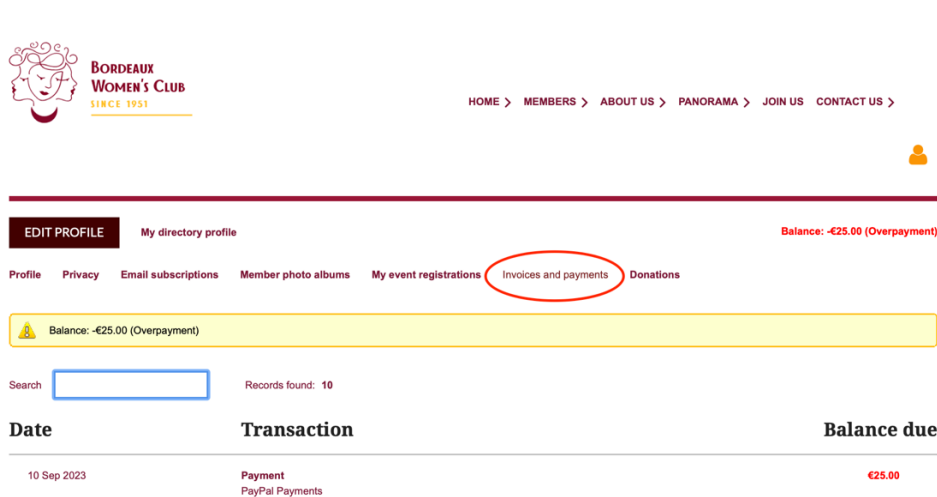


How to use the credit in your Wild Apricot account

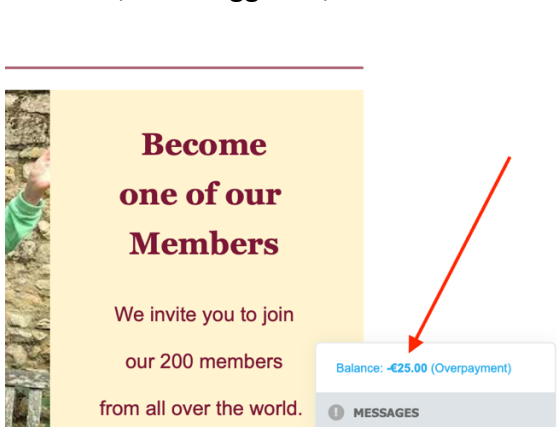
If you had registered for a luncheon, paid online and cancelled in due time, you have a credit available in your Wild Apricot account. You can check the available balance in your profile (accessible from the orange silhouette top right) anytime → “Invoices and payments”:



The screenshot shows the Bordeaux Women's Club website. The user is logged in, and the 'Invoices and payments' link in the navigation menu is circled in red. A yellow banner at the top of the page displays 'Balance: -€25.00 (Overpayment)'. Below this, a search bar and a table of transactions are visible.

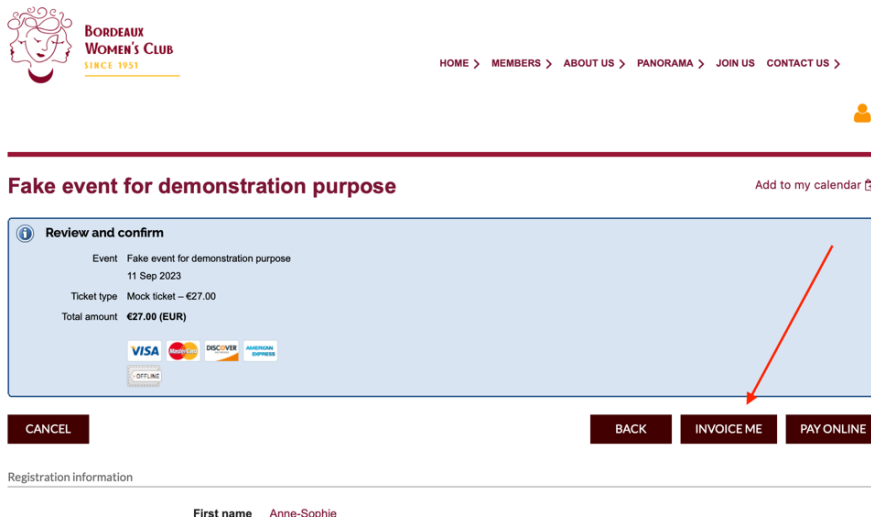
Date	Transaction	Balance due
10 Sep 2023	Payment PayPal Payments	€25.00

Or better, once logged in, look in the bottom right corner of your screen and you'll see your credit:



The screenshot shows a membership promotion banner on the left that says 'Become one of our Members'. On the right, a notification box displays 'Balance: -€25.00 (Overpayment)' and 'MESSAGES'. A red arrow points from the notification box to the banner.

Register for the luncheon you wish to attend as usual, then click on “Invoice Me”.



The screenshot shows the 'Review and confirm' step of a registration process. The event is 'Fake event for demonstration purpose' on '11 Sep 2023'. The ticket type is 'Mock ticket - €27.00' and the total amount is '€27.00 (EUR)'. Payment options for VISA, Mastercard, DISCOVER, and AMERICAN EXPRESS are listed. A red arrow points to the 'INVOICE ME' button. Below the registration information, the first name 'Anne-Sophie' is displayed.

Registration information

First name Anne-Sophie

You see this screen:



Fake event for demonstration purpose

Add to my calendar

Invoice not paid. To change or cancel registration, contact [administrator](#).

[VIEW / PAY INVOICE](#)

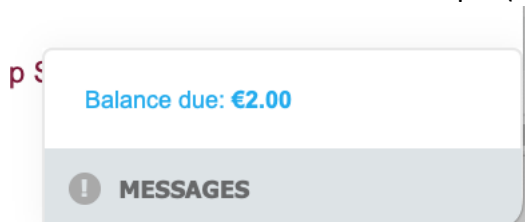
Event Fake event for demonstration purpose
11 Sep 2023
Ticket type Mock ticket – €27.00
Total amount €27.00 (EUR)

[VIEW / PAY INVOICE](#)

Registration form

Click in the bottom right corner on your balance.

It will then indicate 2€ in our example (25€ credit, 27€ new registration).



[EDIT PROFILE](#)

My directory profile

Balance due: €2.00

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Balance due (2 items): €2.00



[PAY ONLINE](#)

Search

Records found: 11

Date	Transaction	Balance due
10 Sep 2023	Invoice #00628 Event registration Fake event for demonstration purpose	€27.00
10 Sep 2023	Payment PayPal Payments	€25.00

PAY ONLINE with your credit card the sum that you still owe. If you had more money in your account than what you need to pay, the remaining balance will show as a credit to be used for future payment (luncheon, dues).

If your credit matches the invoice, just click on SETTLE

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

 Balance due (2 items): €0.00

SETTLE

Search Records found: 13

Date	Transaction	Balance due 
31 Oct 2023	Invoice #00737 Event registration Holiday Luncheon	€28.00 
26 Apr 2023	Payment PayPal Payments	€28.00 