

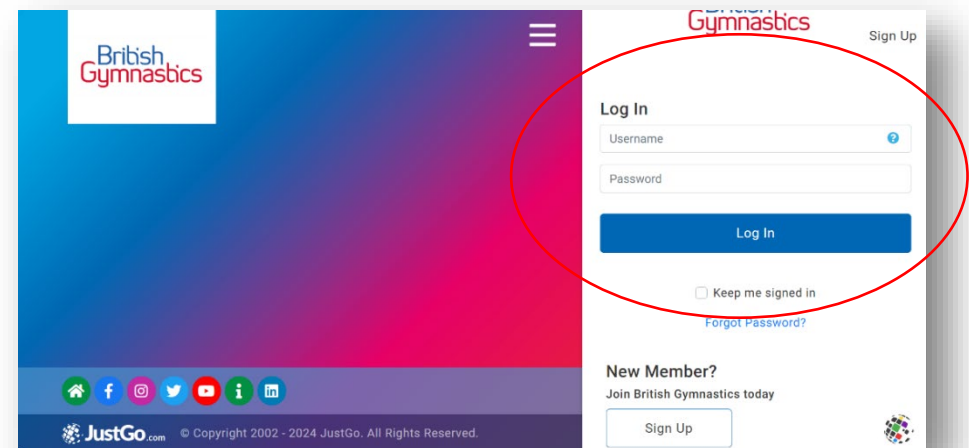
## How do I view my payments?

This guide shows you how to view any previous payments you have made for membership, courses and events

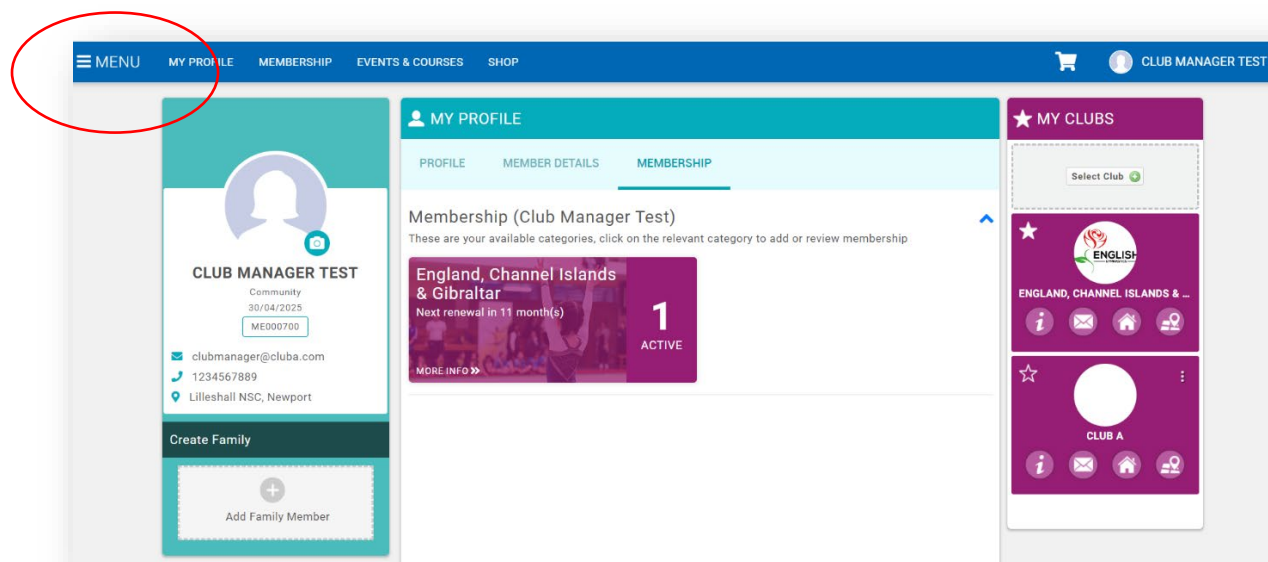
### This guide covers

- How to log in
- Where to find your club information
- How to view payments and print receipts

