



## **LETTINGS ONLINE SESSION OVERVIEW**

This session will provide you with the tools to set up lettings for online payments and/or bookings and prepare your school ready to go live.

The session will either be delivered over the phone, and will last up to 3 hours, or will be delivered onsite (*depending on the option ordered*).

## **LETTINGS ONLINE TRAINING AGENDA**

- Initial consultation
- How to generate the online letter for hirers
- How hirers book online – if applicable
- Confirming online bookings – if applicable
- How hirers pay online – if applicable
- Online payment report – if applicable
- Online payments refund process – if applicable

## **CUSTOMISATION AND SETUP**

- Configure bank accounts for online payments – if applicable
- Customise the online letters for hirers
- Configure account codes – if applicable
- Configure facilities for online booking – if applicable
- Configure SCOPAY
- Configure WorldPay account – if applicable
- Complete a test payment – debit/credit card will be required (if applicable)