

Online payment options

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Online payments are an integral part of BookingsPlus

It not only makes it easier for your hirers, it reduces your administration, requiring no further interaction from yourselves from the point you raise the invoice until the money arrives in your bank account.

Once your payment options are enabled, the hirer will have the option at the bottom of their invoices to make an online payment. They can only pay the amount which appears on the invoice, so make sure you are billing on the correct basis and also that all payments/credit notes have been allocated.

We do realise that different venues have different requirements, so we have 2 online payment options available within BookingsPlus - Stripe & GoCardless.

Both have different features & pricing, so feel free to take a look at each of the Pricing Pages below to think about what would suit your venue best:

Stripe Pricing

GoCardless Pricing

Payment Gateway Setup

Please note: You must be assigned to the role of Master Venue Admin to setup a payment gateway

Setting up your chosen payment gateway is a process your venue must undertake since it requires your bank details to connect to BookingsPlus. This ensures your hirer's invoice payments are transferred directly to your bank account.

To set up your chosen payment gateway please log into your BookingsPlus account and go to:

- **Manage > Edit Venue > Payment Gateways**
- Select the button **[Add Payment Gateway]**
- Select the payment gateway you wish to proceed with
- Follow the instructions to set up and link your new account

At this stage, very basic details are entered, which enables you to set up your online account.

From this point onwards, you can take online payments and the link will appear on the bottom of each customer's invoice. The next step is to verify the account. You will receive emails from your chosen payment provider on how to proceed. You can also use their online account to upload any documents or check progress. Please note that no funds will be transferred into your venue account until this verification process has been fully completed.