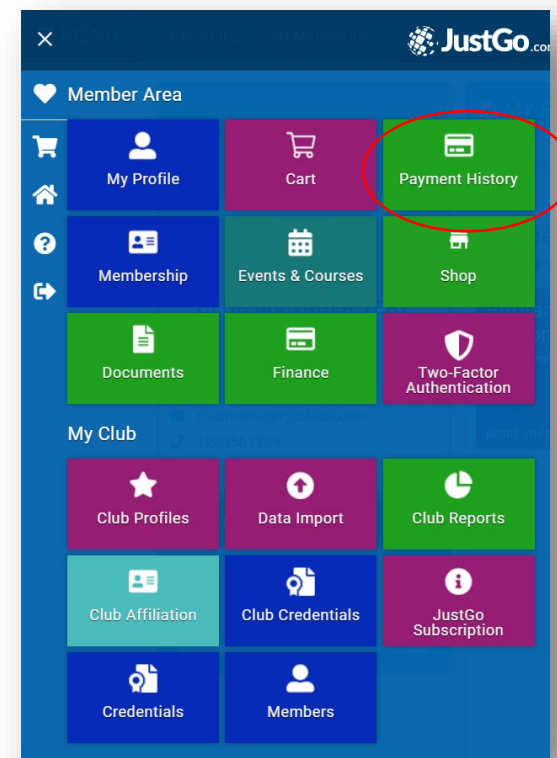
Log into your My BG account  
using your email address/  
username and password



Once you have logged in,  
click on the menu button  
in the top left corner

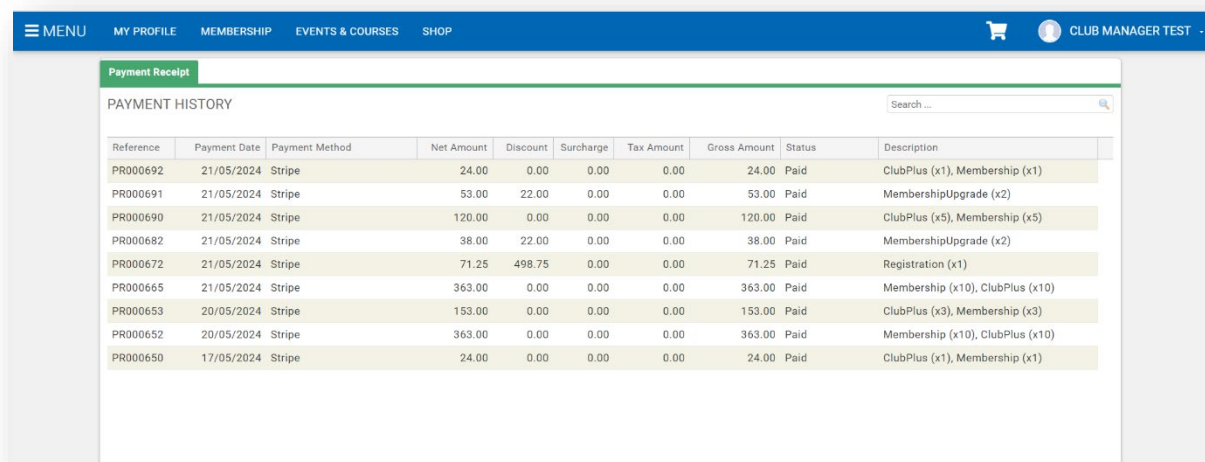


Once you have clicked on the menu tab,  
then click the 'Payment History' tile



Here you can see all the personal payments you have made via your account.

