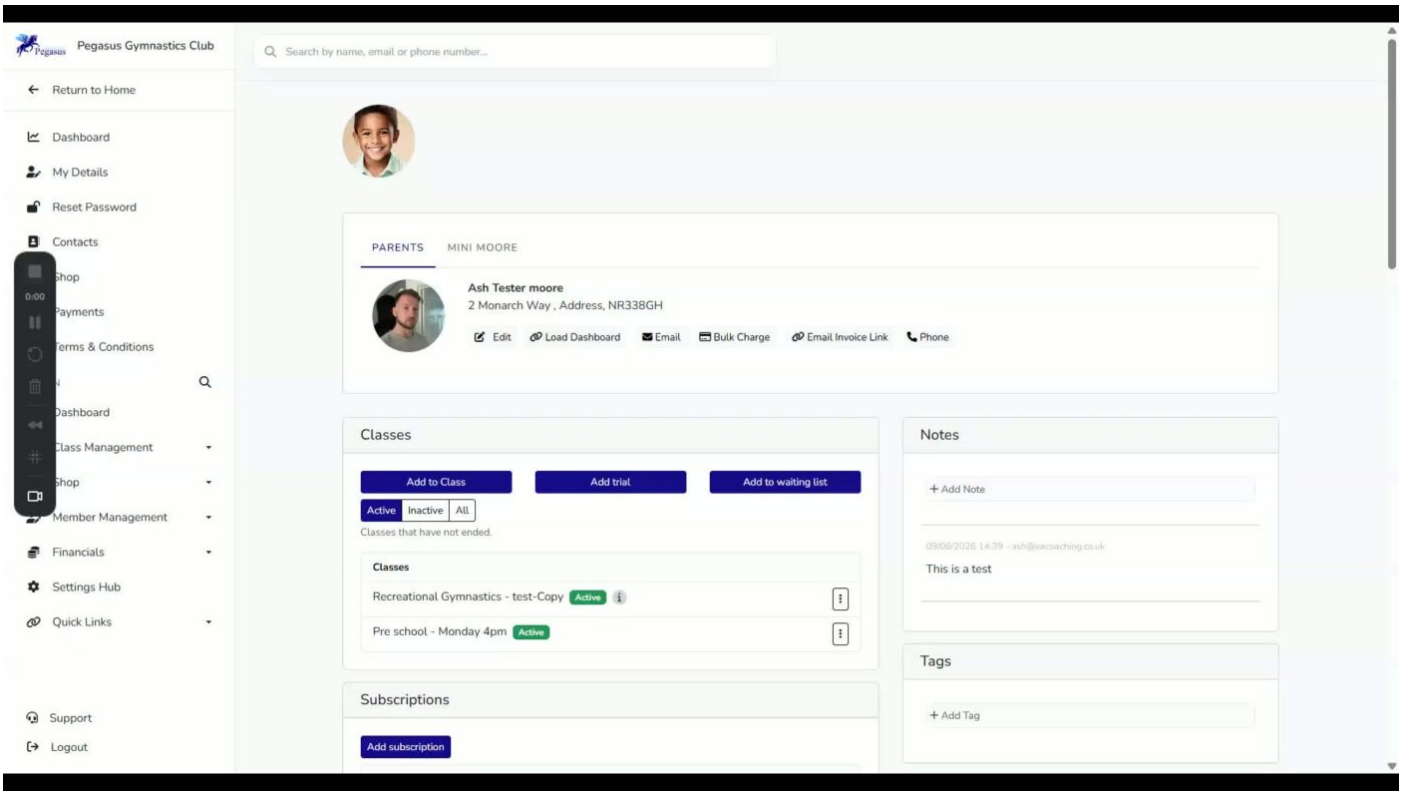
Charging a Member from Profile Page

Student Profile · https://a2bmanager.com/docs/charging-a-member-from-profile-page/

