HOW TO MAKE PAYMENTS FOR AN EXISTING ENTRY

NOTE: YOU MUST BE LOGGED IN TO ENTER OR PAY FOR A CONGRESS

You are part of one or more entries that have already been lodged but not fully paid for. You now want to make payments for some or all of these entries.

You will have received an email notification of the entry – this may have advised that some players still need to pay.

You can see reference to the entries on your Dashboard under "Booked Events" and "Your Upcoming Events":

Clicking anywhere on the Booked Events box will take you to another screen listing all events you are booked into with links to the Congress website and your own entry.

Your Upcoming Events box contains links to your most recent events coming up. These also have links to the Congress website and your own entry. If **your own share** of an entry is unpaid it also displays a "Pay Now" button.

You have two ways to make payments:

If you want to pay for all your outstanding entries in one go using Bridge Credits:

  Use Method 1 below – start by clicking on the red Pay Now button.

If a) you want to pay for someone else
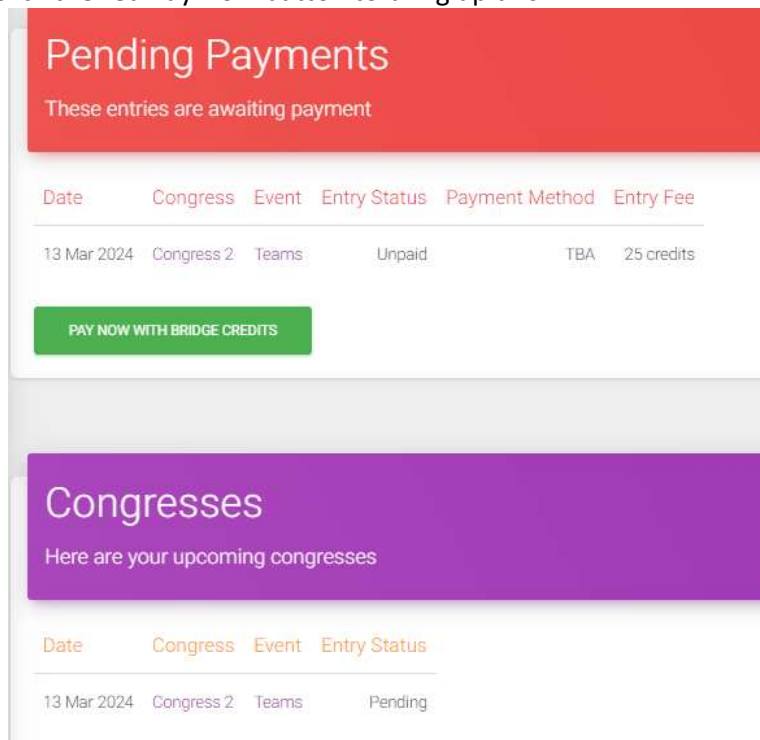   **OR**
  b) you don't want to pay for all these entries now

  Use Method 2 below – start by clicking on the name of the entry you want to make a payment for.

METHOD 1 (Pay all your own outstanding entry fees in one go with bridge credits)

Use this method if you want to pay for all your outstanding entries in one go using Bridge Credits.

Click the red Pay Now button to bring up this:

This shows your own entry fee for all events you are entered into but have not yet paid for (you can also reach this screen by clicking on the Booked Events shortcut at the top of your dashboard).
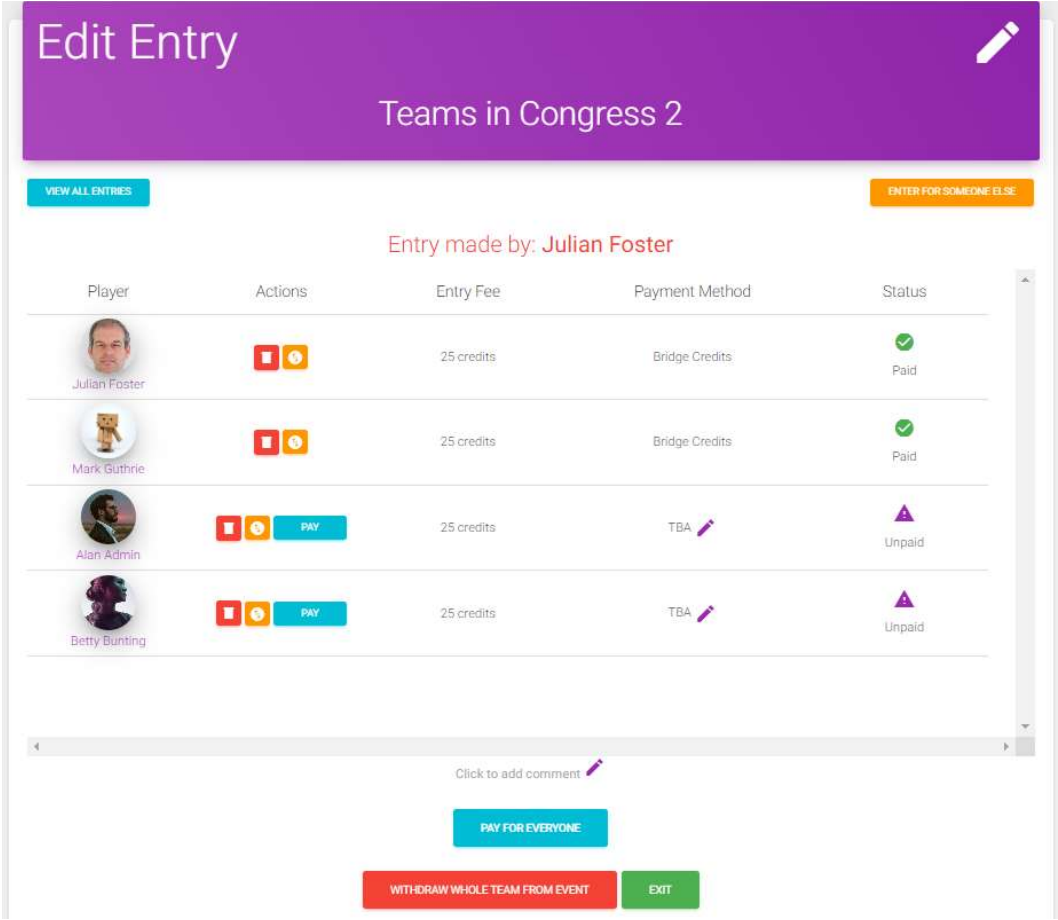
You can pay for all of these in one go by clicking the green Pay Now with Bridge Credits button.

