How to SMS Outstanding Invoices (Pay Links and Payments Page)

Actions · https://a2bmanager.com/docs/outstanding-invoices-sms/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/outstanding-invoices-sms-walkthrough.mp4

Video walkthrough: SMS outstanding invoices with pay links and the club payments page

On Outstanding Invoices you can text selected parents a reminder that includes each invoice's Stripe pay page and a link to their club payments page. One parent with several invoices gets **one** text with every pay link in it. Only club admins can use this action.

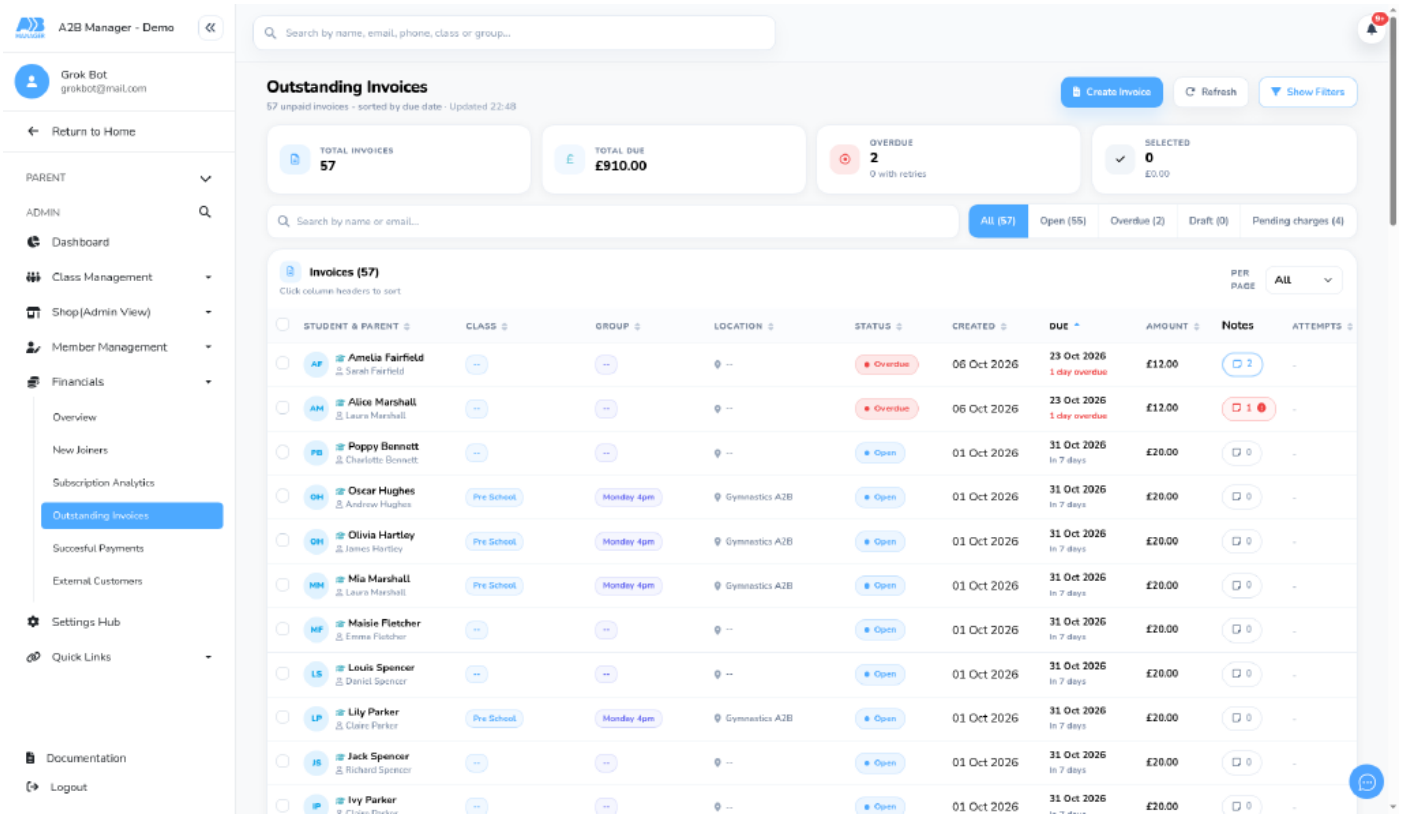
Before you start

- You need to be a club admin.
- SMS must be turned on with credit available. Open **Settings Hub** > **Settings** > **Text messages**. See also How to Set Up and Send SMS Text Messages.
- Parents need a UK mobile on a child that can receive the text.
- **Important: Send text** sends a **real** SMS and spends credit.

