



Events 7.0 Ability To Process Credit Card Transactions

Overview:

The ability to Process Credit Card Transactions within Event Registration was implemented to allow patrons the ease of registering for an Event with the use of their credit card for payment.

Note:

- To use this process you must have an agreement with a Credit Card processing vendor.
- Once you have purchased this feature from Evanced Solutions, Evanced will turn on the switch in your system to allow the capability of using this feature

How To Setup:

1. **Login** into “Events Maintenance” using your Administrator Password

2. **Select** “System Configuration” from Settings – System Settings

3. **Select** “Credit Card Settings”

4. **Setup** the “Credit Card Setting” Screen.

This section you will need your Credit Card processing company information.

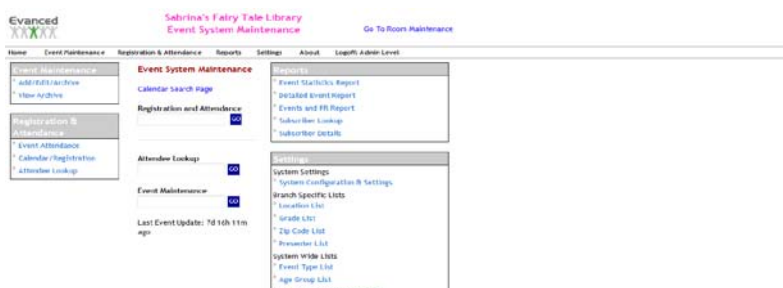
Just select your accepted Credit Card types and populate library information in the comment field.

Events & Rooms 7.0 Ability To Select Specific Report Detail Continued....

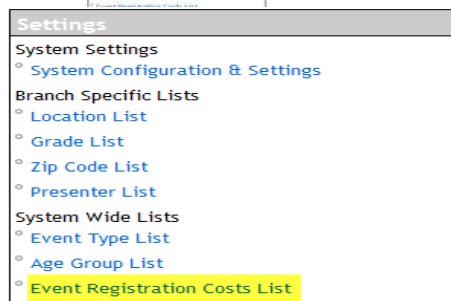
- **Enable Processing** is the switch that turns on credit card processing. If for some reason you want to disable this temporarily, you can switch it to “No” and the system will work as it always has.
- **Processing URL** will be filled out by Evanced.
- **Processing Company** is Payflow pro, for this example.
- **Partner, Merchant Login, User and Password** is where you setup the processor login information, just like you would log into <http://manager.paypal.com> .
- **Processing Mode** is so you can test credit card process to make sure that the process works before you set it to live.
- **Comment** is for passing extra information through with the process, for example “South Branch Room Reservation”. This information is displayed on payflow pro’s credit report system, and can make for easier understanding of transactions.
- **Card Processing Choices** are if for some reason you want to disable the use of a certain card brand.

5. Select “Save”

6. Return to the “Event Maintenance Homepage”



7. Select “Event Registration Cost List” from Settings

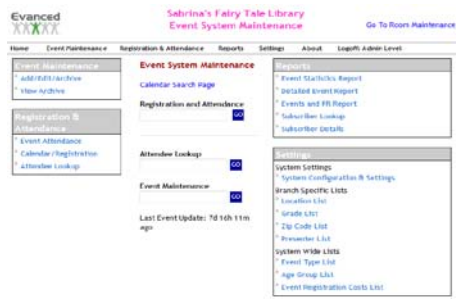


8. Add a “Event Cost”

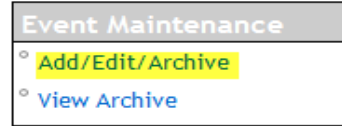
- **Event Cost** is the name for the Cost Classification. This will be shown on both staff and patron sides when they select a classification.
- **Default Amount** can be left blank – when you check this in event creation (detailed below), it has an amount already filled in.
- **Fixed** can be checked to make the default amount the only amount that gets included. This is used if you want to set a hard cost associated with registrations, and do not want Event creators able to change the cost.
- **Enabled by Default** simply checks the classification option when you turn on Payment Required.

Events & Rooms 7.0 Ability To Select Specific Report Detail Continued.....

