

GENERAL GYMNASTS

For gymnasts that do less than 3 hours:

- First of all login to your LoveAdmin account.
- Click the “Payment” tab.
(In order to do this you need to make sure that all of the required Personal Details have been filled out)
- Payment page will look like the screen below.


Charisma Gymnastics Club

Personal Details **Payment** Switch Log-off

To Pay Paid

Classes	Description	Amount	Pay now
New Members	Charisma School of Gymnastics Termly Fees	230.00	<input checked="" type="checkbox"/>
	Total payable now	230.00	
	Pre-authorise future payments info	<input type="checkbox"/>	
	Bank Transfer info or Pay by Card info	<input type="radio"/>	

[Pay Here](#)

Powered by:

LoveAdmin

General Gymnasts have the option to “pre-authorize future payments” – by ticking this option each time payment is requested it will be collected automatically saving you the hassle of having to log in and make a new payment every time. We recommend you use this option because it is the easiest way to make sure that your payments will always be collected on time. You can cancel this pre-authorization agreement at any time through the links provided on the Payments page in your online account.

Two Payment Methods – using pre-authorized future payments

1. Pay by direct debit (Bank Transfer) using London & Zurich. (Recommended)
 - a. Tick “pre-authorize payments”
 - b. Tick “Pay by direct debit”
 - c. Click Pay Here button.
 - d. Then fill out the form correctly (shown below) and click confirm to make payment.



Title	<input type="text" value="Mr"/>
First name:*	<input type="text"/>
Last name:*	<input type="text"/>
Postcode:*	<input type="text"/>
Address line 1:*	<input type="text"/>
Address line 2:	<input type="text"/>
Address line 3:	<input type="text"/>
Town:	<input type="text"/>
Country:	<input type="text"/>
Telephone number:*	<input type="text"/>
Email:*	<input type="text"/>
Bank details	
Name(s) of account holder(s):*	<input type="text"/>
Branch sort code:*	<input type="text"/>
Bank / building society account number:*	<input type="text"/>

By clicking on the "Confirm" button below:

- You confirm that, if the above bank account is a personal account, the account is in your name
- You confirm that you are the only signatory required to authorise this Direct Debit

I agree to the above

2. Pay by Card using PayPal account
 - a. Tick “pre-authorize payments”
 - b. Tick “Pay by card”
 - c. Click Pay Here button
 - d. You will be redirected to PayPal where you will need to sign up for a PayPal account or log into your existing account (shown below) in order to make payment.

Pay Here Limited

Your preapproved payment summary

Details

Name Pay Here Limited
Start date Sep 6, 2020
End date Sep 5, 2021

Choose a way to pay





[Log in to your PayPal account](#)

Don't have a PayPal account? [Secured checkout by PayPal](#)
It's easy to create one.

Country:

Your language:

Card number:

Payment types:    

Expiration date: mm / yy
 /

CSC:
[What is this?](#)

First name:

Last name:

Address line 1:

Address line 2 (optional):

ZIP code:

City: State:

Phone: e.g. 555-555-5555

Mobile:

Email address:

Password: [Password tips](#)

