Views

How to Record Course Payments

If a Session Group has **Course Payment** recorded under **Booking Mode**, payments can be recorded with the following process:

- Hover over **Work** and select **Session Groups**

- Select the relevant **Session Group**

- Select **Booked Participants** from the **Contacts** tabs on the left

- If the person is not already listed, click on the **Plus** icon [+]

- Enter the person's name and click **Search**

- Select the name, click **Add** and then **Done**

- To the right of the relevant person, choose the **Payment** icon [💳]

- Enter the payment details and click **Save**