How to collect payments via Operoo forms
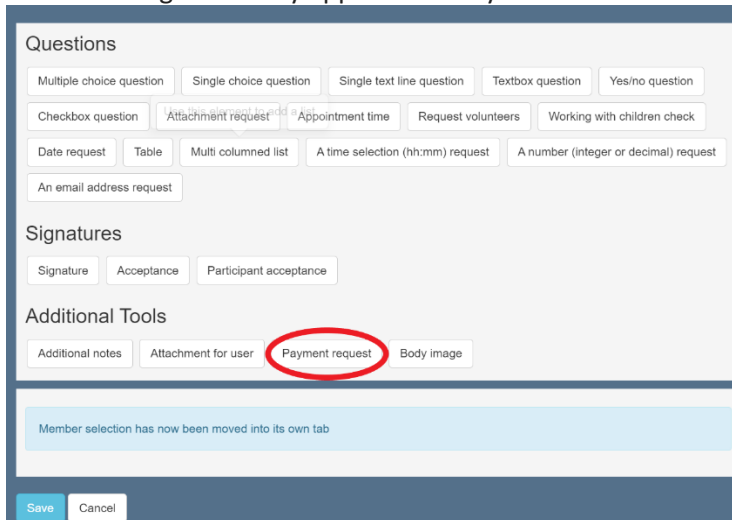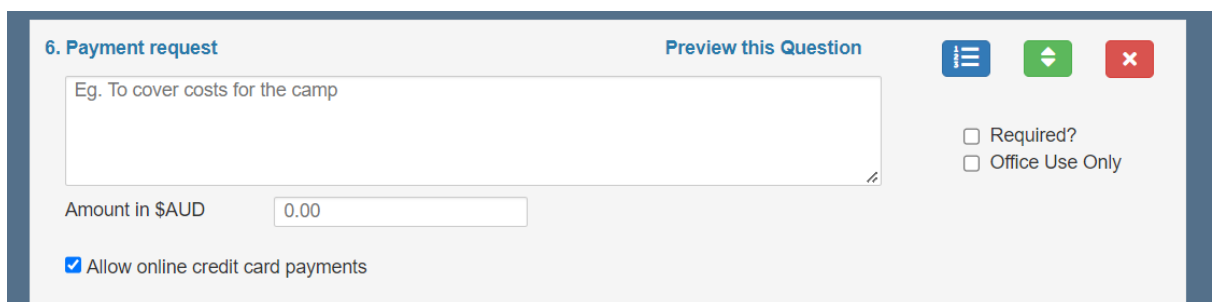
1. When creating an activity approval form you will see the following at the bottom of the screen.

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

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.**

3. Operoo is connected to Stripe which pays directly into the <u>branch</u> 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).

4. 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

5. 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](#).

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