Embedded media: https://www.loom.com/embed/dbf882c155c44459b0984e387e8de5ee

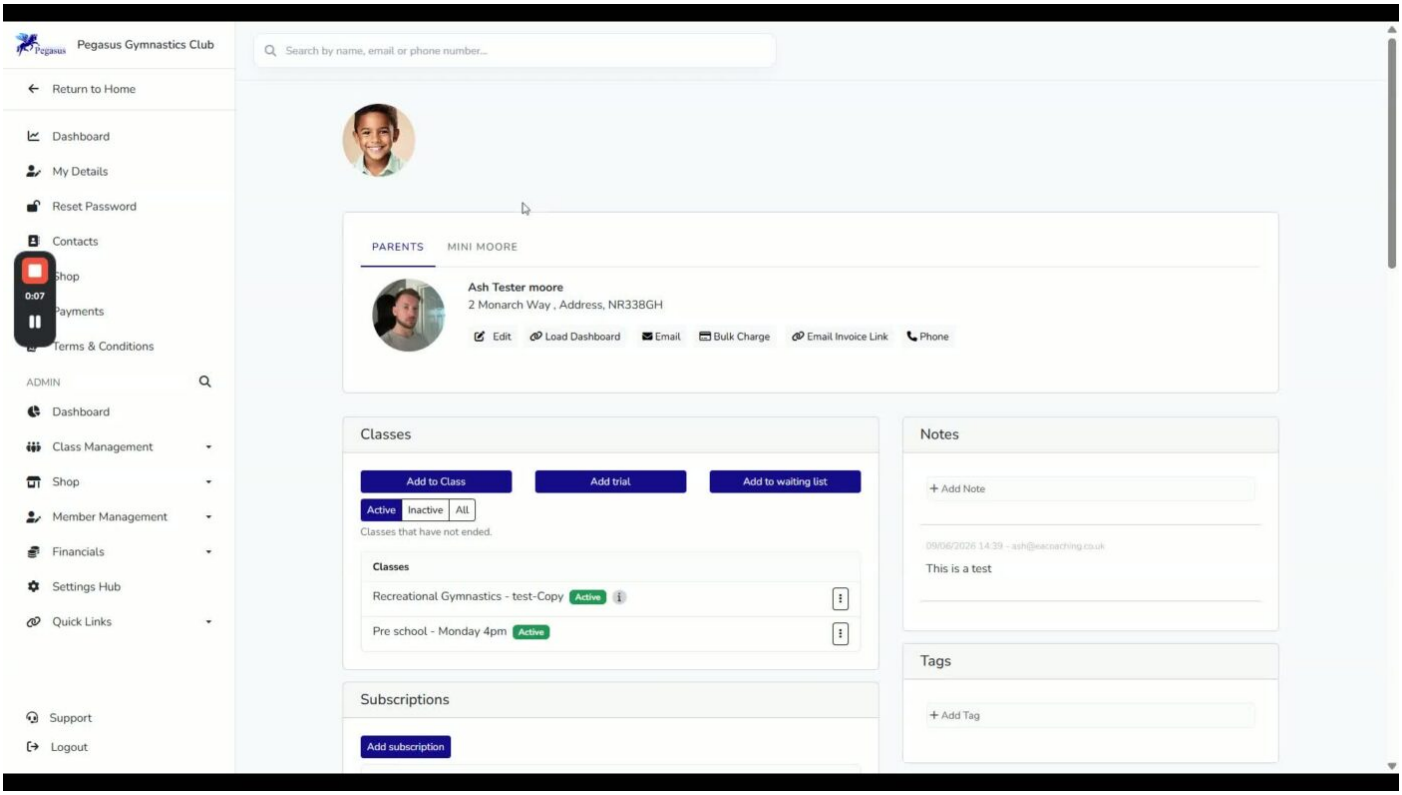
Charging a Member from the Profile Page

1. Open the member profile and go to Bulk Charge 0:00



