

OBU Subs System: Pay By Instalments Guide

This document shows the procedure for paying subscriptions by instalments where the user wishes to extend the length of time from what is available in the standard subs system, or where they wish to pay by instalments using direct deposit (internet banking).

Terms Agreement

Before undertaking this process, agreement must be reached with the Secretary of OBU (obu@cv2.co.nz) as to the nature of the payments:

How many payments

How much each payment will be (this can be variable to suit income fluctuations)

What will be the start and end dates for payments

Note: the ultimate end date for completion of subs payments in any year is 31 July, instalments options can of course end earlier.

Setting up and making payments

Once the terms of payment have been agreed with the Secretary, he will email you the link to the OBU Subs By Instalments 'event' on Dash Tickets. Click on the link & follow the Registration or Login instructions as set out in the OBU Subs System Manual as need be. Once you are registered, you will automatically be logged in when you come back to the site in future by clicking on the link sent above.

Then select 1 under Qty and click Add to Cart



This screen will then pop up

statement will incur the standard


Donation

Please enter the amount you wish to donate.

Amount: \$


Enter the amount you want to pay (in the following example \$25) and click add to cart

You will then get this screen, make sure you select 'Direct Deposit' option



Tickets successfully added

cart **cart expires in: 19:31**

 OBU Subs By Installments 2014
Friday 1 August 2014, 9:15am

OBU Subs 2014 Instalment x 1
\$25.00 + \$1.00 Booking Fee

Select Payment Method: Credit Card Direct Deposit

payment details

You have selected to pay by **direct deposit**, you will be given the p; is complete, you will have 48 hours to deposit before your order is

Make sure 'Ticket Insurance' option is 'un-ticked'.

Tickets successfully added

ticket insurance

Yes I would like to include Ticket Insurance of **\$4.00** Per Ticket

Click 'Purchase' at the bottom of the screen and the payment will be made. You must put in your diary when the next payment is due and how much and return to this site to pay it.

The Secretary will email a reminder the day before the next payment is due. The system provides you with a receipt to make it easy to keep track of payments.

It needs to be remembered that by using this method to pay your subs, there will be a \$1 transaction fee plus a \$2 bank fee added to EACH payment.