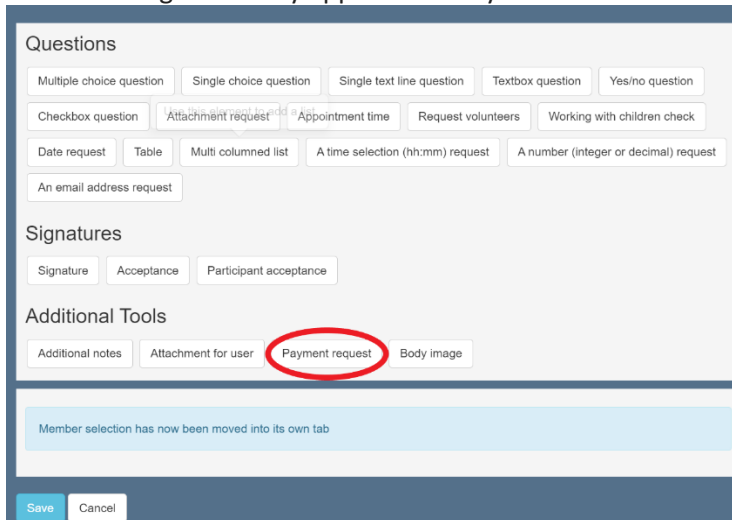


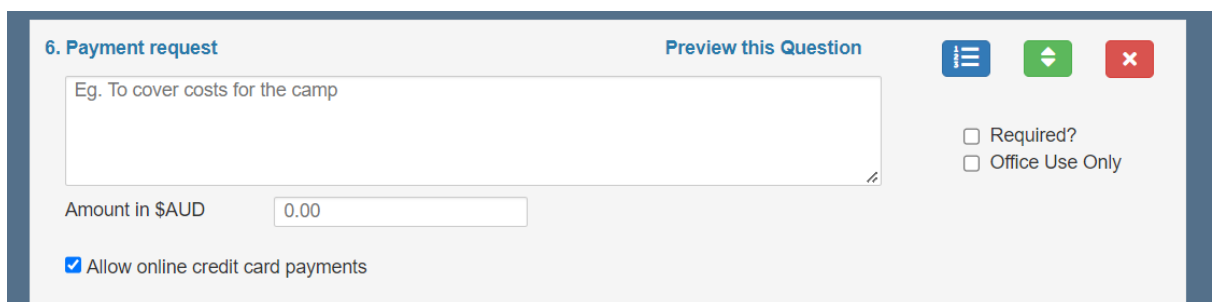
How to collect payments via Operoo forms

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



The screenshot shows a panel titled 'Questions' with various question type buttons: 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, and A number (integer or decimal) request. Below this is an 'An email address request' button. The 'Signatures' section includes Signature, Acceptance, and Participant acceptance buttons. The 'Additional Tools' section includes Additional notes, Attachment for user, Payment request (circled in red), and Body image buttons. A blue message box at the bottom states 'Member selection has now been moved into its own tab'. At the very bottom are 'Save' and 'Cancel' buttons.

2. Select 'Payment Request' and drag into position on the form (e.g. the last question).



The screenshot shows the configuration screen for a 'Payment request' question. The title is '6. Payment request' and there is a 'Preview this Question' link. A large text area contains the example text 'Eg. To cover costs for the camp'. To the right are three icons: a blue menu icon, a green up/down arrow icon, and a red close icon. Below these are two checkboxes: 'Required?' (unchecked) and 'Office Use Only' (unchecked). Below the text area is a label 'Amount in \$AUD' followed by a text input field containing '0.00'. At the bottom is a checked checkbox for 'Allow online credit card payments'.

3. Add a description for the activity, the cost, and tick both 'Allow online credit card payments' and 'Required?'.

For the description, please use the format **Group name – Activity – Activity Date**.

- 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 buttons for 'Actions', 'Actions for Selected (1)', and 'Clear Filters'. Below this, it says 'Show 50 entries'. The main part of the interface is a table with columns: All, Actions, Last Name, First Name, Member ID, Response Id, Submitted at, Status, Sorted Group, and Branch Office - Test Stripe Activity Form. The first row of data shows a form with the name 'Legge-Wilkinson', first name 'Jo', member ID 'S002916', response ID '26181848', and status 'Not responded'. The 'Branch Office - Test Stripe Activity Form' column header is circled in red.

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