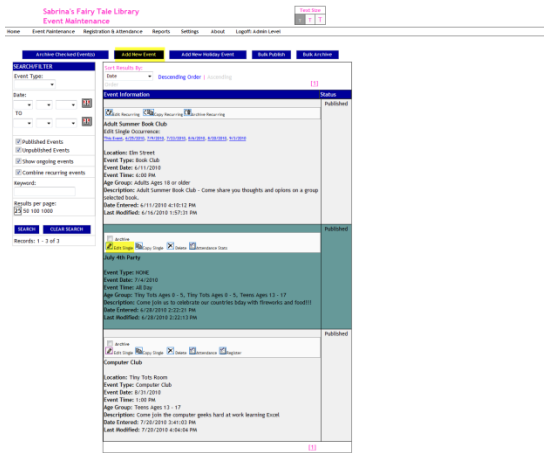
9. Return to the "Event Maintenance Homepage"



10. Select "Add/Edit/Archive" from Event Maintenance



11. Add or Edit an "Event"



Payment Required:

<input checked="" type="checkbox"/>	Standard Charge	\$ 10
<input type="checkbox"/>	After Hours Charge	\$ 20

12. Select "Payment Required" box

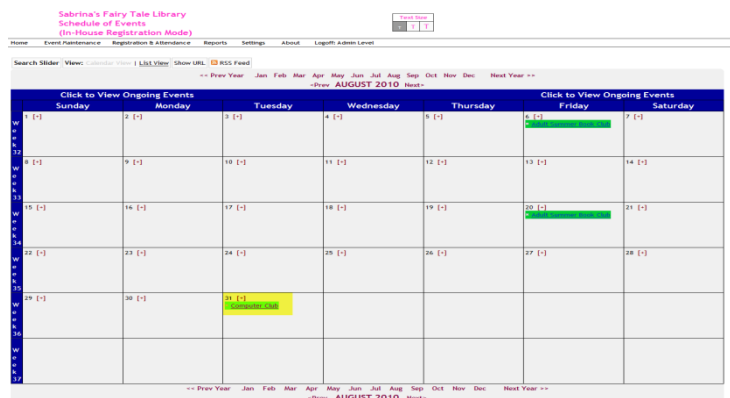
13. Select one or more of the "Event Costs" that was setup in step 8

Payment Required:

<input checked="" type="checkbox"/>	Standard Charge	\$ 10
<input type="checkbox"/>	After Hours Charge	\$ 20

Patron View:

1. From the "Events Calendar" Select the event



Events & Rooms 7.0 Ability To Select Specific Report Detail Continued....

2. **Complete** the “Registration Information”

Registration	
*Attendee First Name:	<input type="text"/>
*Attendee Last Name:	<input type="text"/>
*Attendee Phone Number:	(317) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Alternate Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Attendee Email Address:	<input type="text"/>
*Parent/Guardian Name:	<input type="text"/>
*Attendee Age:	<input type="text"/>
*Costing class for Event:	<input checked="" type="radio"/> Standard Charge - \$10.00

3. **Select** “No” in the “Will you be paying by Check” field

*Will you be paying by check? Select NO to pay by credit card.:	<input type="radio"/> YES <input checked="" type="radio"/> NO
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4. **Select** “Continue to Payment Options” lower left of your screen

[Continue to Payment Options](#)

5. **Select** “Credit Card” in the “How would you like to Pay?” field

	\$10.00
*How would you like to pay?	<input type="radio"/> Check <input checked="" type="radio"/> Credit Card

6. **Complete** all required Credit Card Information

*Card Holder First Name	<input type="text"/>
*Card Holder Last Name	<input type="text"/>
*Address	<input type="text"/>
*City, State/Province, Zip/Postal Code	<input type="text"/>
*Credit Card Number	<input type="text"/>    
*Credit Card Verification Value	<input type="text"/>
*Expiration Date	1 - January / 2010
<input type="button" value="Process Payment"/> <input type="button" value="Cancel"/>	

Note: Due to the fees associated with crediting back charges, the system does not handle refunding credit cards. This will need to be processed by the library.

7. **Select** “Process Payment”