Setting up revSPORT for payments (online & offline)

In order to accept payments through revSPORT you need to configure the finance settings. This will allow you to determine what payment options you permit people to use, including online payments via credit card.

The following steps outline how to set up revSPORT for payments:

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

2. In the finance area, click **settings**.

3. In the **Finance settings** area, add the appropriate details.
   
   When adding details, please take note of the information about the following fields:

   **Upgrade options**: this relates to upgrading a member from one category (payment class) to another. Initially, we recommend that you leave this blank. If you would like to investigate this option, please contact revSPORT through the Help Centre.

   **Accepted payment methods**: you can determine the payment methods you want to make available in revSPORT. In order to accept payments online via credit card, you need to **Enable Pin Payments**. After submitting the request to enable Pin Payments, you should be approved within 5 business days (usually a lot quicker).
Once the Pin Payments application has been approved, the options for the transaction fee will become available.

### Payment plans
- **On-demand Pin Payments fee (2.0% + $0.60 AUD)**
- Send payment failure notifications:
- Credit card (manual)
- On-demand revolutioniseSPORT service fee ($1.00 AUD)

**Payment plans**: this option allows invoices to be paid in instalments. If you would like to investigate this option, please contact revSPORT through the Help Centre.

### Expenses
- **Expense records displayed per page:** 50

**Expenses**: if you intended on using revSPORT to manage your organisations expenses, add the appropriate details. Otherwise you can leave this section blank.

4. After adding details, please ensure you click **Save Settings** at the bottom of the page.

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