

# Crediting your eBookingOnline Account – Making Online Payments

Once the Billing System is enabled Court Bookings can only be made when the member is in credit, it is therefore important that member's accounts are topped up once the Billing System goes live.

**PLEASE NOTE A MEMBER WILL ONLY BE ABLE TO BOOK A COURT AND INTRODUCE A GUEST IF THEY HAVE SUFFICIENT CREDIT IN THEIR ACCOUNT**

When a member is logged on to their account, clicking on the **Manage Account** Icon will allow them to view their balance, view the history of transactions and add credit. They can also add credit from the **View History** page.

## Procedure to Add Credit to your Account



Log into your Account with your User ID and PIN



← Click on **Manage Account**



Click on **Add Credit** or **View History**.  
In this example there is a balance of €10.00.

To add Credit click on the **Add Credit** button - this link will take you to PayPal's website and allow you to make a secure payment directly to Carrigaline Tennis Club's PayPal account.

First, enter the amount you wish to add to your account and click on **Update**

The screenshot shows the Carrigaline Tennis Club checkout page. On the left, the 'Your order summary' table is highlighted with a grey border. It contains the following information:

Descriptions	Amount
Credit for Court Fees	0.00
Item price:	
Quantity: 1	
<a href="#">Update</a>	
Item total	0.00

On the right, the 'Choose a way to pay' section is visible. It has two main options: 'Pay with my PayPal account' (with a PayPal logo) and 'Don't have a PayPal account?'. The 'Pay with my PayPal account' option includes fields for 'Email' and 'PayPal password', a 'Log In' button, and a link for 'Forgot your email address or password?'. The 'Don't have a PayPal account?' option includes a link to 'Join PayPal for faster future checkout'.

If you have a PayPal account enter your email address and password and make the payment through your PayPal Account.

If you do not have a PayPal Account, click on **Don't have a PayPal Account** to place the order with a credit or debit card.

After the transaction takes place you will be asked if you want to have your details stored for future transactions. You may opt to set up a PayPal Account then if you so wish.

This screenshot shows the Carrigaline Tennis Club checkout page with the 'Don't have a PayPal account?' option selected. The 'Your order summary' table is the same as in the previous screenshot. The 'Choose a way to pay' section now shows the 'Don't have a PayPal account?' option expanded, revealing a form for card payment details. The form includes:

- Country: Ireland (dropdown menu)
- Card number: [input field]
- Payment types: VISA, MasterCard, Discover, American Express (checkboxes)
- Expiration date: mm / yy (input fields)
- CSC: [input field]
- Link: [What is this?](#)
- Billing information: First name, Last name, Address line 1, Address line 2 (optional), City, State / Province / Region, Postal code (input fields)
- Contact information: Telephone, Email (input fields)
- Text: 'In order to process your payment, PayPal collects certain personal information from you which it holds in accordance with its [Privacy Policy](#). For more information on this process, Click [PayPal Account Optional](#).'
- Note to seller: [Add](#)
- Text: 'Click Pay to complete your purchase. Please review your information to make sure that it is correct.'
- Pay button: **Pay**
- Footer: Payments processed by **PayPal**

Once you have confirmed your card details or PayPal account, payment is made directly to Carrigaline Tennis Club's PayPal Account.

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### Manage Account

Name: Myriam Cotter  
Member Number: 109

**Change PIN**  
Current Pin:  New Pin:  Confirm Pin:   
**Update PIN**

**Online Account**  
Current Balance: €10.00 **View history** **Add credit**

**Account Details**  
Email address: myriamcotter@gmail.com  
Receive email confirmations  Receive rich text emails   
**Update Details**

**Return to Main Page**

Here you can edit your email address and preferences to receive email updates when you or your partner make a booking. The default format of rich text emails is best, but if you are having problems in reading your booking emails until the box and plain text emails will be sent instead.

You can also change your PIN number, please note PIN numbers must be four digits long. For security reasons please do not disclose your PIN to anyone else. If allowed by your administrator you can also edit your personal details and publish your telephone number in the online Directory.

If you need to change any other information please contact your administrator or club manager.

Your online account balance is also shown, to view detailed information click the view history button.

To add credit to your account Online click credit. Please note all funds are transferred directly to your club's merchant account, for any queries on this please use the contact information below

Contact: Committee Carrigaline Tennis C  
Telephone: 00353214372377

Email Address: cclmanagementssystem@gmail.com

After the PayPal Transaction is complete you can view your Account Transaction by clicking on **View History** on the **Manage Account** Screen

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### View Account Transactions

Name: Myriam Cotter  
Member Number: 109

**Online Account**  
**Manage Account** **Add credit**

Account Balance: €10.00

Date	Credit (€)	Debit (€)	Type	Reference
21/01/2014	10.00		Court Fee Online Top Up	2U310322W6209804G
21/01/2014		2.00	Court Fee Top Up	
10/12/2013		4.00	Court Fee Top Up	
10/12/2013	2.00		Court Fee Top Up	
10/12/2013	2.00		Court Fee Top Up	
04/12/2013		6.00	Court Fee Top Up	
04/12/2013	2.00		Court Fee Top Up	
04/12/2013	2.00		Court Fee Top Up	
04/12/2013		2.00	Court Fee Top Up	
12/09/2013			Court Booking Fee	Christmas League 31/10/2013 19:00

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The Transaction for Court Fee Online Top Up with Reference Number.

**Add Credit** can also be linked from this page