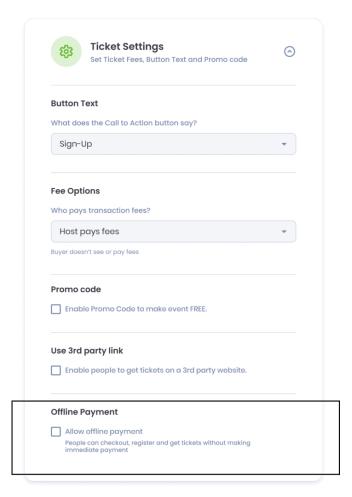
# Pay Later / Pay Offline

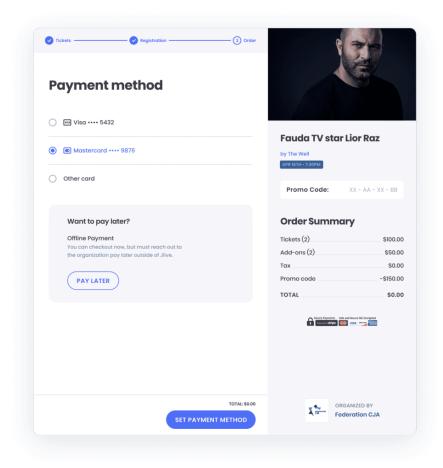
### **Pay Later**

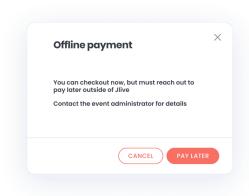
Organizations can allow people to Pay Later and still checkout and get their tickets. No money will be collected during the checkout and the Order will be marked as Not Yet Paid.

On Create Event - Step 2 Tickets, Admins can enable offline payment.



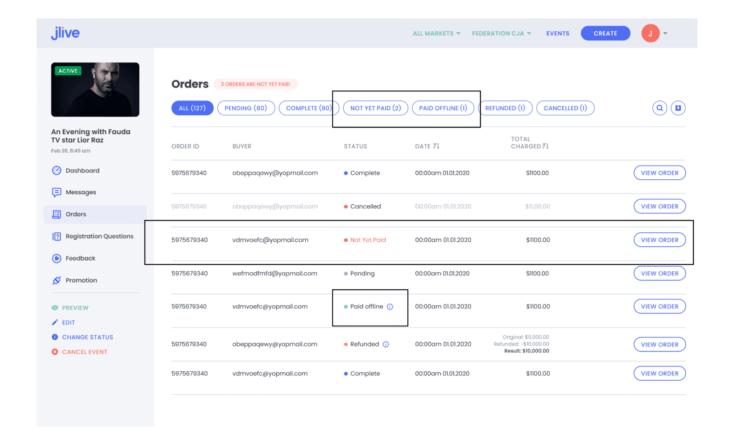
What The Registrant Will See





## **Managing Orders**

When Managing Orders, Admins can see which events are Not Yet Paid.



### **Mark As Paid**

Admins can "Mark As Paid"

#### NOT YET PAID

#### Order #5975679340



Podcast – Comedian Josh Gondelman on Doing Good & Staying Funny

FEB 20, 8:45 AM

by NEXTGen Detroit +12 Other

 ☐ February 20, 2020 − 8:46 AM

Not Yet Paid

 $\times$ 

| 3 tickets -  | \$225.00  |
|--|-----------|
| VIP<br>Bill Richardson   | \$100.00  |
| Preferred Seating & Valet Parking with free photoshoot<br>Shannon Richardson | \$75.00   |
| Virtual ticket<br>Carly Richardson   | \$50.00   |
| 2 add-ons *  | \$25.00   |
| Sponsorship  | \$15.00   |
| Dinner   | \$10.00   |
| Promo code   | -\$100.00 |
| Tax fee  | \$0.99    |
| TOTAL OWED   | \$150.99  |



MARK AS PAID

RESEND ORDER TO EMA