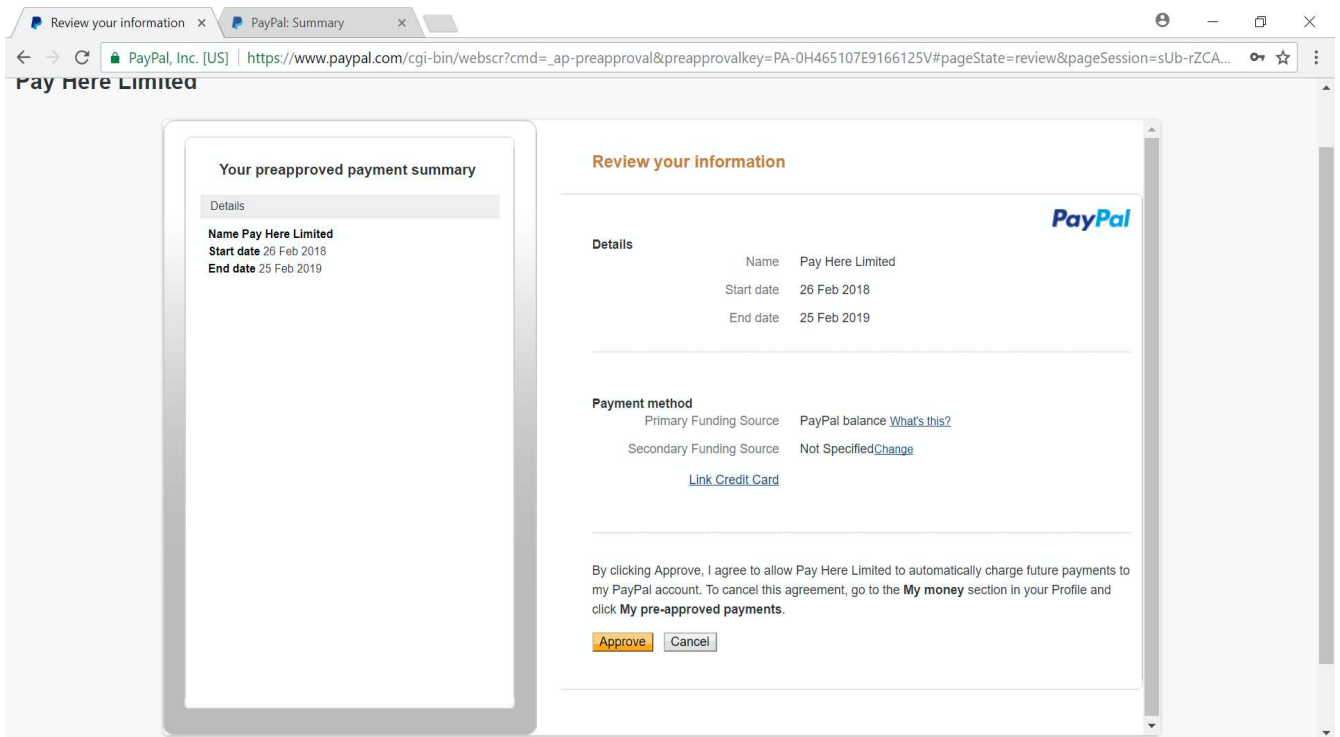
Reenter password:

Yes, I've read and agree to the following:

- PayPal's [User Agreement](#), [Privacy Statement](#), and [Acceptable Use Policy](#).
- The [Electronic Communications Delivery Policy](#). I understand that PayPal will provide me with information about my account electronically. I confirm that I can access emails, web pages, and PDF files.

[Agree and Continue](#)

- e. To make sure that payment doesn't fail you must 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.



f. Click "Approve" button

If the Payment Through PayPal fails:

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.

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.

If payment is still failing it could be because PayPal is blocking the payment. If after trying step 1 and step 2 and after waiting for 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.

Two Payment Methods – not using pre-authorized future payments

1. Pay by direct debit (Bank Transfer) using London & Zurich.
 - a. Tick “Bank Transfer”
 - b. Click Pay here button
 - c. Then fill out the form correctly (shown below) and click confirm to make payment.



Title	Mr
First name*	<input type="text"/>
Last name*	<input type="text"/>
Postcode*	<input type="text"/>
Address line 1*	<input type="text"/>
Address line 2:	<input type="text"/>
Address line 3:	<input type="text"/>
Town:	<input type="text"/>
Country:	<input type="text"/>
Telephone number*	<input type="text"/>
Email*	<input type="text"/>
Bank details	
Name(s) of account holder(s)*	<input type="text"/>
Branch sort code*	<input type="text"/>
Bank / building society account number*	<input type="text"/>

By clicking on the "Confirm" button below:

- You confirm that, if the above bank account is a personal account, the account is in your name
- You confirm that you are the only signatory required to authorise this Direct Debit

I agree to the above

2. Pay by credit/debit card
 - a. Tick “Pay by Card”
 - b. Click “Pay Here”
 - c. You are then redirected to PayPal to make payment. If you wish to pay via your PayPal account, you can login and do so. Alternatively, if you wish to make payment via your debit or credit card, please use the link below the PayPal login option. (see picture below)

Pay Here Limited

Your payment summary	
Description	Amount
Pay Here Limited	£230.00 GBP
Total:	£230.00 GBP

Choose a way to pay

[Log in to your PayPal account](#)

▼ **Pay with a debit or credit card** Secured checkout by **PayPal**

If you don't have a PayPal account

Country

Your language

Card type

First name

Last name

Address line 1

Address line 2
(optional)

City

County
(optional)

Postcode

Phone e.g. 555-555-5555

Mobile

Email address

d. Enter your details correctly and confirm payment.