



# Check or Mark off Payments.

## Background:

For a given event, there is a search function that allows users to search the entire event database. The search function is powerful, allowing a search to be made based on one or more search criteria.

## Prerequisites:

A TES administrator login for the event.

## Option 1: Keel Boats.

### To search:

- Log into TES
- Select the desired event from the drop-down list

A list will open up, whose header looks like this:

SERIES NAME	ENTRANTS	EDIT	Ent Paid	Cas Paid	Check List	EMAIL
Keelboat Racing Racing Div & Corio Cruisers	57 (cas 0/0)		\$			
VRCA Twilight Series	54 (cas 0/0)			\$		
Two Handed Series	38 (cas 0/0)			\$		
Tuff Marine Series	29 (cas 0/0)			\$		

On the main admin screen, click on the **\$** button in the **Ent Paid** or **Cas Paid** column for the relevant series.

- **Ent Paid** is for series entries
- **CAS PAID** is for casual entries.

Step 1: Alter Entrant details  
Step 2: When done: Refresh page to confirm changes

NAME	CHILD	PAID	OK	PAY BY	AMOUNT	E NOTE
elen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	50.00	
e	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	50.00	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	50.00	
ton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	50.00	
Paul S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	50.00	
y	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	25.00	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	50.00	
is	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	25.00	
on	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crcd	25.00	Paid Reception 13/1

The **Paid**, **OK**, **Pay By**, **Amount** and **E Note** fields can be edited by the TES Administrator. Mouse Clicking **PAID** and **OK** boxes will check / uncheck them; the others will accept free-format text.

- Credit Card Payments automatically update the **Paid**, **Paid By** and **Amount** fields for each entrant.
- **All** other payment types must be marked of by the event administrator at the time payments are finalised.

### **Optional:**

There is a further **OK** check-box for any use arbitrarily nominated by the Administrator. This is to mark off anything else that is deemed necessary for the entry to be accepted.


A better option is to use the TES **CHECK LIST** Utility.

## Option 2: Off-the-Beach Boats.

TES can handle both series and casual entries so long as it has been configured to accept casual entrants.


### Step 1:

Log into TES



Currently there are 45 competitors entered for this event.

SERIES NAME	ENTRANTS	CONTACTS	EDIT	Ent Paid	Cas Paid	Check List	EMAIL	SMS	Docs	Reps	TY Report	R
Senior - Summer Aggregate	12 (cas 0/0)											
Junior & Youth (U25) - all racing	27 (cas 0/0)											
Casual Entry	5 (cas 0/0)											
Profile	1 (cas 0/0)											

On the main admin screen, click on the  button in the **Ent Paid** or **Cas Paid** column for the relevant series.

- **Ent Paid** is for series entries
- **CAS PAID** is for casual entries.

### Step 2:

The screen that follows displays who has paid.

**Entrants and Payments for Senior - Summer Aggregate**

Step 1: Alter Entrant details  
Step 2: When done: Refresh page to confirm changes

[Refresh Page](#)  
[Save final change and close page.](#)

AST NAME	CHILD	PAID	OK	PAY BY	AMOUNT	E NOTE	T
Logan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
Logan		<input type="checkbox"/>	<input type="checkbox"/>	crd			
Humphris		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
Hughes		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
Stewart		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
Mccubbin		<input type="checkbox"/>	<input type="checkbox"/>	crd			
Gavin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
May		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
Jones		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
Henderson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
Gillam		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		
Herzer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	crd	250.00		

Feedback

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## **Optional:**

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A better option is to use the TES **CHECK LIST** Utility.

## **Associated Documents.**

[Casual/Race Entrants in TES and Payment Issues](#)

[Reconciling Payments and Credit Card Transactions](#)

[TES ~ Check-List Functionality](#)