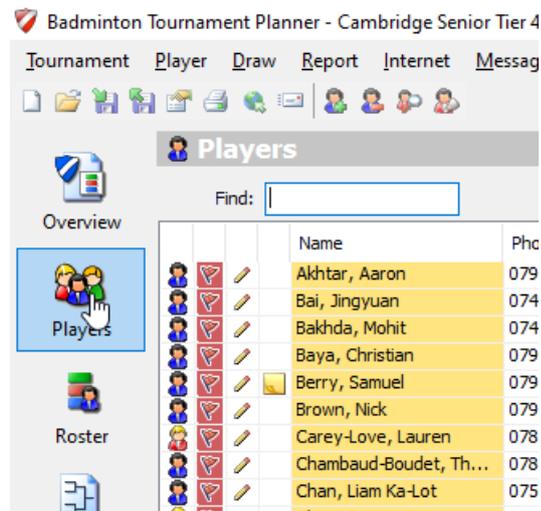
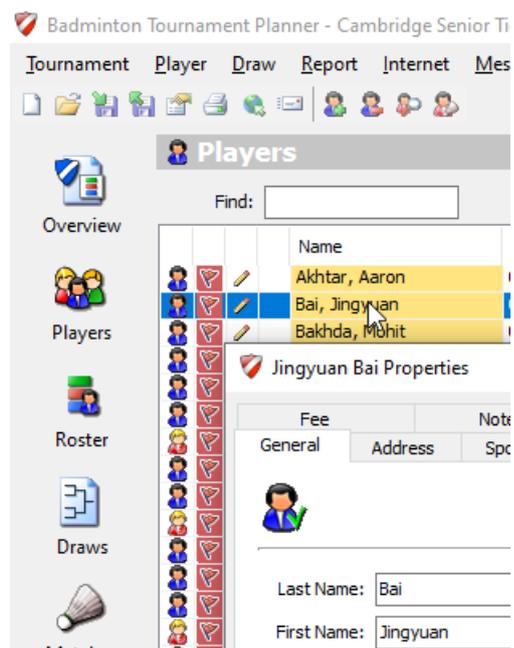


Performing PayPal Refunds

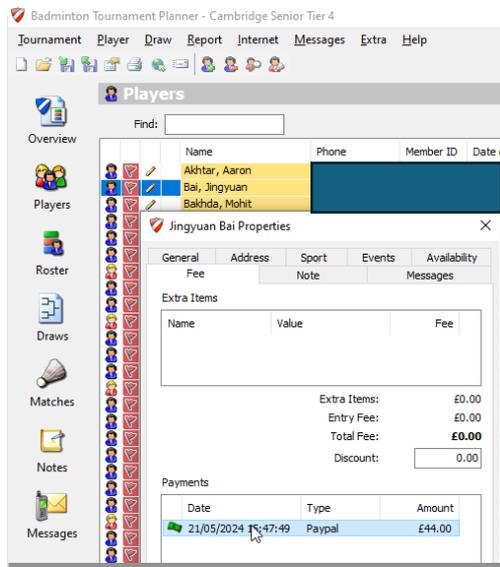
Open your TP file and click on 'Players' link down left-hand side of screen.



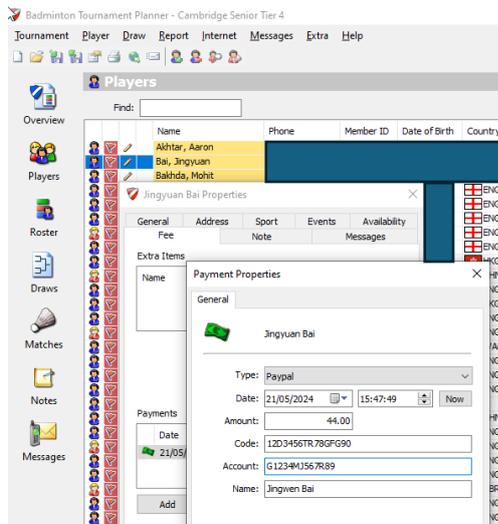
Double click on player you need to refund, so that the properties of that player opens as a popup panel.



Click on the 'Fee' tab



Double click on the 'Payments' line that you want to refund. In the above case there is only one line, but the player may make more than one payment, if they decide to enter extra disciplines, after initial entry. This will open another popup panel, as below. N.B. The 'Code' and 'Account' details in the image have been changed to preserve the security of account and payment.



The 16 digit 'Code' here is the PayPal transaction reference. Login to your PayPal account and search for this transaction. You will have the ability to refund the transaction completely or partially, depending on what you need to refund.