

Court Fee Billing System User Set up & Testing

The eBookingonline court reservation system contains a billing system whereby court fees can be processed at the time of booking a court.

The Billing System works on a **credit basis**, whereby each members account records a balance which is derived from credits and debits made. A credit being a deposit made either through the club administrator or online through PayPal, a debit is the individual cost of each booking. Sufficient credit to cover the cost of a court booking needs to be present in each members account in order for a booking to be made. The cost of the booking is equally split between all playing members, so for example if the total cost of a booking is \$20 and there are four playing members, then each member will require a minimum of \$5 credit in their account for the booking to be made. When a guest player is selected then the cost of the court is split equally between all playing members.

The eBookingonline.net system does not collect any funds for credits it merely keeps track of any transactions that occur so that an accurate balance for each members account is maintained. Credits can either be made manually through the Club Administrator or Online using PayPal, the following describes each method.

Collection through the Club Administrator

Using the Administrator Panel the club manager can manually enter financial transactions to a member's account by clicking on the **'Edit'** icon of a particular member then clicking on **edit / add payments** button. Here a list of all transactions is displayed, the manager has the capabilities to edit any of these as well as add new ones. For example should a member wish to top-up their account by \$50 in cash at the club then after payment to the manager the manager can manually add a payment (credit) to the account for \$50 to the system.

Collection Online through PayPal

To collect money online your organisation will require a verified PayPal Account, this account will be used to record funds received from members wishing to top-up their accounts online. The following sections will show how to set this up. For security never disclose your PayPal account details to anyone, the only information that is required by the eBookingOnline billing system is the name of the email address to which deposits should be made.

An individual member can manage and view their account transactions through their account by clicking on the **'Manage Account'** button after logging on. Here they will be able to view their current balance, all transactions made and be able to make payments. To make a payment the member does not require a Paypal account, they simply only require a credit or debit card, but if they wish they can also use their PayPal account balance to make payments. By clicking on the **'Add Credit'** button from their logon under **'Manage Account'** the member will be taken securely to PayPals website to make a deposit directly into **'Your Organisation's'** PayPal account, at no point during this process will eBookingonline.net receive or

handle any financial transaction, this is directly between your member and your organisation's PayPal account.

The Billing System does however record the transaction and updates the database with the amount received into your PayPal account so that this is reflected in the members balance and list of transactions. This process is instant, so if a member were to find that they cannot book a court due to insufficient funds they could top-up their account online, see their new balance and continue to book courts.

It is important at this stage to understand that eBookingOnline.net do not take or receive any funds for court payments or credits, the database is simply used to record these transactions and determine whether a court can or cannot be booked. The exchange of credits or debits is directly between your members and your organisation. For example if you wanted to refund an online credit this would have to be made through Paypals web site.

To enable the billing system the following tasks need to be completed.

- **Configure the peak and off-peak costs for all courts**
- **Enable the billing system**

Configure the peak and off-peak costs for all courts

Before setting up the system you will need to check that you have the correct currency enabled for your site. This is configured and displayed from the Administration Panel on the main page once you have logged on, to change the currency click on the 'edit' link, in the following example USD is shown. If your currency is not listed please let us know and we can easily add this to our system.

eBooking Online Administration Page - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://ebookingonline.net/admin/main.php

eBooking Online Administration Page

EBOOKING ONLINE
Court Booking Software made simple

Fantasy Tennis & Squash
Administration Panel

Administrator Login logoff

Your Club Booking system address is <https://ebookingonline.net/box/box3.php?id=1> [Change admin password](#)

Main
Edit Club details & Manage Admins

Sports
Manage available sports

Courts
Manage the courts available to each sport

Specials
Manage the special event types

Manage Database
Create membership types, fields & Import / Export features

Members
Manage Member account details & payments

Sponsorship
Create or Edit your sponsor's details

edit **Manage Administrators**

Organisation: Fantasy Tennis & Squash
Contact: John Smith
Contact email: john.smith@aol.com
Phone: +44 1234 5678
Time Zone: UTC
Currency Symbol: \$
Directory Access: Enabled (members can modify full personal details)

Emailing Members

Using this system you can email your entire membership, limit emails to membership type and override membership preferences. Please note that there is a daily limit of 1000 emails or the total number of members configured for your club - whichever is the greater.