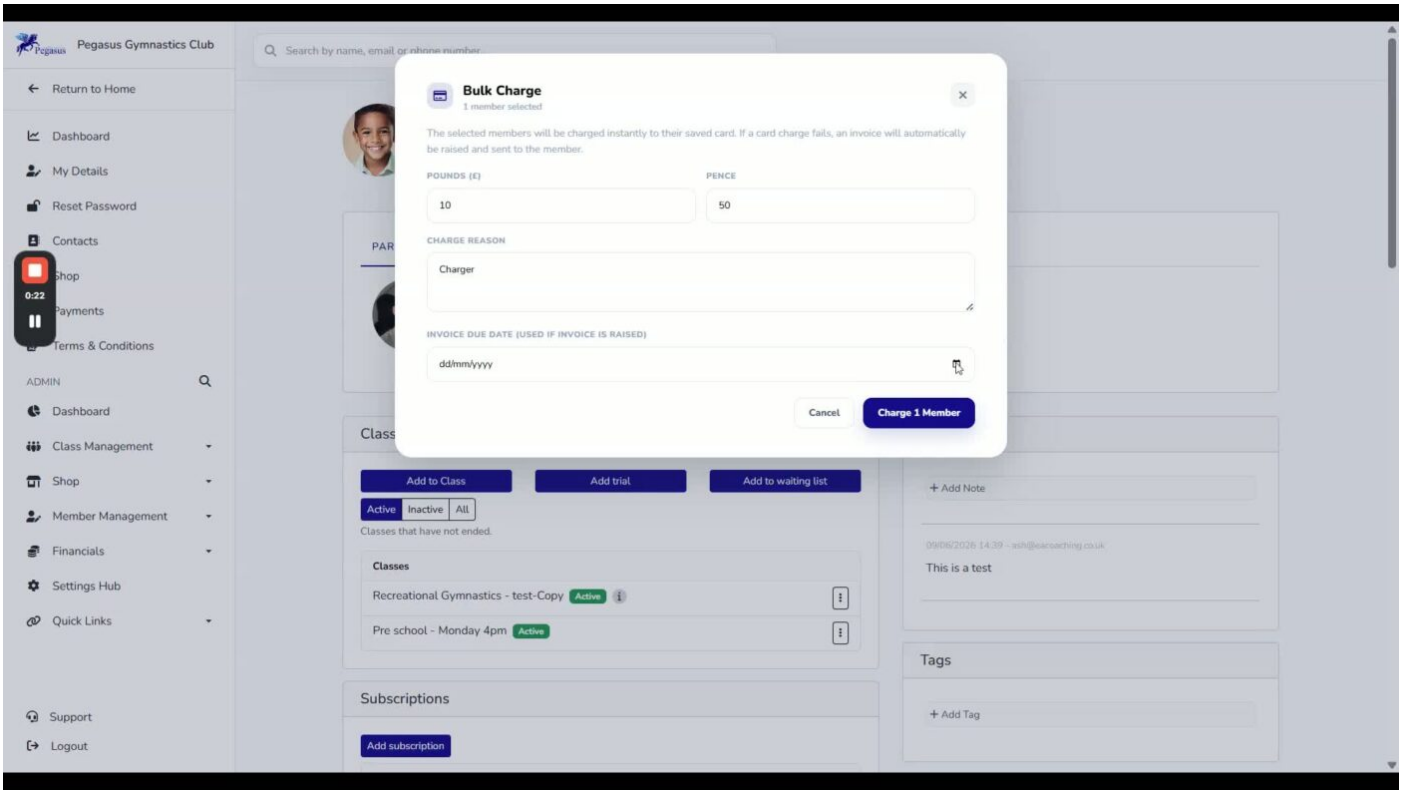
- Start from the member's profile page.
- After searching for the correct member, navigate to **Bulk Charge**.
- This is where you'll create the charge for the selected member.

