



## HOW TO: PAYMENT OPTIONS

12/12/2019

for this page: [https://www.sajac.com/sajac/sajac-membership/membership\\_payment.php](https://www.sajac.com/sajac/sajac-membership/membership_payment.php)

EDIT/ADD THE CATEGORIES (in green below)

EDIT/ADD THE OPTIONS (the dropdowns for the categories)

**PLEASE NOTE: Several choices may now be included in one transaction.**

**Membership:** 1 : - Select One -

**Advertising:** 1 : - Select One -

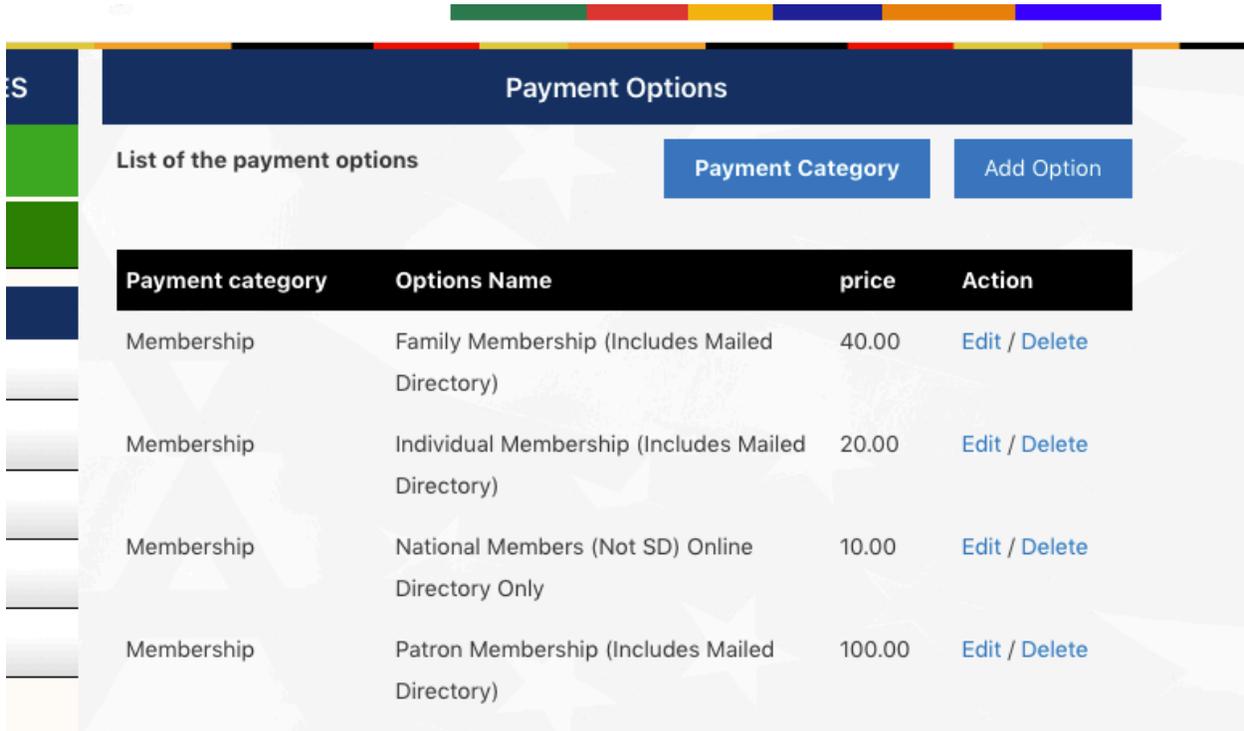
**Events & Tournaments:** 1 : - Select One -

**Braai/BBQ Entry Fee (NO FOOD):** 1 : - Select One -

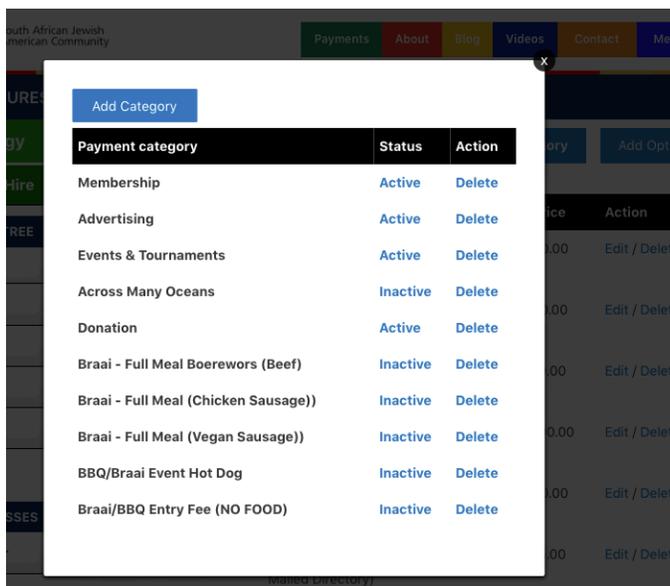
**Other Payment:**

**ADDING A NEW CATEGORY:**

- a) Click on PAYMENT OPTIONS under ADMINISTRATION
- b) You will now see a list of all categories and the options for those categories
- c) If you need to edit or delete an option or change the price you may do it on this screen.