Additional Features

Here you will find how to enable additional features for use with this system such as the Billing System, Remote SQL access and manage your subscriptions.

After the initial 3 months you must subscribe to the online monthly subscription of £15.00 (GBP) by clicking on the link below, failure to do so will make your account inactive

With the correct currency selected you will need to ensure that the court fees for each court are correct for both peak and off peak times. These are configured by editing individual courts by clicking on the **Courts** link on the left hand navigation menu and then clicking on the **edit** icon for each court. This will then display your costs for each court for peak and off-peak times.

The screenshot shows a Mozilla Firefox browser window titled "Edit Courts - Mozilla Firefox". The address bar displays the URL: `http://ebookingonline.net/admin/edit_courts.php?court_id=21`. The page header features the "EBOOKING ONLINE" logo with the tagline "Court Booking Software made simple" and the text "Fantasy Tennis & Squash Administration Panel". Below the header is a dark red "Administrator Login" bar with a "logoff" link on the right. The main content area is titled "Change Court details, please update details and click save". On the left, there is a sidebar menu with the following items:

- Main**: Edit Club details & Manage Admins
- Sports**: Manage available sports
- Courts**: Manage the courts available to each sport
- Specials**: Manage the special event types
- Manage Database**: Create membership types, fields & Import / Export features
- Members**: Manage Member account details & payments
- Sponsorship**: Create or Edit your sponsor's details

The main form area contains the following fields and controls:

Court Name	<input type="text" value="Court 1 - Glassback"/>
Sport	<input type="text" value="Squash"/>
First Court of the Day	<input type="text" value="08:00"/> 24 hour format (hh:mm)
Last Court of the Day	<input type="text" value="22:00"/> 24 hour format (hh:mm)
Duration of each booking (mins)	<input type="text" value="40"/>
Peak Court Cost	<input type="text" value="3.00"/>
Off Peak Court Cost	<input type="text" value="2.00"/>

At the bottom of the form are two buttons: "Save" and "Edit Peak Times".

You should also confirm that the start and stop times for Peak times are correct by clicking on the **Edit Peak Times** button, this will ensure that when a booking is made that the correct fee is charged.

Enable the billing system

Once the Billing System is enabled bookings can only be made when the members are in credit, it is therefore important that member's accounts are topped up prior to this or allowed to have a negative balance, similar to a Bankers Overdraft.

To enable the Billing System from the main page of the Administration Panel click **Court Fee Billing** button and the following screen will be displayed:

eBooking Online Fee Billing - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://ebookingonline.net/admin/billing.php
eBooking Online Fee Billing
EBOOKING ONLINE
Court Booking Software made simple
Fantasy Tennis & Squash Administration Panel
Administrator Login *logout*
Change Pre-Paid Court Booking feature

Main
Edit Club details & Manage Admins

Sports
Manage available sports

Courts
Manage the courts available to each sport

Specials
Manage the special event types

Manage Database
Create membership types, fields & Import / Export features

Members
Manage Member account details & payments

Sponsorship
Create or Edit your sponsor's details

Billing of Court Fees
Only enable this feature if you want to enable pre-paid court fees. Enabling this feature will not allow any bookings unless member accounts are in credit. Credit can be entered through the admin panel under members payments, or through PayPal online from the "Manage Account" link within the main application

Enable Billing of court fees PayPal Currency **U.S. Dollar**

Email Address of PayPal Account

Save

To enable the system check the **enable billing of court fees** box, select your preferred currency to be billed to PayPal and then enter your organisations PayPal email address; this is the email address associated with your PayPal account into which funds will be deposited.

