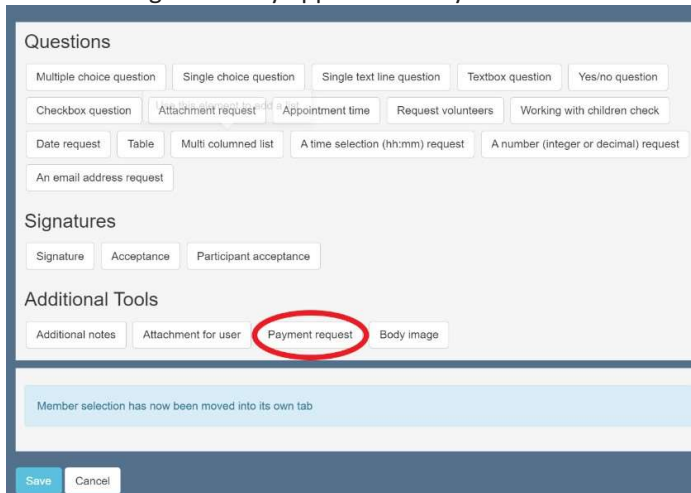


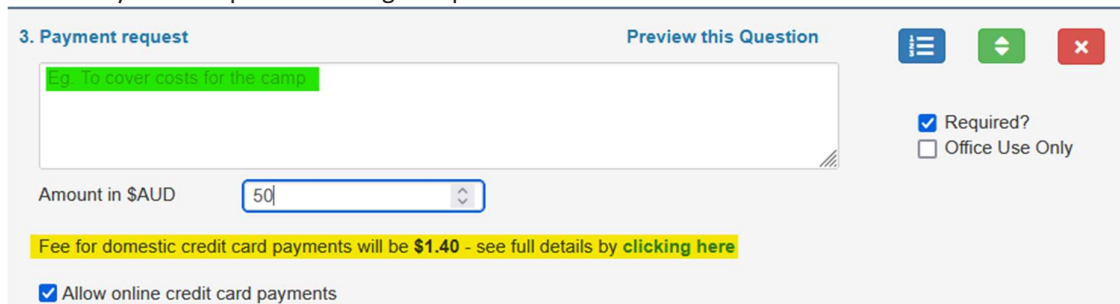
# How to collect payments via Operoo forms

1. When creating an activity approval form you will see the following at the bottom of the screen.



The screenshot shows the 'Questions' section of the Operoo form creation interface. It includes several categories of question types: 'Multiple choice question', 'Single choice question', 'Single text line question', 'Textbox question', 'Yes/no question', 'Checkbox question', 'Attachment request', 'Appointment time', 'Request volunteers', 'Working with children check', 'Date request', 'Table', 'Multi columned list', 'A time selection (hh:mm) request', 'A number (integer or decimal) request', and 'An email address request'. Below these are 'Signatures' options: 'Signature', 'Acceptance', and 'Participant acceptance'. Under 'Additional Tools', there are 'Additional notes', 'Attachment for user', 'Payment request' (highlighted with a red circle), and 'Body image'. At the bottom, there is a 'Member selection has now been moved into its own tab' notification and 'Save' and 'Cancel' buttons.

2. Select 'Payment Request' and drag into position on the form.



The screenshot shows the configuration screen for a 'Payment request' question. The title is '3. Payment request' and there is a 'Preview this Question' link. A text box contains the example text 'E.g. To cover costs for the camp.' (highlighted in green). Below this is a dropdown menu for 'Amount in \$AUD' with the value '50'. A yellow highlight indicates the fee: 'Fee for domestic credit card payments will be \$1.40 - see full details by clicking here'. There are checkboxes for 'Required?' (checked) and 'Office Use Only' (unchecked), and a checked checkbox for 'Allow online credit card payments'. On the right side, there are icons for a menu, a refresh, and a close button.

Please use the form name in the text box (highlighted in green above) and ensure you have selected the "Required" tick box. Please ensure that the payment requested from participants is sufficient to cover these fees and other costs (i.e. the event should break even at a minimum). Operoo will advise of the fee per transaction once a payment amount is entered (see yellow highlight above).

Please be advised that the office does not have the capacity to invoice individuals; if there are non-members invited please contact the IT Officer at the earliest opportunity with the invitee's names and email addresses for onboarding into Operoo.

If the event accommodates last-minute participants who may not have paid, please advise the Office at the earliest opportunity. This allows us to organise Square access for your team to take card payments on the day, as we are trying to discourage any handling of cash.

- Operoo is connected to Stripe which pays directly into the branch bank account. Once the money is collected (or sooner if you require) the office team will transfer the money collected to your group's bank account (less Stripe fees).
- Fees for Stripe are 1.95% of payment total plus \$0.40. These fees should be factored into the costing for your event.

Price	Stripe Fee	Amount Transferred
\$5	\$0.50	\$4.50
\$10	\$0.60	\$9.40
\$15	\$0.69	\$14.31
\$20	\$0.79	\$19.21
\$25	\$0.89	\$24.11
\$30	\$0.99	\$29.01
\$40	\$1.18	\$38.82
\$50	\$1.38	\$48.62
\$100	\$2.35	\$97.65

- You will be able to see who has paid by going to the form library and clicking on the form you want to view. The column heading will be the same as the description you have entered in step 2. More details are available [here](#).

The screenshot shows a web interface for a form library. At the top, there are controls for 'Actions', 'Actions for Selected (1)', and 'Clear Filters'. Below that, a 'Show 50 entries' dropdown is visible. The main part of the interface is a table with the following columns: 'All' (checkbox), 'Actions' (dropdown), 'Last Name' (with search icon), 'First Name' (with search icon), 'Member ID' (with search icon), 'Response Id' (with search icon), 'Submitted at' (with search icon), 'Status' (with help icon), 'Sorted Group' (dropdown), and 'Branch Office - Test Stripe Activity Form' (dropdown). The 'Branch Office - Test Stripe Activity Form' column is circled in red. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

- Please don't hesitate to contact Scouts ACT on 02 6282 5211 or [admin@scoutsact.com.au](mailto:admin@scoutsact.com.au) if you have any questions.