- d) Click on **PAYMENT CATEGORY**
- e) You will now see a POP UP BOX



f) You can now select **ADD CATEGORY**

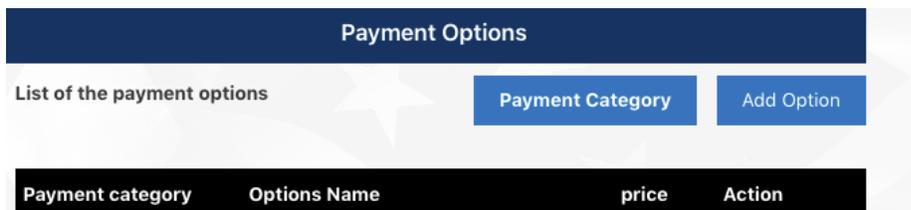
g) Enter a CATEGORY NAME and select **ADD**

h) You will now see the NEW category at the end of this list

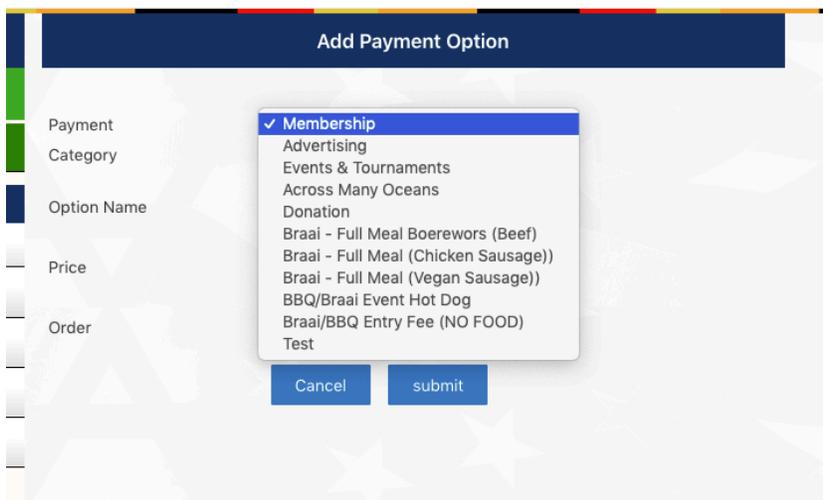
i) If you are finished on this page, you can select the small X in the top right hand corner of the pop up window to

close it.

j) We now need to add drop down option to this new category. Select ADD OPTION top right

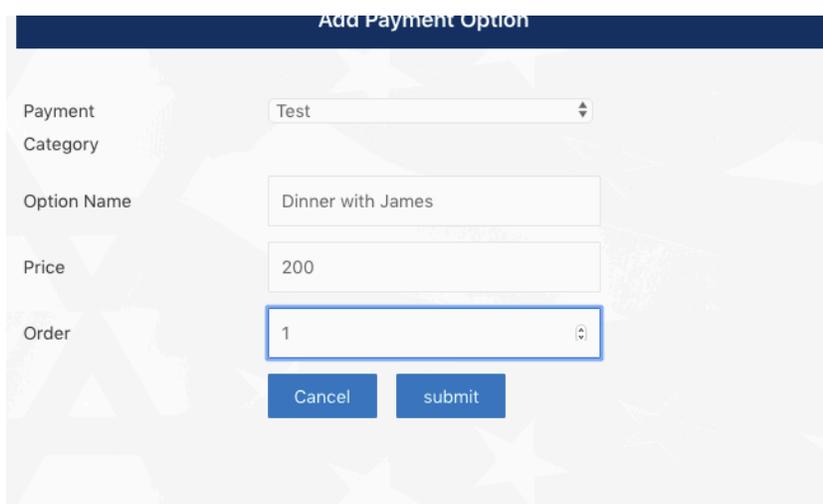


k) Select Dropdown next to PAYMENT and you will now see your new category. In this case TEST.



l) Select TEST

m) You now need to add the Option Name, Price and if you want to control the sorting, put a # in the ORDER box, otherwise, leave this box blank



n) Select SUBMIT!

o) You will now see the TEST category on the payments page of the website with the new dropdown

The screenshot shows a web browser window with the URL [sajac.com/sajac/sajac-membership/membership\\_payment.php](http://sajac.com/sajac/sajac-membership/membership_payment.php). The page title is "SAJAC PAYMENTS". A notice states: "\* Please note that a portion of your membership payment goes towards charitable contributions and helping those in need. SAJAC provides meals, educational funds, and interest free loans to people within the community who are in need." A red note says: "PLEASE NOTE: Several choices may now be included in one transaction." The form contains the following elements:

- Membership:** 1 dropdown menu with the text "- Select One -".
- Advertising:** 1 dropdown menu with the text "- Select One -".
- Events & Tournaments:** 1 dropdown menu with the text "- Select One -".
- Test:** 1 dropdown menu with the text "- Select One -". The dropdown is open, showing the option "Dinner with James: \$200.00".
- Other Payment:** A checkbox.