Click **save** and your system is now enabled for Billing of Courts.

To Make a Manual deposit into a Members Account

You may allow members to make cash deposits into their account through an Administrator. To do this simply select the member's account through the **members** link in the navigation pane, then click on the **edit** icon and then click **Edit / Add Payments**.

A list of credits and debits will be shown as well as their current account balance.

The screenshot shows the 'Payments' page in the Mozilla Firefox browser. The page title is 'Payments - Mozilla Firefox'. The address bar shows the URL: http://ebookingonline.net/admin/member_payments.php?membership_1. The page content includes the eBookingOnline logo and the text 'Court Booking Software made simple'. The main heading is 'Fantasy Tennis & Squash Administration Panel'. Below this is an 'Administrator Login' section with a 'logoff' link. A message states: 'The following table lists all of the payments made by John Smith [9210], you can edit payments, delete them or add a new ones'. The table shows the following data:

Edit	Del	Date	Credit (\$)	Debit (\$)	Code	Fee	Txn ID
		10/11/2010	50.00		2B	0.00	123456

Below the table, there is a button labeled 'Add Payment' and a text input field for 'Add a new Payment'. The account balance is displayed as 'Account Balance: \$50.00'. The sidebar on the left contains the following links:

- Main**: Edit Club details & Manage Admins
- Sports**: Manage available sports
- Courts**: Manage the courts available to each sport
- Specials**: Manage the special event types
- Manage Database**: Create membership types, fields & Import / Export features

To make a payment simply click on Add Payment, and complete the following form. You can use any codes you wish to use for each transaction and record any other information such as cheque number, click **save** to save the credit.

We have created two codes for you to use but these can be customised, code 1A is for a court booking and code 1B for a refund. Please note then when a court is cancelled or a player is removed from the booking a credit / refund will be made to that member's account.

The screenshot shows a Mozilla Firefox browser window titled "Add Payments - Mozilla Firefox". The address bar shows the URL: http://ebookingonline.net/admin/add_payments.php?membership_num1. The page header includes the "EBOOKING ONLINE" logo with the tagline "Court Booking Software made simple" and the text "Fantasy Tennis & Squash Administration Panel". Below the header is a dark red bar with "Administrator Login" on the left and "logout" on the right. The main content area contains the instruction: "Please fill in the following details and click save to add a new payment". On the left is a sidebar menu with categories: "Main" (Edit Club details & Manage Admins), "Sports" (Manage available sports), "Courts" (Manage the courts available to each sport), "Specials" (Manage the special event types), and "Manage Database" (Create membership types, fields & Import / Export features). The main form area contains the following fields:

