

Cashless Payment Instructions for Directors

- After you **Upload Names**, you must click on the **Players** Button. This brings up a screen you are familiar with and under the Handicap Button, which you use to update handicaps mainly for Visitors, there is a new button **Payment Types**.
- Click this **Payment Type** Button
- Make Certain all players are there. If not, then go back to players and fix the problem before Proceeding.
- You will notice that each player has a Payment Type allocated. It will show **Cashless Payment**. This is the default setup in Scorer. This means that everyone is about to have \$5.00 charged against their Table Money account.
- However, there are **Exceptions**, that you must do. The obvious one is for yourself as a Playing Director. Simply click where it says **Cashless Payment** by your name and click on the dropdown arrow and select **Playing Director**.
- Now if you **have paying visitors (collect \$5 cash and put in the safe), birthdays or Ring Ins etc** then they should be altered here as well.
- If a member wants to pay for a visitor from their table money account then select for the member the payment type 'Member paying For X visitor' and for the visitor select the payment type 'Visitor paid by a member'

Now if you are happy with that, then look at the bottom left of each section for the 3 boxes. You must click the box with the **TICK** in it to confirm these changes in each section.

Now click the Process Payments button at the Bottom Right.

This brings up the Audit Report for this Session. All you need to do here is check the report is correct.

The report is now being saved automatically so there is nothing else to do.

Now close the screens and go back to Upload Results and finish as normal.

Thanks Derek