



Refund a recurring payment

Select Payments received

The screenshot shows the Sportlomo Sports Manager dashboard. The navigation menu includes: HOME, HELP, MY ACCOUNT, PRIVACY POLICY, and LOGOUT. The main content area is divided into several sections:

- Members/Team Sheets:** Membership Database, Transfer Request, Player Registration, Club Team Sheets.
- Membership:** View Members, Payments Received (highlighted with an arrow), Refunds.
- Club Details:** Edit Profile.
- Membership Setup:** Payment Methods, Email Notifications, Membership Categories, Membership Types, Discount Codes, Begin selling.
- Settings:** Manage User Accounts, Registration Setup.
- Communications:** Notifications.
- Reports:** System Reports, Payout Report.

Under action click the back arrow to offer a refund.

The screenshot shows the 'Payments Received' table. The table has the following columns: Payment ID, Association, Name, Type, Registration Date, Payment Status, Fee Paid, Outstanding Amount, and Actions. The 'Actions' column contains icons for back, forward, and information. An arrow points to the back arrow icon in the 'Actions' column of the row with Payment ID 584190.

Payment ID	Association	Name	Type	Registration Date	Payment Status	Fee Paid	Outstanding Amount	Actions
626312			New Registration	09/03/2022 19:06	Payment Received	560.00	0.00	[Back] [Forward] [Info]
597521			New Registration	19/01/2022 18:31	Payment Received	66.67	600.03	[Back] [Forward] [Info]
584190			New Registration	07/12/2021 00:19	Payment Received	200.00	0.00	[Back] [Forward] [Info]
584174			New Registration	06/12/2021 23:33	Payment Received	200.00	0.00	[Back] [Forward] [Info]
568546			New Registration	11/11/2021 13:56	Payment Received	25.00	92.70	[Back] [Forward] [Info]
568486			New Registration	11/11/2021 13:51	Payment Received	95.50	0.00	[Back] [Forward] [Info]
566450			New Registration	08/11/2021 19:41	Payment Received	50.00	300.00	[Back] [Forward] [Info]
562644			New Registration	03/11/2021 18:12	Payment Received	200.00	0.00	[Back] [Forward] [Info]
557899			New Registration	29/10/2021 20:12	Payment Received	655.00	0.00	[Back] [Forward] [Info]

Select the payments you would like to return.

Refunds

Create/View Refunds ← Back

Options

Memberships All Refunds

Registration Details

Email Address	Registration Date	Registration Fees	Taxes/Additional Fees	Service Fees	Total Paid	Refunded to Date	Available to Refund	Payment Method
[REDACTED]	19/01/2022 18:31	66.67	0.00	2.83	66.67	0.00	194.35	Stripe

Create Refund

Member ID	Member Name	Payment Status	Registration Fee	Additional Fees	Service Fees	Available to Refund	Member Status	Refund
1149243	[REDACTED]	Created	66.67	0.00	2.83	63.84	Active	<input checked="" type="checkbox"/>
1149243	[REDACTED]	Payment Received	66.67	0.00	2.83	66.67		<input checked="" type="checkbox"/>
1149243	[REDACTED]	Payment Received	66.67	0.00	2.83	66.67		<input type="checkbox"/>
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		

Cancel Future Recurring Payment

When you want to complete the refund press the refund button.

Member ID	Member Name	Payment Status	Registration Fee	Additional Fees	Service Fees	Available to Refund	Member Status	Refund
1149243	[REDACTED]	Created	66.67	0.00	2.83	63.84	Active	<input checked="" type="checkbox"/>
1149243	[REDACTED]	Payment Received	66.67	0.00	2.83	66.67		<input checked="" type="checkbox"/>
1149243	[REDACTED]	Payment Received	66.67	0.00	2.83	66.67		<input type="checkbox"/>
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		
1149243	[REDACTED]	Recurring	66.67	0.00	2.83	0.00		

Cancel Future Recurring Payment

Refund Reason

Service Fees 2.83

Refund Total 127.68

Refund Method Stripe