



Setting Up Event Payment Schedules

User Brief

Doubleknot, Inc.
20665 Fourth Street, Suite 103
Saratoga, California 95070
Telephone: (408) 971-9120
Email: doubleknot@doubleknot.com

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Doubleknot, Inc.
Saratoga, CA
(408) 971-9120
www.doubleknot.com

Setting Up Event Payment Schedules

Payment schedules allow registration owners to pay for events in installments. For example, if you are configuring a relatively expensive program like a summer camp, you can allow registration owners to pay an initial deposit and set the date or dates by which following payments must be made.

You can choose whether payments will be due on fixed dates, or by a number of days from the date of registration or activity.

The following topics are covered in this section:

- [Understanding items on a payment schedule](#)
- [Overview of creating items on a payment schedule](#)
- [Configuring payment schedule items](#)
- [Configuring late fees and early discounts](#)

Understanding Items on a Payment Schedule

You can configure the following types of payments in a payment schedule:

- A fixed deposit amount for the entire registration
- A fixed deposit amount for each registrant regardless of type
- A fixed deposit amount for specific type of registrant
- A deposit amount that is a percentage of the total registration
- The date by which the total outstanding balance must be paid
- An early discount for paying the full amount by a certain date

The following example configuration shows an event with the following payment schedule:

- A 20 percent deposit is required at the time of registration.
- 50 percent of the balance is due on July 15, 2016—if 50 percent of the balance is not paid by that date, a \$15 late fee is applied.
- An early payment discount of ten percent is applied for paying in full by July 1, 2016.
- The outstanding balance is due on August 1, 2016.

Example: Payment schedule configuration

Schedule Item	Payment Type	Description	Amount/Percent	Late Fee/Early Discount Type	Late Fee/Early Discount Amount/Percent	Late Fee/Early Discount	Due Date	Action
1	Amount/Deposit Per Registration	Deposit	20%	Amount Per Registration			<input checked="" type="checkbox"/> At Registration	
2	Percentage Of Total Registration	Interim payment 50%	50%	Amount Per Registration	15.00	Late Fee	7/15/2016	Delete
3	Pay In Full	Early pay discount		Percentage Of Total Registration	10.00	Early Discount	7/1/2016	Delete
4	Balance Due			Amount Per Registration		None	8/1/2016	Delete

NOTE: The final item in any payment schedule must always be **Balance Due**.

Creating Payment Schedule Items: Overview

The following procedure contains the basic steps to creating items in a payment schedule. Information about configuration options is located in the next section, [Configuring Payment Schedule Items](#).

To set up a payment schedule for a session, follow these steps.

1. For a program session, display the Manage a Program Session page.
OR
For a calendar activity, display the Manage a Calendar Activity page.
2. From the list at the left, click **Payment Schedules**. The Payment page will be displayed.
3. To add the first element of the payment schedule, click **Add Schedule Item 1** at the bottom of the page. A row of fields to enter information about the schedule item will be displayed, and the Add Schedule Item number will increase to the next number.
4. Use the procedures in the following sections to configure different types of payment schedule options.
5. To create the next payment schedule item, click **Add Schedule Item** at the bottom of the page
6. As the last item in your payment schedule, create a **Balance Due** schedule item. The Balance Due schedule item is required and must be the last item in the list.
7. To save your payment schedule, click **Save**.
 - If there are no problems with the payment schedule's configuration, the payment schedule will be saved and the Manage Events page will be displayed.
 - If there are problems with the configuration, error messages about which items must be corrected will be displayed in red text at the top of the page. Correct the errors, and click **Save**.

Entering Payment Schedule Basis Information

You can choose whether the payment schedule is based on fixed dates that you enter, or on a specified number of days from the registration date or the activity date. You can also choose whether the costs are included in the payment schedule or if they must be paid for in full.

To enter payment schedule basis information, follow these steps in the Payment Schedule Basis section:

1. To configure how payment schedule dates are determined, choose one of these options in the Schedules Are Based On section:
 - To base the payment schedule on fixed dates, select **Fixed Dates**.
 - To base the payment schedule on a number of days from the registration date or activity, select **Days from the date of registration or activity**.
2. If this is a payment schedule for a program: To include the costs of session events in the payment schedule, select **Include Session Events**.

Configuring Payment Schedule Items

For each payment schedule item, follow these steps to configure options:

1. Choose one of the following from the Payment Type pop-up menu :
 - To set up a deposit amount for the entire registration, select **Amount/Deposit Per Registration**.
 - To set up a deposit amount for each registrant (regardless of registrant type, if you configured registrant types), select **Amount/Deposit per Registrant**.
 - To set up a deposit amount for a specific registrant type (if registrant types are configured for the event), select **Amount/Deposit Per <Registrant Type>**.

- To set when a specified percentage of the total registration fee is due, select **Percentage Of Total Registration**.
 - To set when the registration owner's remaining balance is due, select **Balance Due**. The Balance Due schedule item is required and must be the last item in the list.
 - To set an early payment discount for paying in full, select **Pay in Full** and follow the steps to create an early discount.
2. In the Description field, enter a unique description for the schedule item.
 3. In the Amount/Percent field, one of the following:
 - If you selected an Amount/Deposit item, enter the amount in dollars and cents of the amount (for example, for a \$20.25 deposit, enter 20.25).
 - If you selected Percentage Of Total Registration, enter the percentage either as percentage (for example, 50 percent is entered as 50%) or as a decimal (for example, 50 percent is entered as .5).
 4. To configure a late fee and early discount for this item, follow steps in the next procedure.
 5. After entering all the schedule items, create a final schedule item for Balance Due, which informs the registration owner of the date on which the remaining amount must be paid. The final item in a payment schedule must always be Balance Due item.

Configuring Late Fees and Early Discounts

To configure a late fee or early discount for a schedule item, follow these steps:

1. In the Late Fee/Early Discount Type menu, select one of the following:
 - If the fee or discount is a flat amount applied to the total registration, select **Amount Per Registration**.
 - If the fee or discount is a flat amount for every registrant regardless of registrant type, select **Amount Per Registrant**.
 - If the fee or discount is a flat amount applied only to the selected registrant type, select **Amount Per <Registrant Type>**.
 - If the fee or discount is a percentage of the total payment due, select **Percentage of This Payment Due**.
 - If the fee or discount is a percentage of the total registration cost, select **Percentage of Total Registration**.
2. In the Late Fee/Early Discount Amount/Percent field, enter the following:
 - If the fee or discount is a flat amount, enter the amount in dollars and cents.
 - If the fee or discount is a percentage, enter the percentage as a percentage (for example, 50 percent is entered as **50%**) or as a decimal (for example, 50 percent is entered as **.5**).
3. In the Late Fee/Early Discount pop-up menu:
 - If you're configuring a late fee, select **Late Fee**.
 - If you're configuring an early discount, select **Early Discount**.
4. In the Due Date field, select or enter the date on which the late fee will first be applied or the last day on which the early discount is available.

NOTE: For late fees, the fee will be applied to registrations received after 11:59:59 PM on the Due Date. For early registration discounts, the discount will be applied to registrations received before 11:59:59 PM on the Due Date.

5. After entering all the schedule items, create a final schedule item for **Balance Due**, which informs the registration owner of the date on which the remaining amount must be paid. The final item in a payment schedule must always be Balance Due item.

Saving the Payment Schedule

When the payment schedule is configured correctly, click **Save**.