BUT this method only lets you pay your own share for everything you have outstanding together in one transaction. It's nice and simple if there's just one entry. But if you have several entries unpaid and don't want to pay for them all yet; or if you want to also pay for a partner or teammates; or if you are already intending to pay for one of these entries a different way then use Method 2.

METHOD 2 (Pay just one of your outstanding entry fees – or pay for someone else)

Use this method if you want to pay for a single entry or make a payment for someone else.
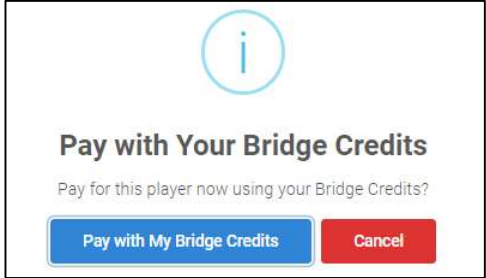
Open the relevant entry (by clicking on the event name in the Your Upcoming Events box)
You will now see the Edit entry screen:

This screen allows you to do a number of things including paying. In the "Actions" column use the blue buttons as follows:
- Click "Pay" against your own name to pay your share for this entry (only).
- Click "Pay" against other players in the entry to pay for their share of this entry (only).
- Click "Pay For Everyone" at the bottom to pay everything outstanding for this entry.

You will get a message asking you to confirm before the payment actually goes through:

Note that "Pay with My Bridge Credits" just means pay online. Therefore it will take money from your account if it's there, otherwise it will take you to an online card payment screen.
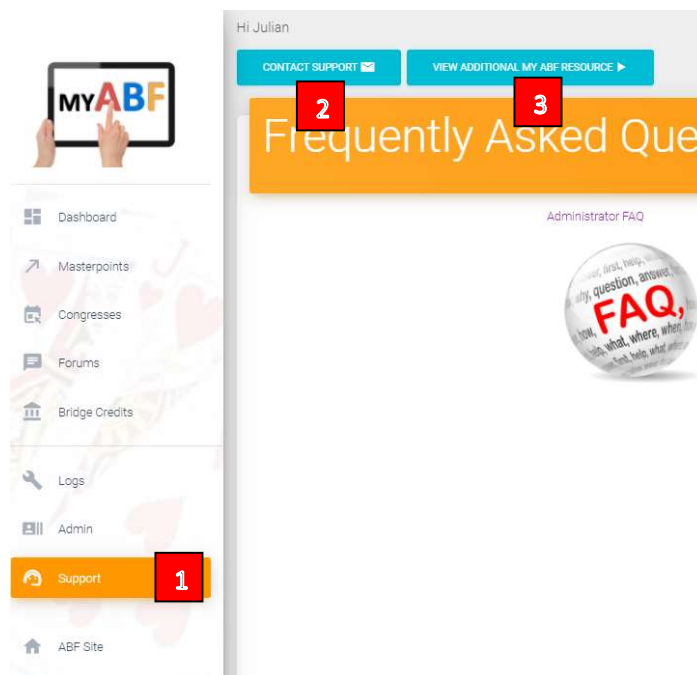**YOU DO NOT NEED TO "BUY" BRIDGE CREDITS IN ADVANCE!**

More information?

If you want more information about the system or help with a particular area there are several sources of information you can use:

Accessed from My ABF support screen

1. **Frequently Asked Questions**
   Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

2. **Contact My ABF Support**
   Email My ABF support directly using the left hand link at the top of the Support screen.

3. **View the "My ABF Resources" webpage**
   Access this page using the right hand link at the top of the Support screen. This contains assorted "How to" guides for various functions in My ABF as well as YouTube videos

External to My ABF

4. **View the "My ABF Resources" webpage**
   This can also be accessed directly at https://www.abf.com.au/member-services/my-abf-resources/

5. **Videos**
   There are assorted videos on this YouTube channel: https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