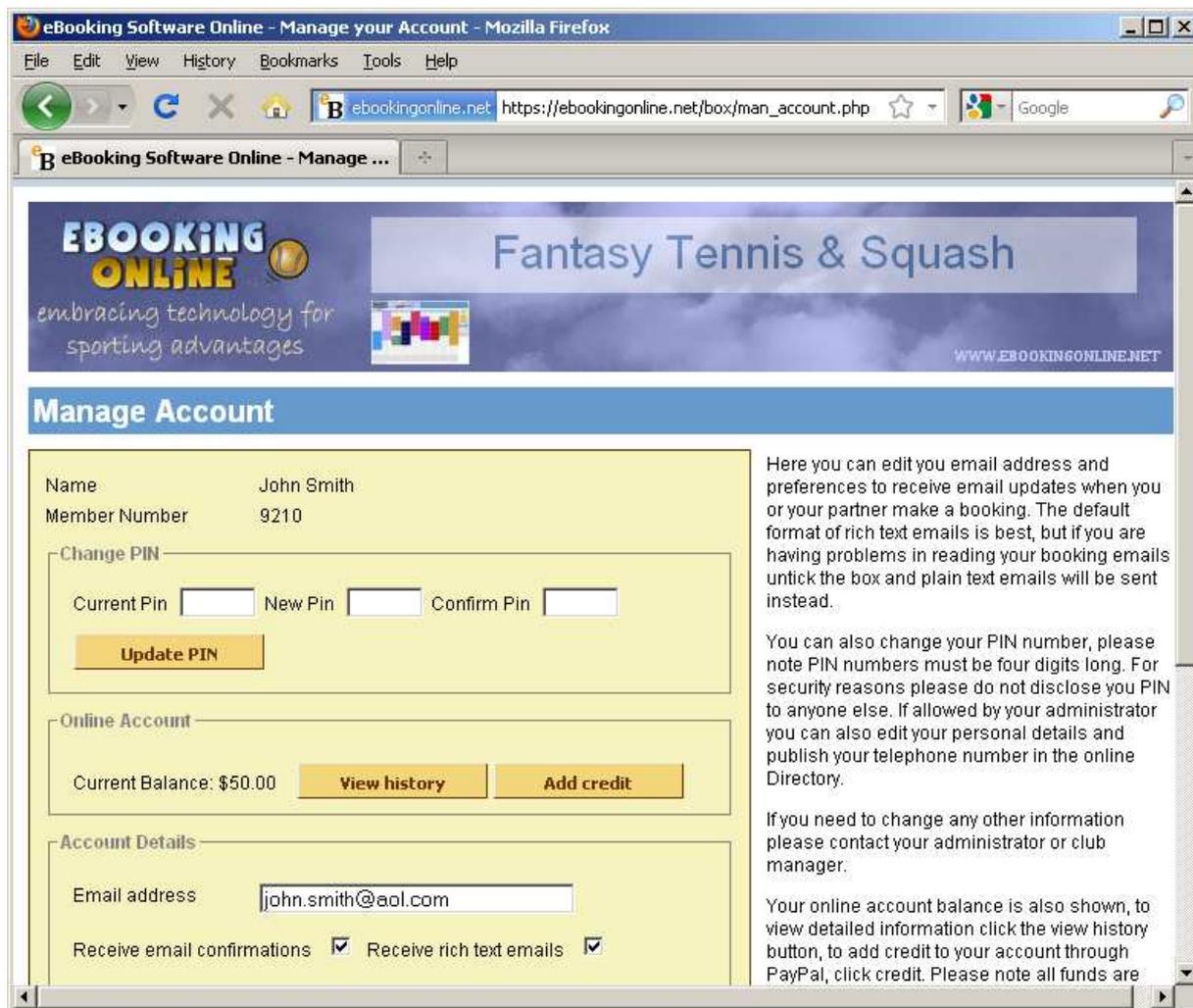
Member Name	John Smith
Member Number	9210
Date (dd/mm/yyyy)	<input type="text" value="10/11/2010"/>
Amount (\$)	<input type="text"/>
Code	<input type="text"/>
Fee	<input type="text"/>
Transaction ID	<input type="text"/>

Below the form is a yellow "Save" button. At the bottom of the form area, there is a note: "To make a debit enter the amount as a negative number, positive numbers are considered credits or payments in."

Existing credits can either be amended or deleted here if required using the Edit or Delete icons.

