

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".

The screenshot shows the 'Charisma Gymnastics Club' payment page. At the top, there's a navigation bar with 'Personal Details' and 'Payment' tabs. Below this, there are two status indicators: 'To Pay' (with an exclamation mark icon) and 'Paid' (with a checkmark icon). The main content area features a table with columns for 'Classes', 'Description', 'Amount', and 'Pay now'. The table lists 'Charisma Gymnastics Club Monthly Fees' for 'New Members' with an amount of 1.00. Below the table, there are options to 'Pre-authorise future payments' (checked), 'Pay by Direct Debit' (selected), and 'Pay by Card'. A 'Pay Here' button is located at the bottom right of the payment options.

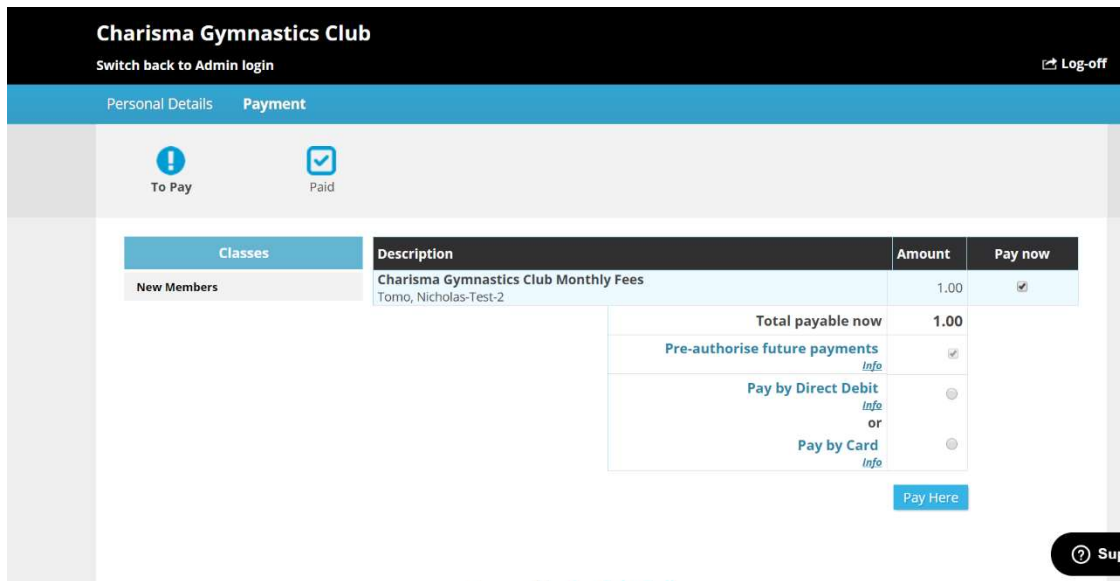
Classes	Description	Amount	Pay now
New Members	Charisma Gymnastics Club Monthly Fees Tomo, Nicholas-Test-2	1.00	<input checked="" type="checkbox"/>
		Total payable now	1.00
		Pre-authorise future payments	<input checked="" type="checkbox"/>
		Pay by Direct Debit	<input checked="" type="radio"/>
		Pay by Card	<input type="radio"/>

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

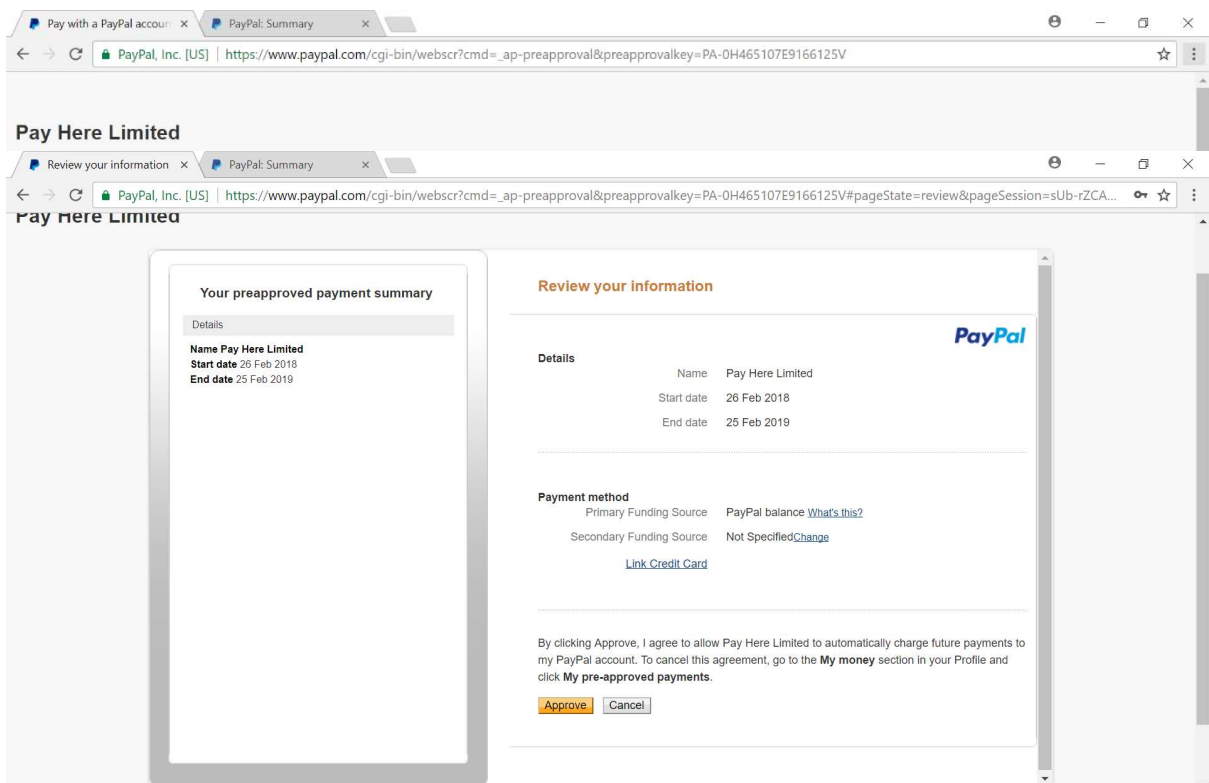
The screenshot shows the 'Charisma GC' Direct Debit setup form. The form is titled 'Charisma GC' and 'Set up a Direct Debit with Charisma GC'. It contains several input fields: a large empty field at the top, followed by 'First name' and 'Last name' fields, and an 'Email' field. Below these, there are options to 'or use a company name'. Further down, there are 'Your sort code' and 'Your account number' fields, with examples provided. Below these, there are options to 'or enter IBAN'. At the bottom, there is a 'Post code' field with a hint to 'Start typing your post code and choose from the list', and an option to 'or enter your address manually'.

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.