



TOURNAMENT ORGANISERS:

HOW TO DEAL WITH PAYMENTS OUTSIDE MY ABF (“OFF SYSTEM PAYMENTS”)

It is up to each organiser to specify what payment methods they are willing to accept for their event. Bridge credits are a default which cannot be switched off. All other methods are optional. When players pay another way outside My ABF we refer to those payments as “Off System Payments”.

The aim of the My ABF Manage area for an event is to provide an overall financial reconciliation. That includes ALL payments – by all methods.

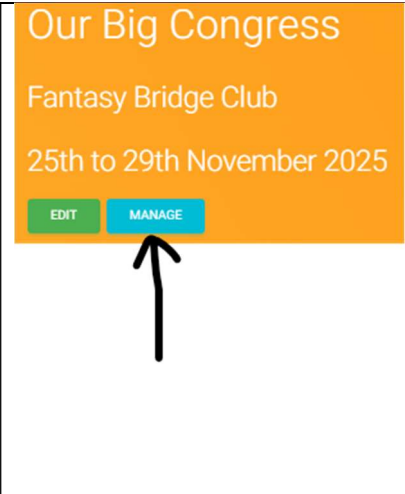
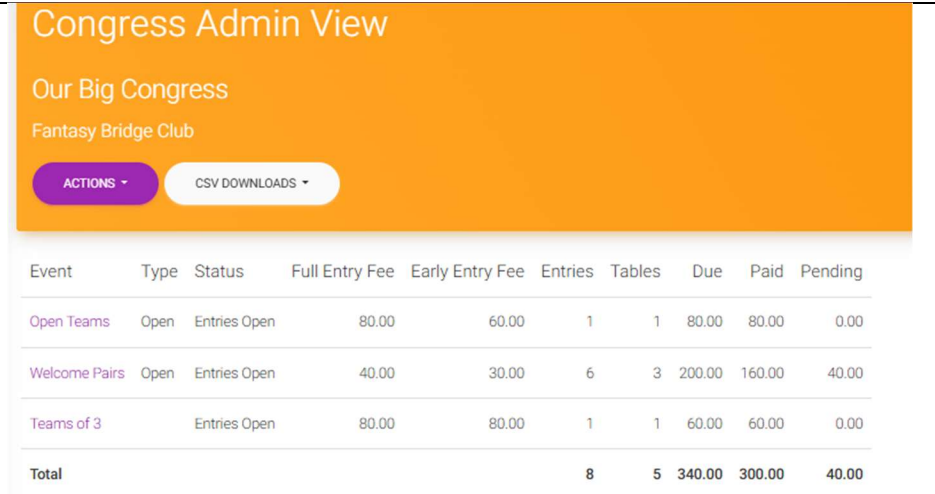
The big advantage of players paying with bridge credits is that it happens online. It can be traced and automatically applied to the entry to update the payment status.

For off system payments the automatic update can’t happen because My ABF cannot magically know when, for example, a player has made a transfer to a club’s bank account (although it’s amazing how many players and organisers seem to think My ABF should know that!)

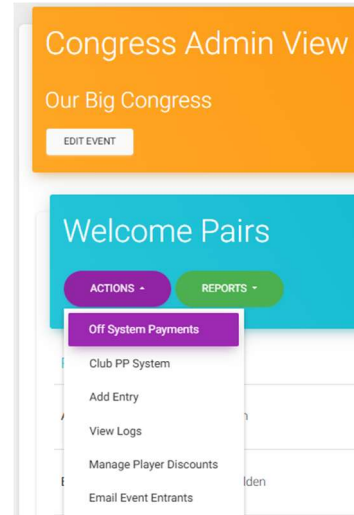
So in this situation the organiser needs to update the entry to show it as paid. The easiest way to do this is as follows:

ENTER THE MANAGE AREA FOR THE CONGRESS

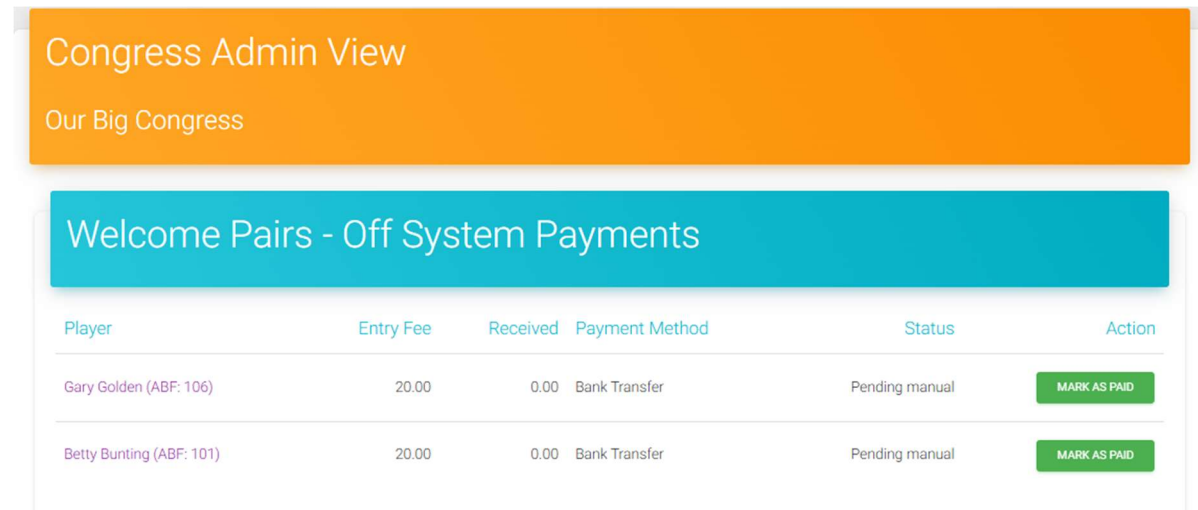
This is most conveniently done from the Manage button in the header of the public Congress page:

	<p>Which opens the top “Congress” level of the Manage area:</p> <p>The Manage area has 4 levels in all:</p> <ol style="list-style-type: none">1. Congress – lists the events in the congress2. Event – lists the entries in the event3. Entry – lists the players in the entry4. Player – shows entry/pay status for that player	 <table border="1"><thead><tr><th>Event</th><th>Type</th><th>Status</th><th>Full Entry Fee</th><th>Early Entry Fee</th><th>Entries</th><th>Tables</th><th>Due</th><th>Paid</th><th>Pending</th></tr></thead><tbody><tr><td>Open Teams</td><td>Open</td><td>Entries Open</td><td>80.00</td><td>60.00</td><td>1</td><td>1</td><td>80.00</td><td>80.00</td><td>0.00</td></tr><tr><td>Welcome Pairs</td><td>Open</td><td>Entries Open</td><td>40.00</td><td>30.00</td><td>6</td><td>3</td><td>200.00</td><td>160.00</td><td>40.00</td></tr><tr><td>Teams of 3</td><td></td><td>Entries Open</td><td>80.00</td><td>80.00</td><td>1</td><td>1</td><td>60.00</td><td>60.00</td><td>0.00</td></tr><tr><td>Total</td><td></td><td></td><td></td><td></td><td>8</td><td>5</td><td>340.00</td><td>300.00</td><td>40.00</td></tr></tbody></table>	Event	Type	Status	Full Entry Fee	Early Entry Fee	Entries	Tables	Due	Paid	Pending	Open Teams	Open	Entries Open	80.00	60.00	1	1	80.00	80.00	0.00	Welcome Pairs	Open	Entries Open	40.00	30.00	6	3	200.00	160.00	40.00	Teams of 3		Entries Open	80.00	80.00	1	1	60.00	60.00	0.00	Total					8	5	340.00	300.00	40.00
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<p>Then click the event you are interested in to open the list of entries for that event. That’s the “Event” level.</p>																																																				

1. Once at the Event level select Actions – Off System Payments.



2. The report lists all the players in the event who do NOT have their payment method set to Bridge Credits and who are not already marked as paid. There is a Mark as Paid button next to each.



3. Clicking on Mark as Paid does two things:
 - a. It updates the amount received to match the player's entry fee
 - b. It updates the status of that player's entry to "Paid" (note there is a status for each player within an entry and then a separate overall entry status as well – the overall entry status remains "Pending" until all the players in the entry are marked as Paid – at which point the entry becomes "Complete").

It is obviously up to each organiser how frequently they do this (often based on how frequently they check the bank account to see who has made a bank transfer). But it's recommended to try and do it reasonably often – players can get worried when they have paid to the club's bank account but their entry is still publicly showing as unpaid.

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

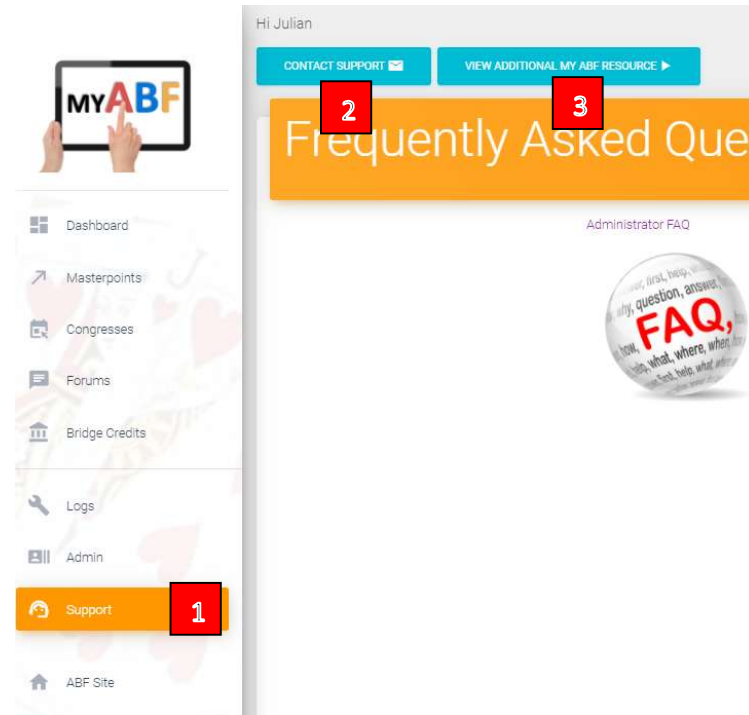
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

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>