SQUAD GYMNASTS

For gymnasts that do more than 2 hours a week.

- First of all, login to your PaySubsOnline account.
  Click the "Payment" tab.

Payment for squad gymnasts must be pre-authorized.

Two payment methods

1. **Pay by direct debit using GoCardless (Recommended)**
   - Select "Pay by Direct Debit" and then "Confirm".

- Then fill out the form correctly (shown below) and confirm to make payment.

2. Pay by credit/debit card using PayPal Account.

- Select "Pay by Card" and then "Confirm".
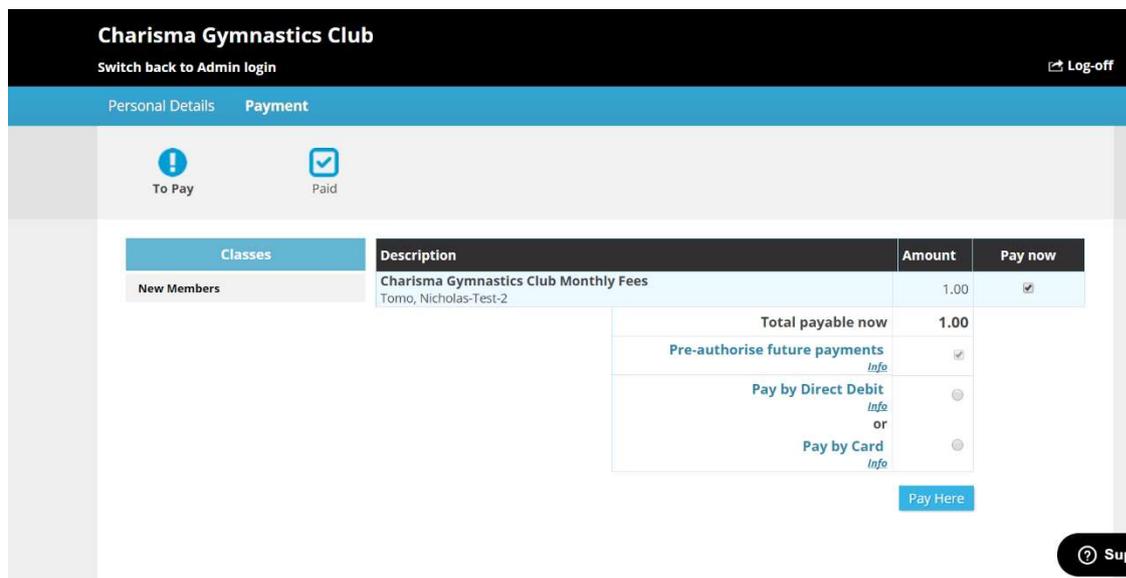
1. Log into your existing PayPal account or create a new one.
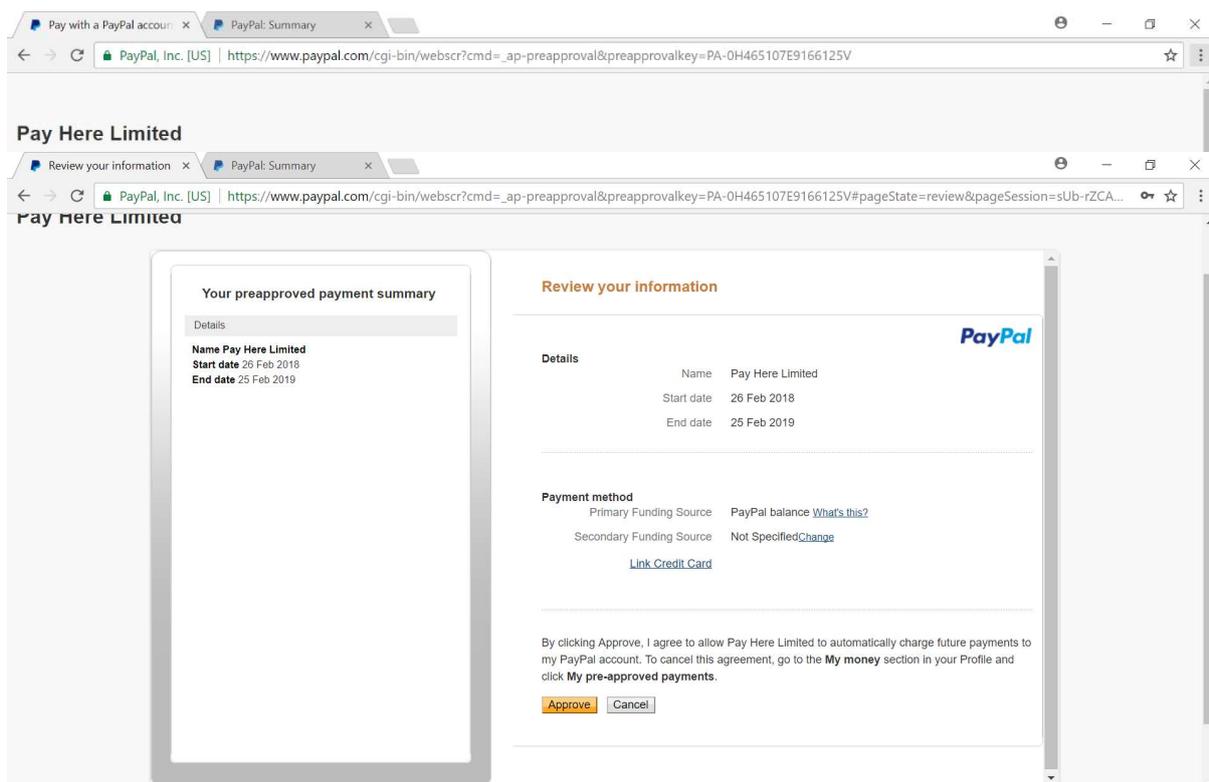
2. Add a Secondary Funding Source by clicking "change". If you do not have a debit card already linked to your PayPal you must first click "link credit card", then add your card details before adding it as a secondary source. **YOU MUST ADD A SECONDARY FUNDING SOURCE OR PAYMENT COULD FAIL IF PAYPAL BALANCE 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.