



# COLLECT

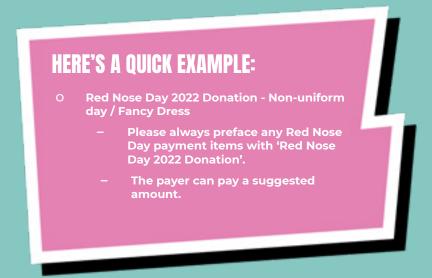


# Fancy dress for Red Nose Day

Want to encourage a small donation via ParentPay to wear fancy dress for Red Nose Day?

### Here's how:

By using a Fixed Cost for one-time payment. Once payment has been made the item is removed from the payer's account.



## **HOW TO CREATE A NEW PAYMENT ITEM:**

In ParentPay, navigate to Payment Items and follow these instructions:

- 1. Select 'Create a New Payment Item'
- 2. Select the 'Activity category' & click 'Next'
- 3. Select 'Once Only, fixed amount' payment item
- 4. Click 'Next'

Please complete the required fields for the type of payment item you are setting up. To help you with this, please see a list of fields and specific information you should be inputting next.

Please note: you must set up a new payment item; renaming a previous item will not correctly register your payment.

# A guide to fields

### **Item name**

Make sure your payment item name is relevant and clear. It will be visible to parents and in all of your reports.

(Please always preface any Red Nose Day payments with 'Red Nose Day 2022 Donation')

### **Short name**

You can enter your own short name or the system will generate one for you if you choose to leave the field blank.

### **Description**

The description enables you to provide detailed information to payers about the payment item. You can include hyperlinks to relevant websites to provide further information if you want to.

Here's a suggested Red Nose Day description:

"We are proud to be raising money for Red Nose Day. If you would like to make a contribution, your generosity really will be used to help change the lives of disadvantaged children and young people. Thank you."



### **Notes**

This field is optional. If you choose to include a mandatory notes field, the payer cannot continue to payment until they have filled in this field. Ensure to specify any required information in your description.

### **Due date**

This field is optional. Input a payment due date for payers here.

### Quantity

Please don't use this field.

### **Limited availability**

Please don't use this field.



### **Costs default/minimum/maximum**

The default, minimum, and maximum amounts will be the exact cost of the item.

### **Consent**

Tick this box if you require payer consent when making a payment. It is up to your school if you wish to use it.

### Allow new item alert

Tick this box if you want to send automated text or email alerts to payers that have opted in to receive alerts about new payment items assigned to their child.

### **PayPoint enabled**

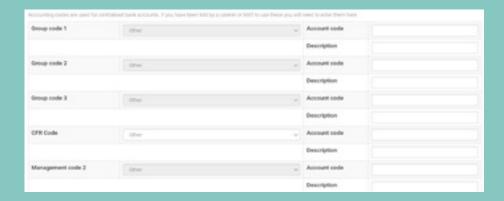
Tick this box to be able to generate barcoded letters for this payment item.



# **Making a payment**

You will then need to select the relevant bank account you want to credit payment to for the new payment item.

The system also allows you to use up to six different reporting codes. You can enter these in the 'Account Code' and 'Description' boxes or you can select from the pre-populated drop-down menus. The reporting codes will be included in your reports and settlement statements.



### **Charges**

Please note:

The standard ParentPay Payment Service Fee applies.

# HOW TO ASSIGN PEOPLE TO A NEW PAYMENT ITEM:

- 1. Click 'Save Payment Item' to create your new payment item.
- 2. Scroll to the bottom of the saved details and select 'Assign People'.
- 3. Select your filters and select 'Search'.
- 4. Assign your pupils by populating the 'Add column'. To assign every pupil in the list, select 'Add' in the heading.
- Click 'Save Settings'.









