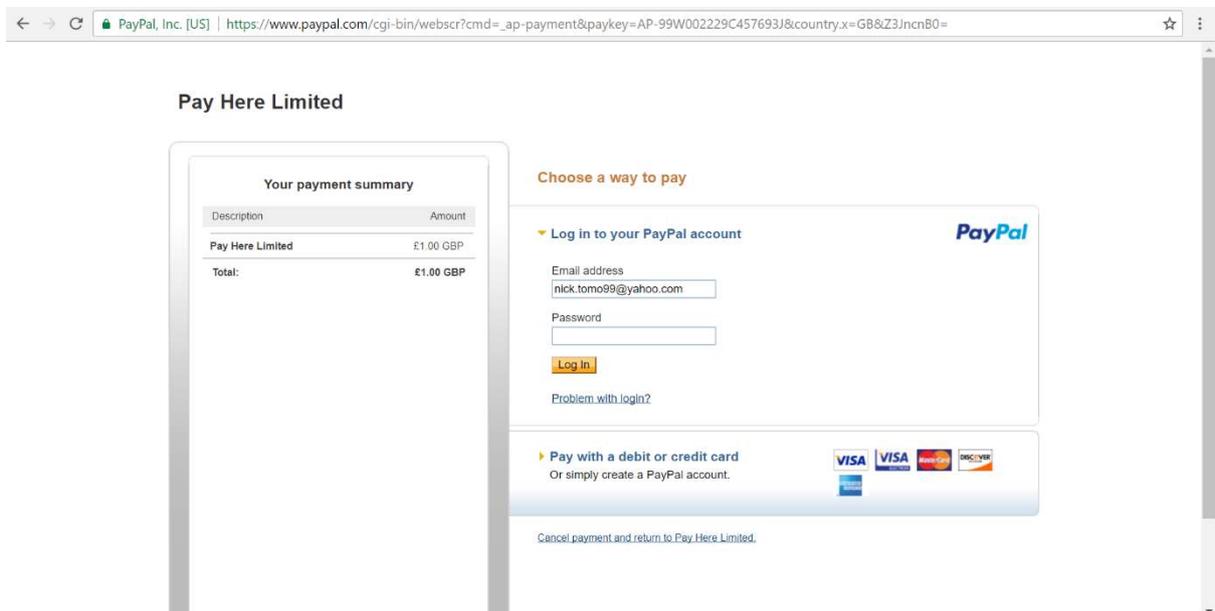
or enter IBAN

Post code
Start typing your post code and choose from the list

or enter your address manually

3. Pay by credit/debit card. (without pre-authorization)

- Tick "Pay by Card" and click "Pay Here".
- Select Pay with a debit or credit card.
- Fill out the form and confirm payment.



Pay Here Limited

Your payment summary

Description	Amount
Pay Here Limited	£1.00 GBP
Total:	£1.00 GBP

Choose a way to pay

Log in to your PayPal account 

Email address

Password

[Log In](#)

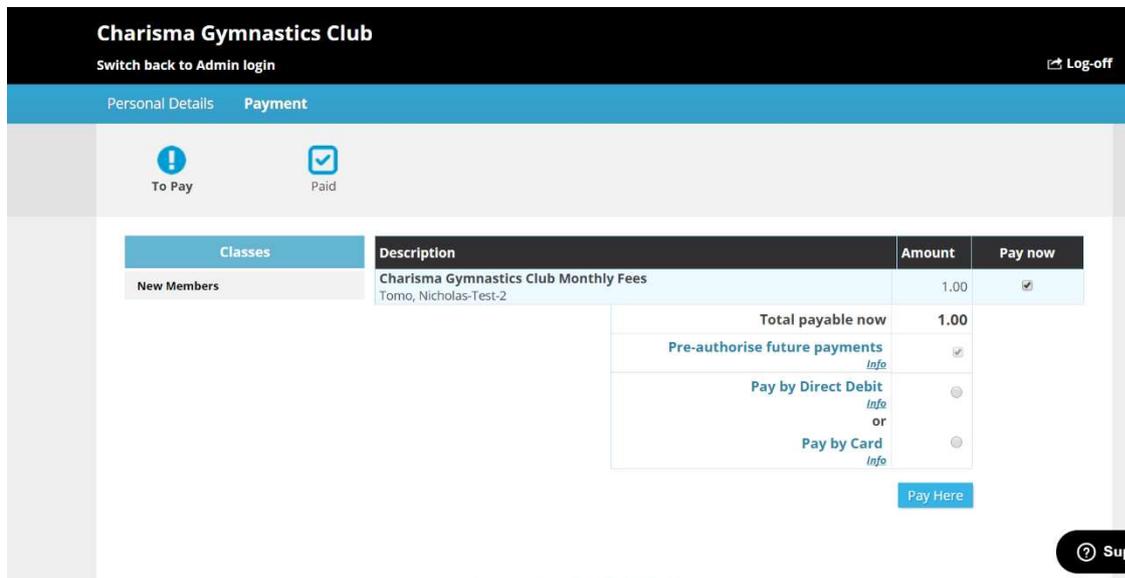
[Problem with login?](#)

Pay with a debit or credit card
Or simply create a PayPal account.