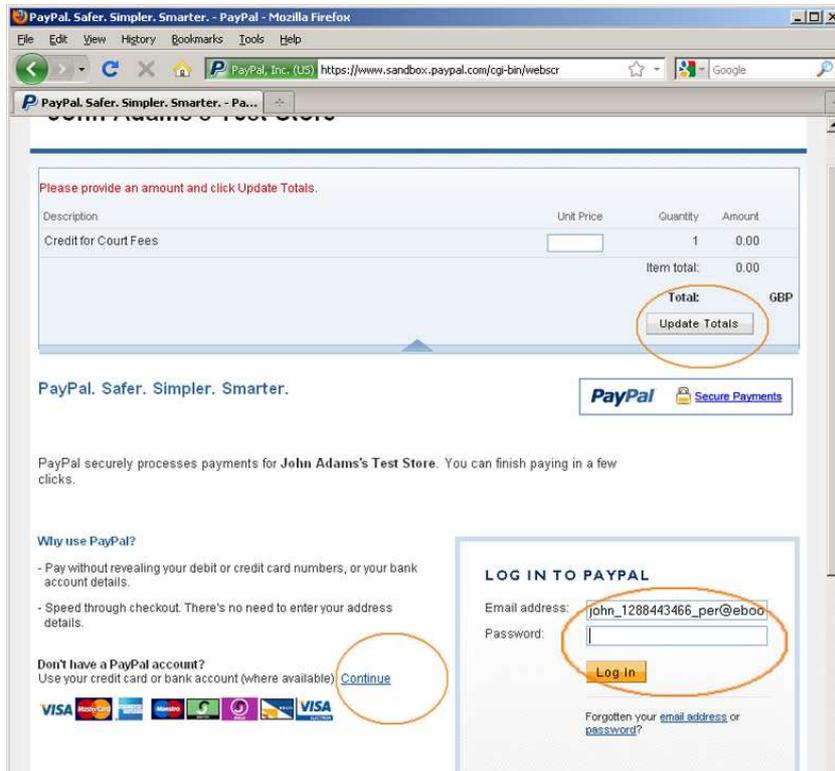
Making Online Payments

When a member is logged on they can click on the Manage Account icon and be taken to the following screen. Here they can view their balance, view the history of transactions and add credit. They can also add credit from the View History page as well, but the process described here is exactly the same.



In this case there is a balance of \$50, but we will add as an example \$20. By clicking on the **Add Credit** button which will take your member to PayPals website to make a secure payment directly to your PayPal account [the email address specified when configuring the billing system in the Admin Panel].

First the member needs to enter the amount they wish to add to their account and click on Update Totals, then they can either click the **continue** link to place the order with a credit or debit card, or alternatively if the member has a PayPal account then they can enter their email address and password and make the payment from their PayPal funds.



Once the member has confirmed their card details or PayPal account payment is made directly to your organisations account. Any transactions fees are deducted from the payment and your member will have the full amount credited to their account, the amount transferred to your organisations account will be the credit minus the transaction fees, these fees will depend on your type of PayPal account and the amount that you transfer in.

eBookingOnline is notified of this transaction and records this in the member payments. Details that are stored are:

- Date
- Amount
- Fees
- Transaction ID

These can be viewed through either the Admin Panel or through the Members online account.

Finally, the member will receive an email confirmation from Paypal that the payment has been made and an email from eBookingonline to state that the payment has been received and the new balance of their online account.

As an organisation you will also receive an email from PayPal for your records detailing the transaction received.

What Happens when a Booking is Made?

With the Billing System enabled when a booking is made the system checks each playing member's account to see if it has enough credit to cover the cost of a court. If there is not enough credit then that member cannot be booked to play. The booking member then has the option of booking this member as a guest, in which case the remaining player will be billed equally, or entering their own account, in which case they will be billed for the shortfall.

Once the booking is complete each playing members account will be debited by the correct amount and if they have elected to receive email confirmation then the amount billed will be shown in their booking confirmation email.

If a booking is later modified or deleted then the system will automatically recalculate any credits or debits. For example if Player 1 was changed from *John Smith* to *Steve Small* then John's account would be credited and Steve's account debited. Once again email notifications will be sent out to each player showing details and credit / debits.

Testing the System Using PayPals Test Site

PayPal have a test site called Sandbox. This is a great site for testing your transactions without actually having to create live accounts and transfer *real* funds between them. The following procedures show how to create buyer accounts (or member accounts) and sellers accounts (your organisation) and how to make and view payments made.

Please note in order to perform this testing eBookingOnline will need to redirect your Online transactions from the live site to the Sandbox site. In order to do this simply log a support call and we will make the change for you.

