

# How to Make a Prepayment

1. Log into Golf Nations and select your club.
2. Click on **PREPAY**.
3. Select a **Filter** option – You can switch between options to make selections. Click on Members Selected to preview before paying. (Unbilled Members are members added during the current month)
4. Click on the box to the left of each person to be paid.
5. Click Post/Print Payment to pay by credit/debit card or ACH eCheck. If utilizing eCheck you must set up your payment profile first.

The screenshot shows the 'PREPAY' tab selected in the top navigation bar. A callout box labeled 'PREPAY Tab' points to this tab. Below the navigation bar, a message states: 'Prepayments can be made for: (1) members who are in their renewal window and are active; or (3) members who were recently added but have not been included in the current month's bill.' Below this is a 'Filter:' dropdown menu with a callout 'Filter Options' pointing to it. The dropdown is open, showing options: 'Show All', 'Active Members in Renewal', 'Inactive Members', 'Unbilled Members', and 'Members Selected'. To the right of the filter is a search box with a callout 'Search by name or GHIN' and a 'View:' dropdown set to '10' with a callout 'View up to 100'. A callout 'eCheck payment profile set up' points to the 'eCheck' option in the payment method selection area. A large callout box explains: 'If you are paying for most current members, you can filter "Active Members in Renewal" and click PREPAY ALL. Then unselect those you don't want to pay for.' Below the search and filter options is a table with columns: 'Include', 'Name', 'GHIN #', 'Subscription', 'Status', 'Subscription Ends', and 'Payment'. The table contains several rows of member data. A callout box points to the checkboxes in the 'Include' column, stating: 'Click box for each member that you want to pay for, and a \$45 charge will be displayed. Inactive members will be activated upon payment.'

Include	Name	GHIN #	Subscription	Status	Subscription Ends	Payment
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Regular Member	Inactive		
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Regular Member	Active	12/31/23	\$45.00 <a href="#">Edit</a>
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Regular Member	Inactive		\$45.00 <a href="#">Edit</a>
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Regular Member	Active	12/31/23	\$45.00 <a href="#">Edit</a>
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Regular Member	Inactive		
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Regular Member	Inactive		