



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 an entry that has already been lodged but not fully paid for. You now want to either:

1. Pay your share of the entry fee (but no-one else's).
OR
2. Pay for other outstanding entry fees (either your own, someone else's or everything outstanding).

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

When you login you will see reference to the entry on your Dashboard under “Booked Events” and “Your Upcoming Events”:

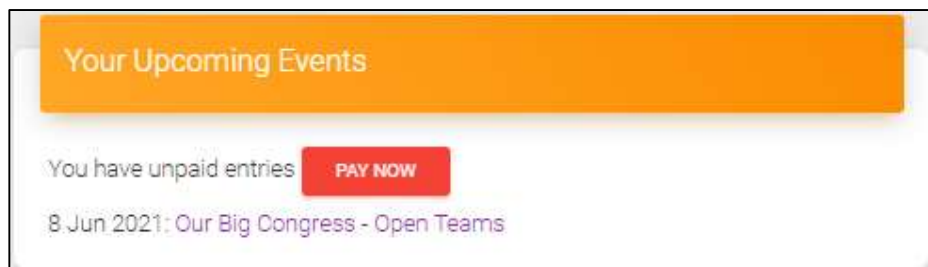
The screenshot shows a user dashboard with several widgets. At the top left is a 'Bridge Credits' widget showing 97.50. In the center is a 'Booked Events' widget showing 1 event, with a red arrow pointing to it. At the top right is a 'Masterpoints' widget showing 'not found'. Below these are two larger widgets: 'Your Recent Results' (purple header) and 'Your Upcoming Events' (orange header). The 'Your Upcoming Events' widget shows 'You have unpaid entries' with a red 'PAY NOW' button and lists an event for '8 Jun 2021: Our Big Congress - Open Teams'. A second red arrow points to the 'Your Upcoming Events' widget.

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. If **your own share** of an entry is unpaid it also displays a “Pay Now” button.

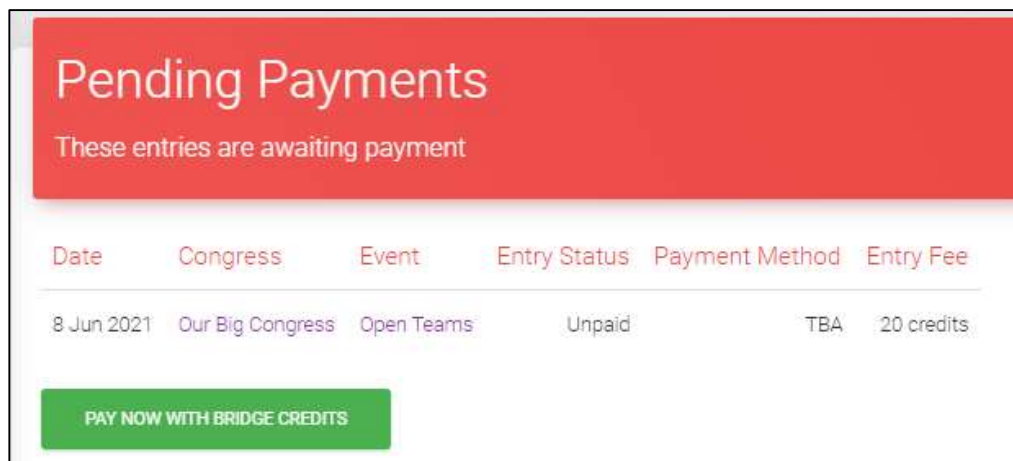
1. You want to pay for your share of the entry fee (only)

In the Your Upcoming Events box click the red Pay Now button



The screenshot shows a box titled "Your Upcoming Events" with an orange header. Below the header, it says "You have unpaid entries" followed by a red "PAY NOW" button. Underneath, there is a link for "8 Jun 2021: Our Big Congress - Open Teams".