If you do not have a test account with PayPal's Sandbox site then one can be created free of charge. Visit developer.paypal.com to either sign in or create a new test account.

Once logged on your will need to create at least two accounts, one to act as a member (buyer) and one to act as a seller (your organisation).

To do this from the main page of PayPal's test site click on **Preconfigured accounts**, using these over manual accounts is much simpler and allows the accounts to be verified which aids in the checkout experience.

Fill out the following form, entering your currency (to match that configured in the Admin Panel), whether this is a buyer or sellings account, a logon email and password. Also add a bank account and credit card; these are not real accounts just dummy ones created for testing purposes. Finally, enter a start balance of say \$1000, don't get too carried away here, remember it's not real money

PayPal Sandbox - Sandbox - Mozilla Firefox

File Edit View History Bookmarks Tools Help

PayPal Inc. (US) https://developer.paypal.com/cgi-bin/devscr?cmd=_create

PayPal Sandbox - Sandbox

Sandbox

- Home
- Test Accounts**
- Test Email
- API Credentials
- Test Tools

Additional resources

- Documentation
- PayPal Developer Network
- Customer Support

Create a Sandbox Test Account

After creating the account, you can delete the account or you can provide additional information in the Sandbox Test Site. How to automatically create verified accounts.

Country
United States

Account Type

- Buyer (Use to represent your customer's experience)
- Seller (Use to represent yourself as the merchant)
- Website Payments Pro (Use to represent yourself as a merchant using Pro)

Login Email
john@ebookingonline.net
This email address is only used inside the Sandbox.

Password
289413615
Your password must be at least 8 characters.

Add Credit Card
Visa

Add Bank Account

- Yes
- No

Account Balance
\$ 1000 .00 USD

Notes

Create Account Cancel

Click on Create Account to finish the process. Once your two accounts are created they can be used by a test member to make a payment and for your organisation to see how the payment is received.

In the following example an account of fant_1288443505_biz@ebookingonline.net is a buyer account [this is the email address you must use in setting up your billing system through the Admin Panel], and member_1288440761_per@ebookingonline.net is a personal or members account.

The screenshot shows the PayPal Sandbox interface. On the left is a navigation menu with options like Home, Test Accounts, Test Email, API Credentials, and Test Tools. The main content area features a 'Test Accounts' section with a green checkmark and the message 'Account Deleted Successfully'. Below this, there are instructions on how to test merchant and buyer transactions. A table lists three test accounts:

Log-in Email	Payment Review	Negative Test Mode	Reset
<input checked="" type="radio"/> fant_1288443505_biz@ebookingonline.net Business Verified View Details	Disabled	Disabled	Reset
<input type="radio"/> member_1288440761_per@ebookingonline.net Personal Verified View Details	Disabled	N/A	Reset
<input type="radio"/> sltc_1288440700_biz@ebookingonline.net Business Verified View Details	Disabled	Disabled	Reset

At the bottom of the table, there are buttons for 'Enter Sandbox Test Site' and 'Delete'.

In order to use the PayPal test system you must first logon via developer.paypal.com, then in a separate browser window logon to your eBookingonline system as a member and click Manage Account > Add Credits. This will now take you not to PayPal's main site but to the Sandbox test site. Note if you have not logged on through developer.paypal.com you will receive a message asking you to logon first.

The look and feel of this system is identical to the real PayPal system. Simply logon to the Sandbox site with the member email and password you have just created. Here you can make your credit and payment will be made to the test seller account. If email notifications are enabled that user will receive confirmation of payments and their account credited.

You can also logon to the Sandbox test site as the seller [your organisation] to see deposits made, and even issue refunds if you want to. To do this from the main window of developer.com click on Test Accounts select the account you want to enter and click **Enter Sandbox Test Site**

Once you have finished testing, don't forget to log another support call to ensure that all transactions and sent through PayPals live site.