



URBAN SAINTS

Online booking system instructions: How to pay your remaining balance

If you have booked someone to attend an Urban Saints Camp, and have received an email reminding you to pay the remaining balance on your order, or if you are just looking to pay the balance, follow these instructions to pay any balance left on one or more of your orders.

How to access MyAccount

When you made your initial booking you should have received a confirmation email from the system which contained a link to create an account. If you don't remember the email, or can't find it, please email camps@urbansaints.org, and we can reset your account. If you have forgotten your password, please follow the link at the bottom of the MyAccount page to reset your password.

To log into MyAccount, follow this link

<https://camps-urbansaints.bookinglive.com/myaccount/>

How to view and make the payment

1. Click on the 'Orders' button along the left hand menu, and select 'View' next to your order.
2. Under your order details you should see a button which says 'Make an outstanding payment' (as shown in the screen shot).
3. In the window which appears you can select the amount you wish to pay. This will automatically display the full remaining balance, but it is possible to pay a smaller amount, and pay the remaining balance later.
4. Click 'Make a payment' and you will be taken to Stripe (our payment system), where you can enter your card details and make the payment.
5. After you have made the payment, your order total will be updated to reflect the amount paid, and if the balance has been made, the order status will change from 'Balance Outstanding' to 'Completed'.



Order - USC-201493-KUA

Ben Williams
Urban Saints - Kestin House 45 Crescent Road
LUTON
LU2 0AH
United Kingdom
01582589850


Reference:	USC-201493-KUA
Date:	05/06/2019 11:46
Total:	£ 1.00
Total Payable Now:	£ 0.70

Balance Outstanding

Order Items

Description	Added By	Last Edited By	Tax	Cost	
Test product (Chattabox underage kids) 14/08/2019 at 00:00 to 17/08/2019 at 23:59 at Chattabox for retest payment	Ben Williams		£ 0.00	£ 1.00	 
			£ 0.00	£ 1.00	

Make an outstanding payment

 Print

If you have any issues making a payment, please contact camps@urbansaints.org