2. Enter the charge details 0:08



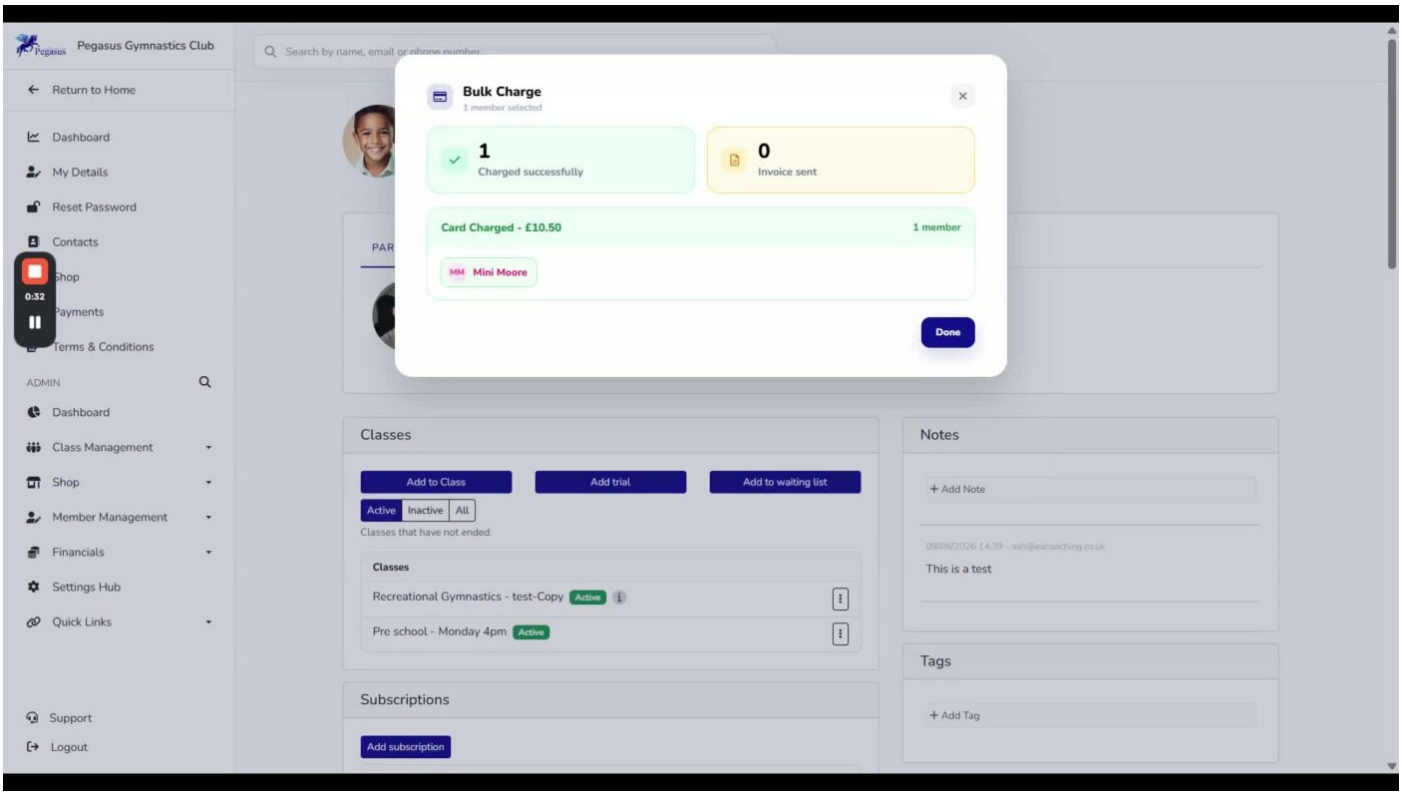
- Fill out the required information in the charge box.
- Add an **invoice date** if an invoice is being raised.
- Make sure the details are correct before submitting.

3. Submit the charge for one member 0:20



- Click **Charge One Member** to process the charge.
- This submits the charge for the selected member only.

4. Confirm the result of the charge 0:28



- If successful, the charge will be created and no invoice will be sent.
- In the example shown, the charge was successful and linked to **Mini Moor**.
- If the charge is unsuccessful, an invoice will be sent to the member for payment by the selected due date.