How to:

Link up your payment gateway

EventReference
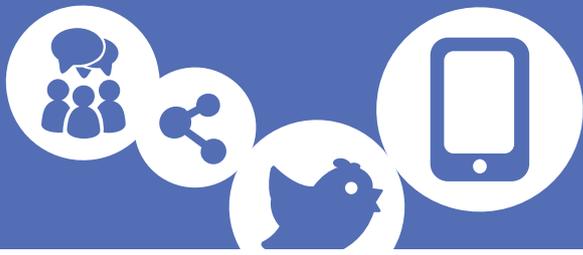
EventReference allows you to take payments for registrations for your event. This feature requires you to purchase the Payment Processing add-on for your event.

There are a number of payment gateways that can be linked to EventReference. These are:

- Barclays
- Datacash
- NETBANX
- PayPal Express Checkout
- Sage Pay
- WorldPay

It's easy to link your payment gateway with EventReference.

Select Settings from the options on the left.
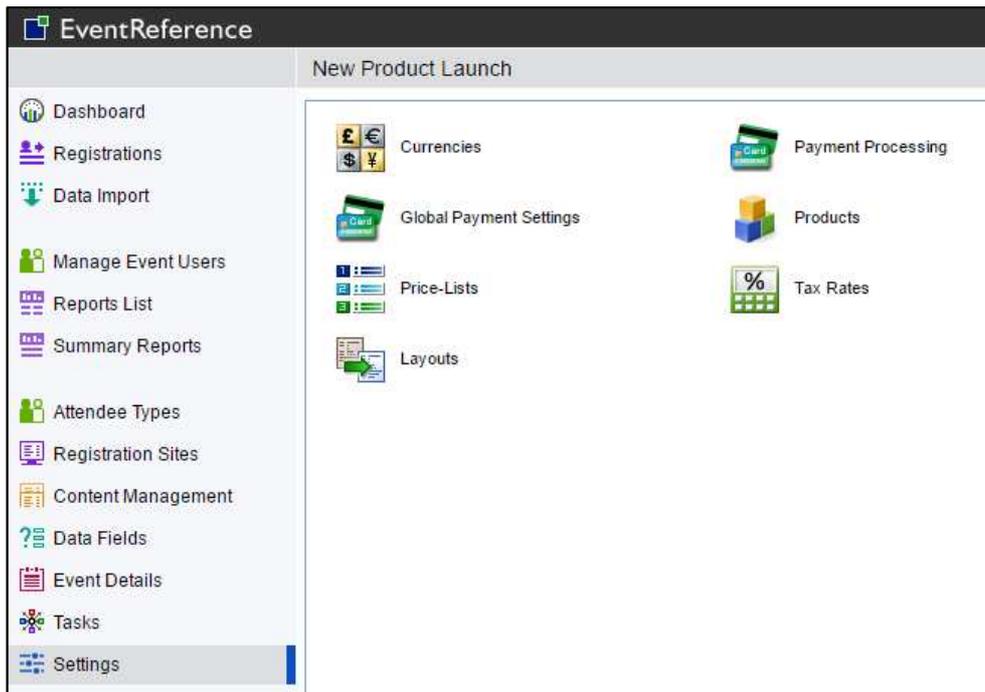
Click Payment Processing.

Click Add Payment Gateway.
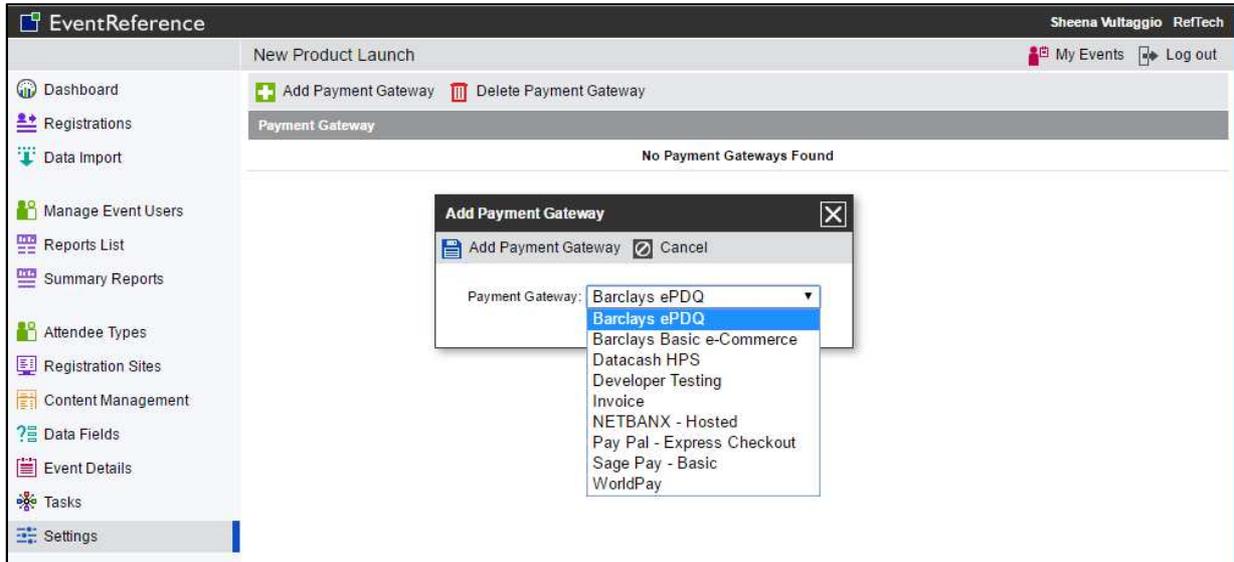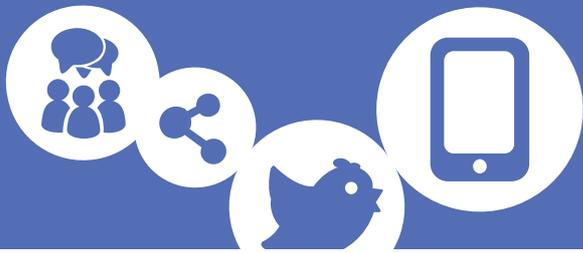
Select the payment gateway you want to connect.

