Invoicing a member

Members can be invoiced via email through revSPORT and on the basis of the accepted payment methods configured by administrators members can pay online or via an alternative payment option.

The following steps outline how to invoice a member:

1. After logging in to your revSPORT portal, click **members** in the left-hand menu.

2. In the members area, click on the name of the member to be invoiced.

3. Click on **invoice member** on the right hand side of the page.

4. Select **By payment class** to invoice an already created membership fee (Payment class) or **Manual** to create a customised invoice from scratch.

5. If you selected **By payment class**, select the fee type (Payment class) and any add-ons (e.g. boat storage) to be invoiced. Afterwards proceed to point 7. Note: Add-ons to be selected need to be set up in Finance – Payment Classes).
6. Alternatively if you selected **Manual**, fill the invoice fields and enter the dollar figure and quantity in the spaces provided.

7. Click on **Generate invoice** button to send the invoice to the selected member via email.

For additional support using the revSPORT system, please contact [onlineservices@sailing.org.au](mailto:onlineservices@sailing.org.au)