Releasing Event/Course Payments

For all clubs and centres the run events and/or courses in revSPORT and collect payments online through the Pin Payment gateway, there is a business rule enabled that 'holds' funds received through the system and does not clear funds automatically. The rule is enabled to provide control over when funds are released into the club/centre bank account and when course fees are distributed to Australian Sailing (if applicable).

**Important points to note:**
- Refunds should be dealt with before this money is released, otherwise refunds will need to be processed manually. It is recommended that funds are released after the event/course has finished.
- Funds can be released at any time during an event/course.
- Money can be released irrespective of whether a participant has completed a course or not. It is purely a function of whether they have paid online via Pin Payments or not.
- If a club/centre runs non-course-linked events, the same process will be followed, with no funds distributed to Australian Sailing.

The following steps outline how to release funds received for an event/course:

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

2. In the Events overview, click **details** for the course that you want to release.
3. On the right-hand side of the page in the list of options, click **transfer funds**.

4. The summary of funds available to be transferred will display. Click **Confirm transfer** to transfer course participants’ payments in the club/centre bank account.

   **Note1**: the **Total Takings** will have the transaction fee subtract if the finance options have been set up to absorb the transaction fee.  
   **Note2**: as highlighted in the bottom sentence every time funds are released a fixed transfer fee of 1.60AUD applies. It is recommended to do it once only after the course has finished.

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For additional support using the revSPORT system, please contact onlineservices@sailing.org.au