Texting outstanding invoices

Step 1: Open Outstanding Invoices (0:00)

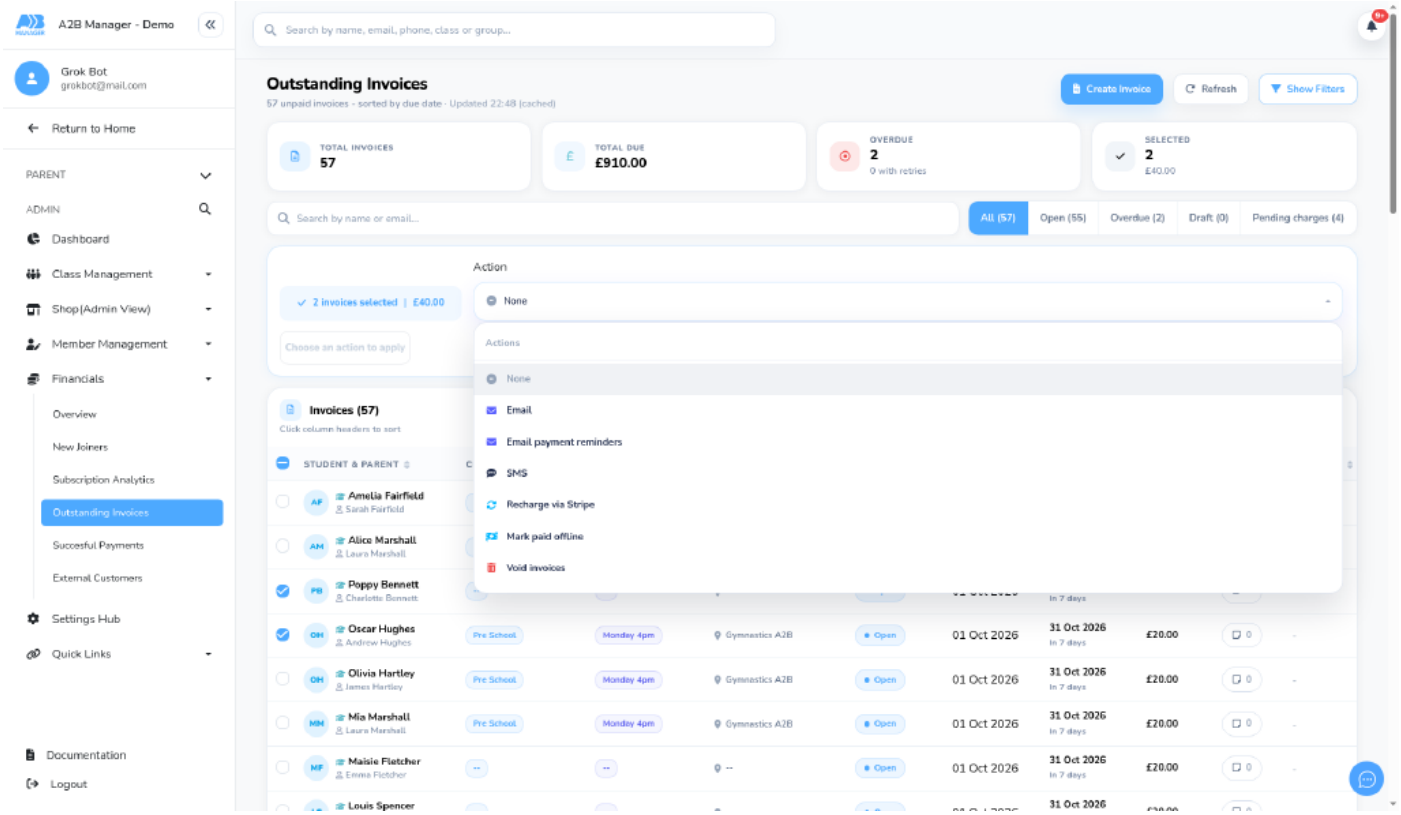
- In the left-hand menu, click **Financials**, then **Outstanding Invoices**.
- The page is headed **Outstanding Invoices**.



Step 1: Outstanding Invoices under Financials

Step 2: Select the invoices (0:13)

- Tick the invoice rows you want to chase.
- Open the actions menu. You'll see **SMS** among the actions.