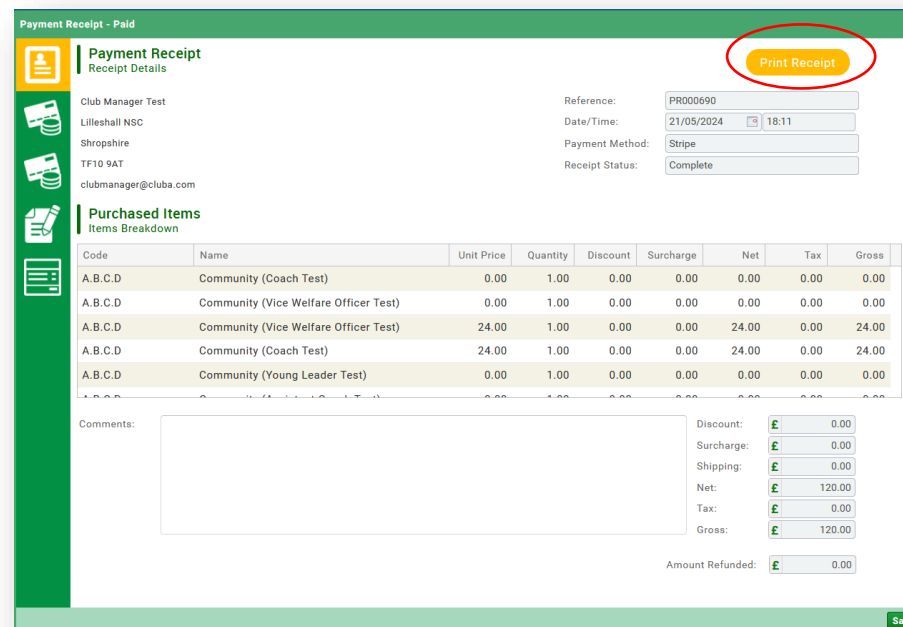
If you are a club official, you will also see any payments you have made on behalf of the club, e.g. gymnast memberships, event entry



Reference	Payment Date	Payment Method	Net Amount	Discount	Surcharge	Tax Amount	Gross Amount	Status	Description
PR000692	21/05/2024	Stripe	24.00	0.00	0.00	0.00	24.00	Paid	ClubPlus (x1), Membership (x1)
PR000691	21/05/2024	Stripe	53.00	22.00	0.00	0.00	53.00	Paid	MembershipUpgrade (x2)
PR000690	21/05/2024	Stripe	120.00	0.00	0.00	0.00	120.00	Paid	ClubPlus (x5), Membership (x5)
PR000682	21/05/2024	Stripe	38.00	22.00	0.00	0.00	38.00	Paid	MembershipUpgrade (x2)
PR000672	21/05/2024	Stripe	71.25	498.75	0.00	0.00	71.25	Paid	Registration (x1)
PR000665	21/05/2024	Stripe	363.00	0.00	0.00	0.00	363.00	Paid	Membership (x10), ClubPlus (x10)
PR000653	20/05/2024	Stripe	153.00	0.00	0.00	0.00	153.00	Paid	ClubPlus (x3), Membership (x3)
PR000652	20/05/2024	Stripe	363.00	0.00	0.00	0.00	363.00	Paid	Membership (x10), ClubPlus (x10)
PR000650	17/05/2024	Stripe	24.00	0.00	0.00	0.00	24.00	Paid	ClubPlus (x1), Membership (x1)

To print the receipt of the payment, double click on the relevant transaction

Click 'Print Receipt' to download a copy and print/store as necessary



Payment Receipt - Paid

**Payment Receipt**  
Receipt Details

Club Manager Test  
Lilleshall NSC  
Shropshire  
TF10 9AT  
clubmanager@cluba.com

Reference: PR000690  
Date/Time: 21/05/2024 18:11  
Payment Method: Stripe  
Receipt Status: Complete

**Purchased Items**  
Items Breakdown

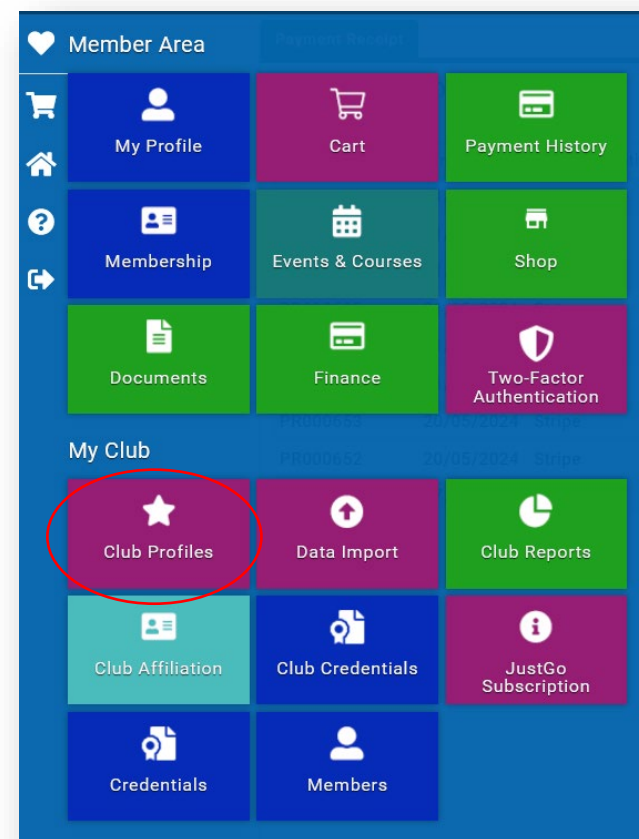
Code	Name	Unit Price	Quantity	Discount	Surcharge	Net	Tax	Gross
A.B.C.D	Community (Coach Test)	0.00	1.00	0.00	0.00	0.00	0.00	0.00
A.B.C.D	Community (Vice Welfare Officer Test)	0.00	1.00	0.00	0.00	0.00	0.00	0.00
A.B.C.D	Community (Vice Welfare Officer Test)	24.00	1.00	0.00	0.00	24.00	0.00	24.00
A.B.C.D	Community (Coach Test)	24.00	1.00	0.00	0.00	24.00	0.00	24.00
A.B.C.D	Community (Young Leader Test)	0.00	1.00	0.00	0.00	0.00	0.00	0.00