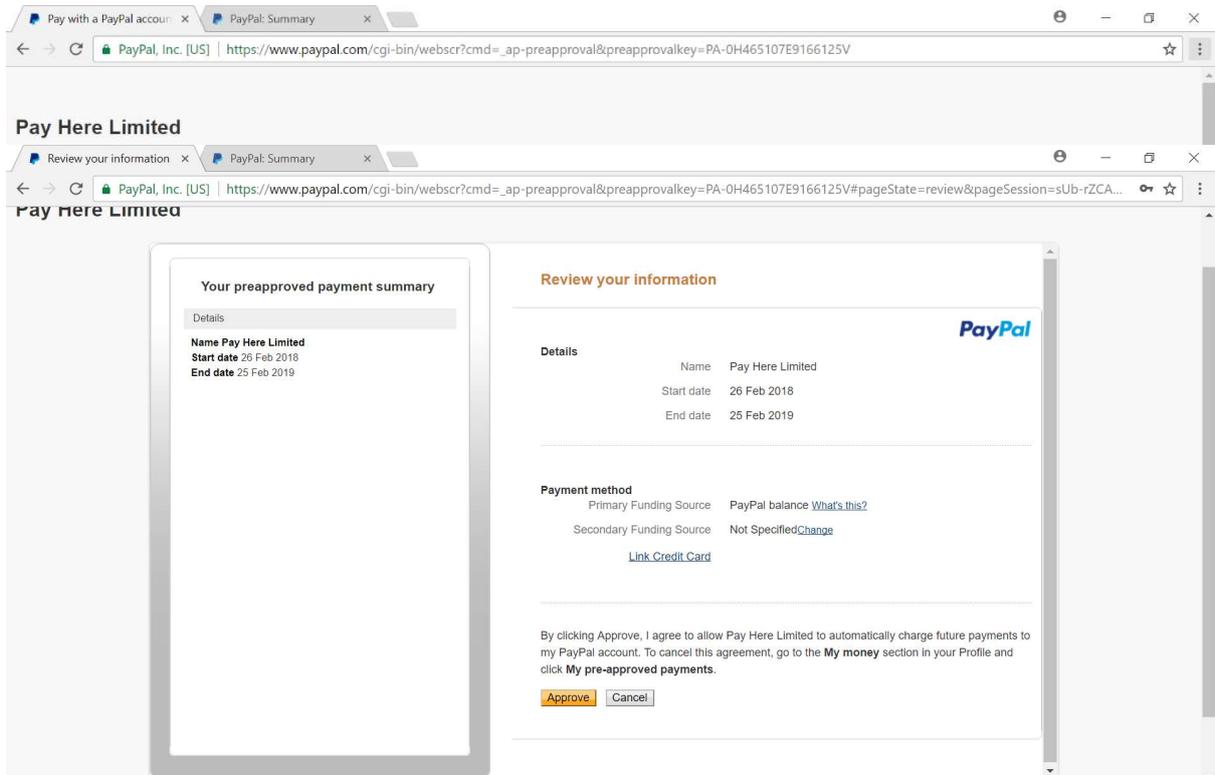
   

[Cancel payment and return to Pay Here Limited.](#)

4. **Pay by credit/debit card using PayPal account. (Not recommended).**
 - Tick “Pre-authorize future payments” and then tick “Pay by Card” and then select “Pay Here” button.



1. Log into your existing PayPal account or create a new one.



2. Add a Secondary Funding Source by clicking “change”. If you do not have a debit card already linked to your PayPal you must first click “link credit card”, then add your card details before adding it as a secondary source. **YOU MUST ADD A SECONDARY FUNDING SOURCE OR PAYMENT COULD FAIL IF PAYPAL BALANCE IS NOT SUFFICIENT.**
3. Click “Approve” Button.

Payments Through PayPal – If payment fails.

1. Check that a valid debit/credit card has been added to your PayPal account. i.e. make sure all card details are correct and that it has sufficient funds.
2. Login online to PayPal and check that a valid debit/credit card has been added as a secondary funding source.

PLEASE NOTE CHANGES WILL TAKE 24 hours to update so allow 24 hours before attempting the next stage.

3. If payment is still failing it could be because PayPal is blocking the payment. If after trying step 1 and 2 and after waiting 24 hours payment has still failed:

Confirm the debit card/credit card you are using as a secondary funding source using PayPal by logging into PayPal and navigating to the “wallet” section. To confirm the card follow the instructions given by PayPal. Once the card has been confirmed, try doing steps 1-3 again on previous page.