Making Payments

Event Manager Guide – Credit Card Payment and Invoicing

In Edit Mode, General Tab / Payment Method the event manager sets:

1) Credit Card options for Individual Tickets, Level 1, Level 2 and Merchandise
2) In-person payment option available ONLY for Stipe merchant account users

General ⌄

EventCamp Bundle

Event Info

Contact Information

Branding Information

Online Sponsor Info

Social Media and Links

Time and Location

Payment Method

Payment Method

Choose a payment method for each individual level of purchase. "Offline" indicates the option to collect fees other than a credit card (Cheque/Money Order/Cash, etc.). An offline transaction can then be marked as "Complete" in the EventCamp Finance Report, once the fees are collected.

NOTE: Payment methods can be changed after the event has launched.

	Credit Card	Offline	In-Person	Continue as Guest ⑦
Individual Tickets	☑	☐	☐	☐
Level 1 Packages	☑	☑	☑	☐
Level 2 Packages	☑	☑	☑	☐
Merchandise	☐	☐	☐	☐

- Offline (invoicing) is not available for ticket level purchases
- Setting credit card and offline options can be edited after the event has been launched.

Welcome to EventCamp's Quick Tips Series for event and association managers.

We are here to assist our event and association managers with managing their events as efficiently as possible!

This EventCamp Quick Tip is about Making Payments.

Individual Tickets (Credit Card Only)
Level 1 and Level 2 (Credit Card and Invoicing Options available)

Making Payments

Event Manager Guide – Payment Confirmation Messaging

In Edit Mode, Registration Forms, you can set different messaging for Individual Tickets, Level 1 and/or Level 2 purchases.

Academic Conference (Aurora) + App + Merchandise

Data Collection ⓘ

Individual Tickets	Level 1 Packages	Level 2 Packages

INFORMATION	INCLUDE	REQUIRE
Prefix (Mr, Mrs, etc)	☐	☐
First Name	☑	☑
Middle Name	☐	☐
Last Name	☑	☑

My Events

My Centre ▼

Custom Reports

Business Connect

General ∨
Registration Forms ∨
  Registration Forms
  Conditional Fields
Call For Presenters
Agendas ∨
Extras

Scroll to the bottom of each Data Collection Set form to write a customized payment confirmation message.

Payment Confirmation Message

Enter a custom message that will be sent along with the confirmation of a successful purchase.

File   Edit   View   Insert   Format   Tools   Table

Paragraph ∨   System Font ∨   12pt ∨   **B**   *I*   U   S   A ∨   ✏ ∨   🔗

This is your official invoice or receipt. Y

If you paid by credit card, you statement will appear as YOUR COMPANY

Save

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When an original purchase is made with credit card, the amount is processed through the payment merchant account (PayPal, CloverConnect, Stripe or Worldline Services), and then settled into the bank account.

When an original Level 1 or Level 2 purchase is made with the Invoice Me/Pay Later option, the amount of this purchase can still be processed via credit card (provided Level 1 and/or Level 2 are enabled (see page 1), either by the purchaser in their own EventCamp account, or by the Event Manager in the Transactions Tab in the event where the purchase was made.

From the Event Manager Transactions Tab

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From the Purchaser's EventCamp account

My Transactions

You have a total of 10 transactions.

Riel

Search by Order ID — Search

Order ID	Trans ID	Refunded Order ID	Type	Order Date (UTC)	Payment Date (UTC)	Details	Status	Transaction Amount	Debit	Credit	Email Receipt	Print Receipt	Payment	Refund
35194	35192		Refund (Offline)	2026/02/20 16:56:47		ATA President's Ball 2026 - Refund	Complete			$3150	✉	🖶	View	
35193			Payment (Offline)	2026/02/20 16:53:37		ATA President's Ball 2026 - Sponsor Package	Incomplete	$10500			✉	🖶	Pay $10500 + Fees	Request a refund
35192			Payment (Offline)	2026/02/20 16:51:47		ATA President's Ball 2026 - Refunded Sponsor Package	Incomplete	$6300			✉	🖶	Pay $3150 + Fees	Request a refund
35142			Payment	2026/02/18 16:08:06		SAAR Conference, AGM and Banquet 2026 - Ticket	Complete			$0	✉	🖶	View	Request a refund
35138			Payment	2026/02/18 00:42:45		Inuit Maternal-Child Health & Cultural Safety Conference - Ticket	Complete			$0	✉	🖶	View	Request a refund
35136			Payment	2026/02/18 00:23:27		Inuit Maternal-Child Health & Cultural Safety Conference - Ticket	Complete			$0	✉	🖶	View	Request a refund

Sidebar: My Events, My Centre, Custom Reports, Business Connect, B2C QR, Merchant Info, My Transactions, My Subscriptions, My Profile