

Updating a Credit Card for Recurring Instalments

Last Modified on 19/09/2016 11:13 am AEST

Quick Steps: Subscriptions > Instalments > Recurring

1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.
2. Select **Recurring** from the expanded left menu.
3. Search for the member you wish to update using their Last Name.
4. Click **View** next to the member's name

SportsTG - Sample System

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Recurring Instalments - Active

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Search For: In:

Records: 1-1 of 1

Member	Period	Next Date	Value	Charge	View	Status
Greene, Jay	Weekly	22-Sep-2016	\$120.00	\$0.00	View	

Records: 1-1 of 1

[View Transaction](#)

5. Then click **Amend Card Details**.

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Recurring Instalments

[Listing](#) [Amend Card Details](#)

Member: Jay Greene

Value: \$120.00

Charge: \$0.00

Term: 2

Period: Weekly

Next Instalment Date: 22-Sep-2016

Instalments Paid: 1

29:58

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6. Enter the Card Number, Expiry Date and CCV number.

Please Note: You do not need to enter the card type as the system will automatically recognise this based on the number.

7. Click **Update Credit Card Details** to update the information.

Note: In updating the card details a \$1.00 charge will be placed on the members card. After a period of 3 seconds this payment will then be reversed. Please be patient in waiting for this delay and ensure members are informed of the reversed charge. Once the charge/refund has gone through, all future payments will be taken from the new card.

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