This will take you to a Pending Payments page which will show any Congress entries for which your share of the entry is not yet paid:



The screenshot shows a "Pending Payments" page with a red header. Below the header, it says "These entries are awaiting payment". There is a table with the following data:

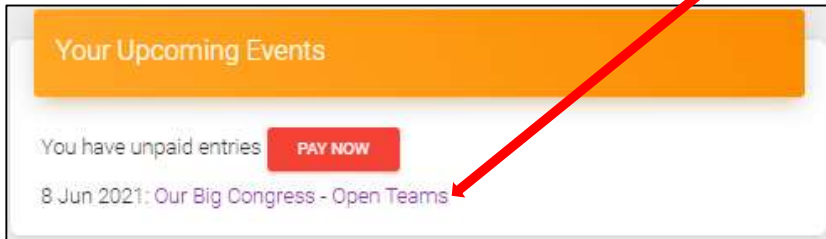
Date	Congress	Event	Entry Status	Payment Method	Entry Fee
8 Jun 2021	Our Big Congress	Open Teams	Unpaid	TBA	20 credits

At the bottom of the page, there is a green button labeled "PAY NOW WITH BRIDGE CREDITS".

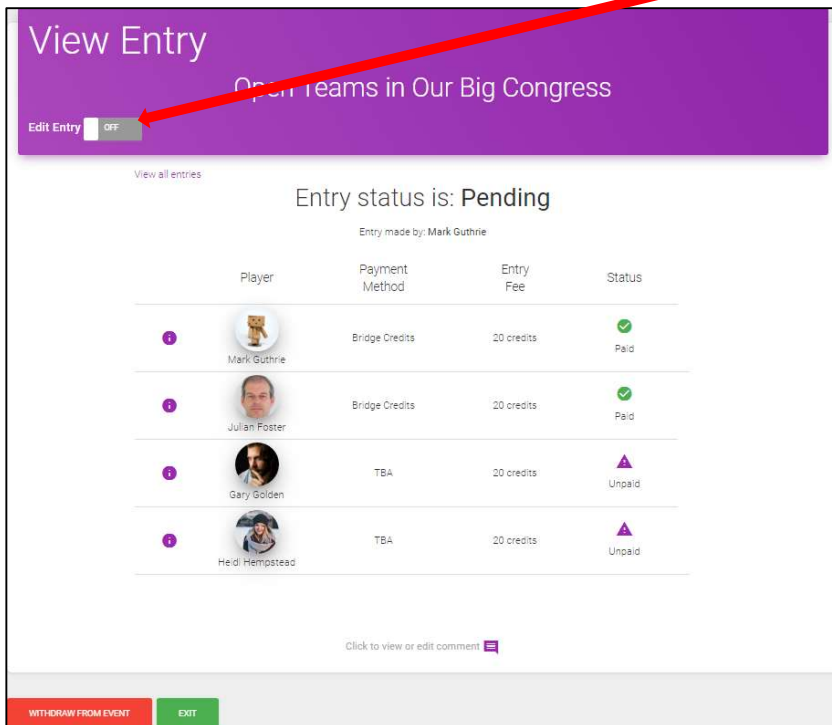
Click the green "Pay Now With Bridge Credits" button. This will process payment from your Bridge Credits account but **FOR YOUR SHARE OF THE ENTRY ONLY.**

2. You want to pay other outstanding entry fees

In the Your Upcoming Events box click the right hand link (the event name) – to open your entry (do not click the Congress name on the left – that is a different link which will take you to the Congress webpage).



That will bring up your entry. Next to Edit Entry, slide the bar to On:



This will open the entry up for editing. The Status column shows which players have been paid for and which are unpaid.

Edit Entry Open Teams in Our Big Congress

Edit Entry

View all entries

Entry status is: Pending

Entry made by: Mark Guthrie

Category: CATEGORY 1

Organiser's question to entrants
Previous answer

CHANGE ANSWER

Player	Change	Payment Method	Entry Fee	Status	Action
Mark Guthrie		Bridge Credits	20 credits	Paid	
Julian Foster		Bridge Credits	20 credits	Paid	
Gary Golden		TBA	20 credits	Unpaid	PAY NOW
Heidi Hempstead		TBA	20 credits	Unpaid	PAY NOW

[ADD PLAYER TO TEAM](#) [PAY ALL](#)

Click to view or edit comment

If you want to pay for a single player's entry fee – click the blue “Pay Now” button against that player’s name.

If you want to pay for all outstanding amounts – click the blue “Pay All” button at the bottom.

Both of these will process payments through your own Bridge Credits account for those entries. Once all 4 players have a status of “Paid” the overall entry status will change from “Pending” to “Complete”.

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:

1. Support screens



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

2. Contact My ABF Support

You can also email My ABF support directly using the link at the top.

3. Videos

There are assorted videos on this YouTube channel:

<https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ>