



SQUAD GYMNASTS

For gymnasts that do more 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

Description	Amount	Pay now
Charisma Gymnastics Club Monthly Fees	141.00	<input checked="" type="checkbox"/>
Total payable now	141.00	
Pre-authorise future payments Info		<input checked="" type="checkbox"/>
Pay by Direct Debit Info or Pay by Card Info		<input type="radio"/>

[Pay Here](#)

Powered by:

LoveAdmin

Squad Gymnasts are required to "pre-authorize future payments" by default. 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. This is the easiest way to make sure that your payments will always be collected on time.

Two Payment Methods

1. Pay by direct debit (Bank Transfer) using London & Zurich. (Recommended)
 - a. Tick "Pay by direct debit"
 - b. Click Pay Here button.
 - c. 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 "Pay by card"
 - b. Click Pay Here button
 - c. 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.

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?
It's easy to create one.

Secured checkout by **PayPal**

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](#)

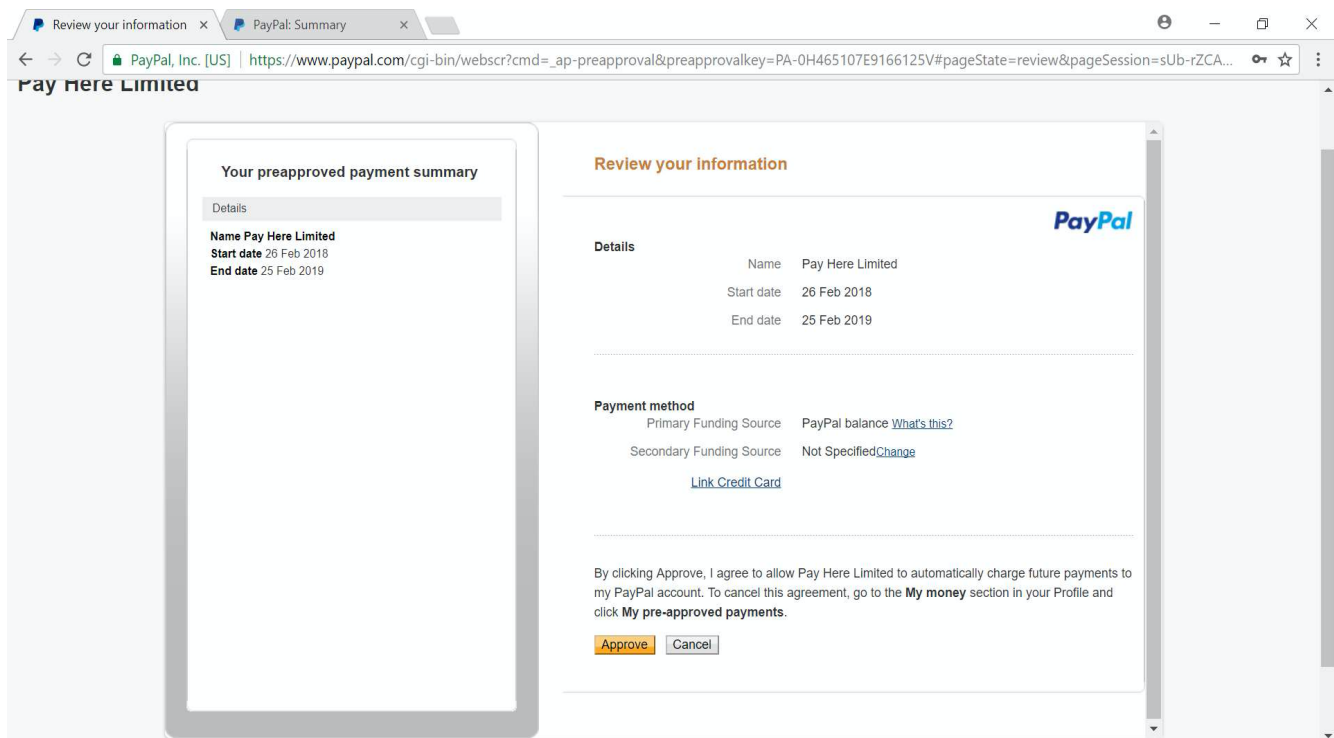
Reenter password

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

- d. 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.



e. 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.