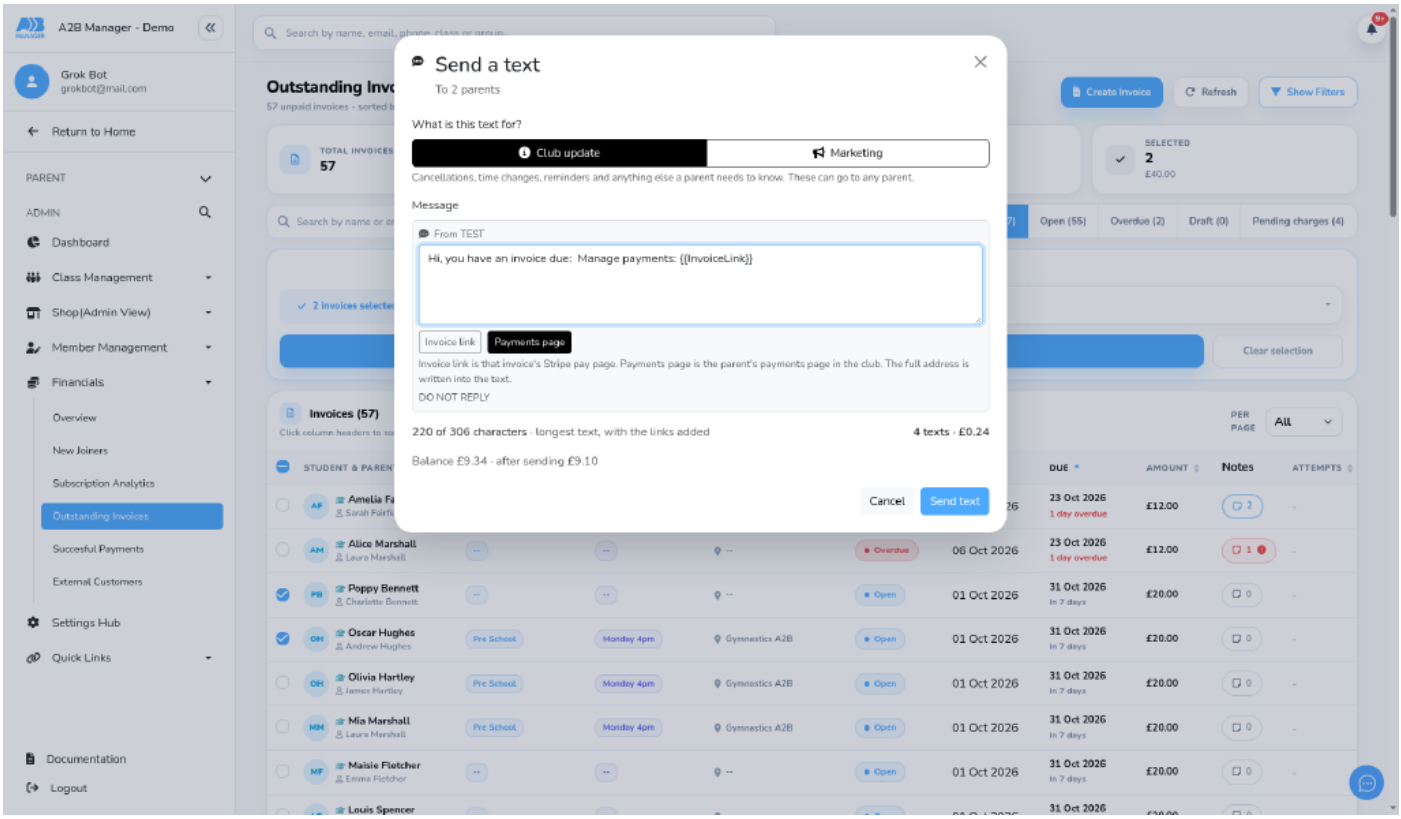
Step 2: Selected invoices with Actions → SMS

Step 3: Choose SMS (0:39)

- Click **SMS**.
- The compose modal opens with a recipient preview (the children used as SMS targets — the mobile lives on the child).
- If any selected invoices have no student attached, a notice shows how many will not be texted.

Step 4: Write the text and insert links (0:59)

- Type your message in the box.
- Use **Invoice link** and/or **Payments page** under the compose box (each can be inserted once).
- **Invoice link** becomes that parent's Stripe pay page address(es). If they have several invoices selected, every distinct pay page is included (one per line).
- **Payments page** becomes the parent's payments page for your club (the full URL is written into the text). Insert it when you want that link in the message.
- When links are in the message, the character count uses the longest filled version (with the links added).
- Check units, estimated cost and your SMS balance.



Step 4: Compose with Invoice link tag; Payments page button available

Step 5: Check cost and send (1:51)

- Review the recipients and the filled message.
- Click **Send text** only when you intend to send a real SMS.
- Parents without a suitable UK mobile, who have opted out, or when there isn’t enough credit, are left out — the same rules as other bulk SMS.

Good to know

- One parent with several invoices (including for different children) gets **one** text that includes every pay link.
- Invoices with no student attached are skipped; the modal shows a banner when that happens.
- SMS must be set up with credit before this action works.
- This is separate from emailing an invoice — see Email Invoice for the email path.

> **Tip:** Write a short reminder first, then insert **Invoice link** and **Payments page** so parents can pay from either the Stripe page or their club payments page.

Download the PDF guide (optional)