Comments:

Discount: £ 0.00  
Surcharge: £ 0.00  
Shipping: £ 0.00  
Net: £ 120.00  
Tax: £ 0.00  
Gross: £ 120.00  
Amount Refunded: £ 0.00

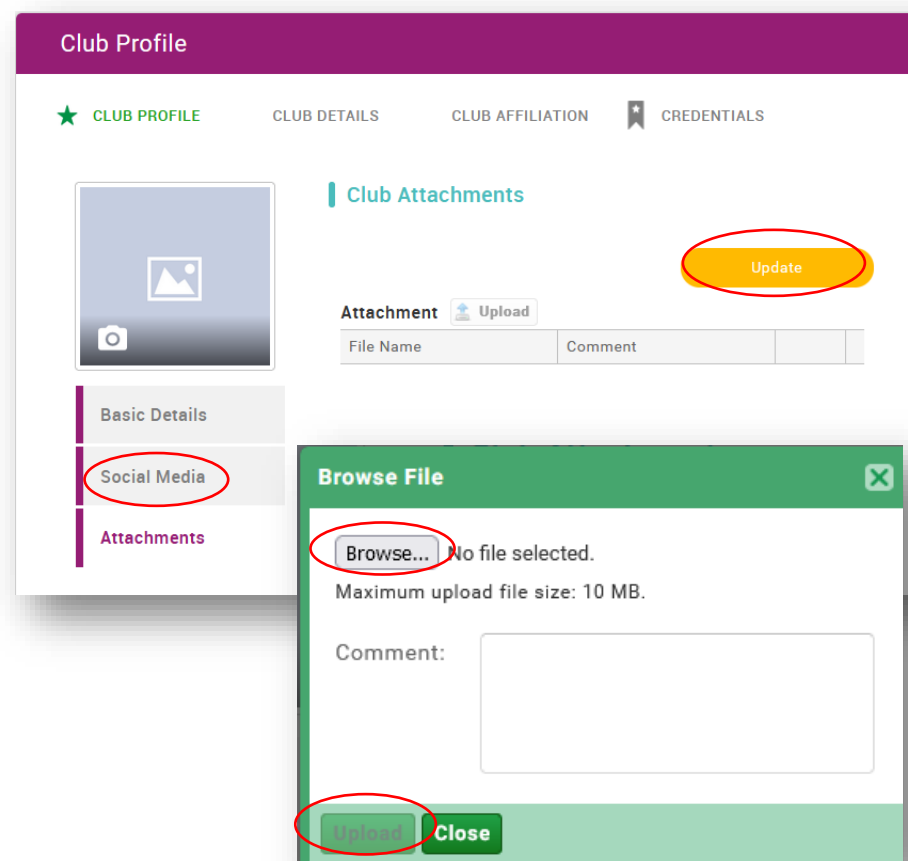
Save

To share this receipt with other club administrators, click 'Menu' and select 'Club Profiles'



Click 'attachments', then 'update'.  
This makes the 'Upload' button  
clickable

You can then click 'browse' to  
upload the relevant receipt and note  
in the comments what it was for



Click 'save'.

Uploading the receipt to this shared area is recommended to ensure that all members with club admin rights can access the relevant receipts