The next screen will ask you to enter the details to link your payment gateway with EventReference. The details you will be asked to enter will vary depending on the payment gateway you are linking but the terminology should match.
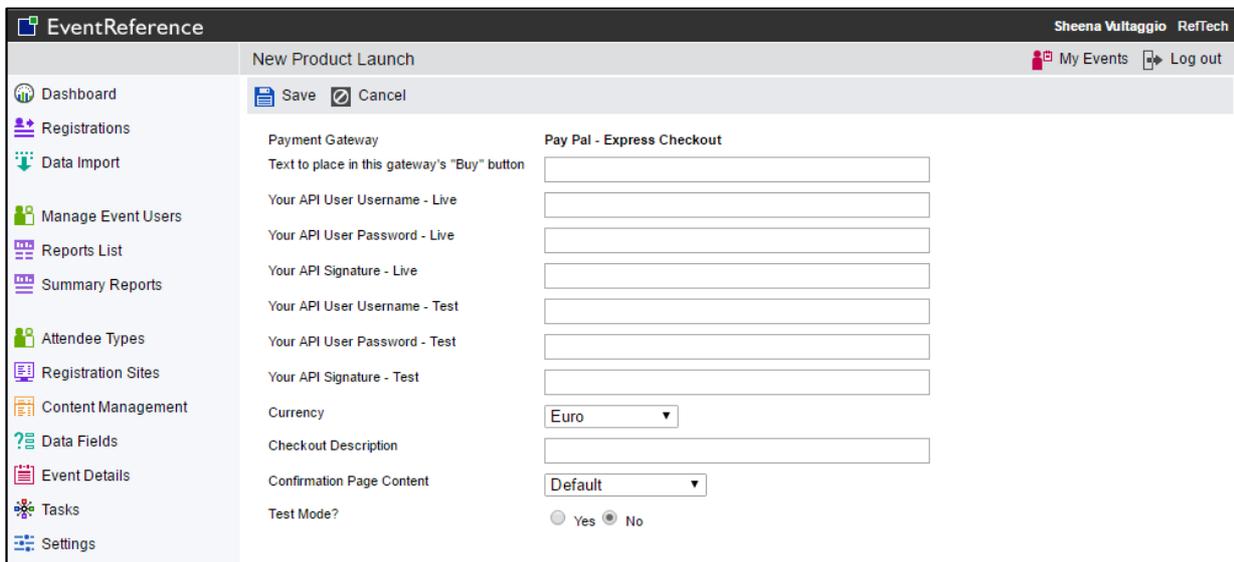
Example: PayPal – Express Checkout

If you have them, you should always enter the test details for your payment gateway. This will allow you to test that everything is set up successfully without having to make a live payment (however we always recommend that you make a live payment too).
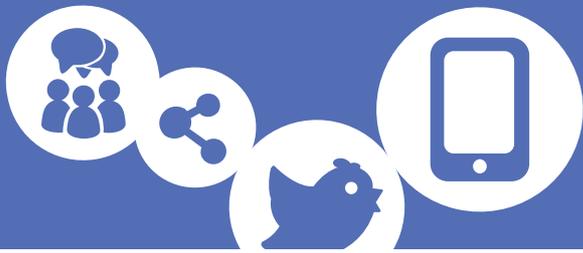
- Text to place in this gateway's "Buy" button – this is what will appear on the basket page on the button that will take the delegate to the page to enter their payment details. This will usually say something like 'Pay by Credit/Debit card' or 'Buy Now'.
- Details to link payment gateway – these will vary from gateway to gateway but will often include usernames, keys, IDs, etc.
- Currency – You should set this to the currency you are using for your transactions
- Checkout Description – This is what will appear in the payment gateway against the purchase amount
- Confirmation Page Content – Which confirmation message do you want to display when the transaction is complete?
- Test Mode? – You can toggle between live and test mode (if you have entered test credentials) easily so that you can test the system. Select the required option.

Once you have entered all the details, click Save.

You'll also need to set up the fields for the details that will be passed across to the payment gateway (name, address, email address etc.).

Click Settings again and then select Global Payment Settings.

Map the fields using the dropdown options – you do not have to map them all but the basics should be mapped (First and Last Name, Address 1, Postcode, Country and Email) as this information is passed over to the payment gateway.

Click Save.

You can have multiple different payment gateways linked to one event. These can also be restricted by attendee type.

To do this, click Attendee Types and then double click on the attendee type you want to edit.

Select the Payments tab.

Select which payment gateways you want to be available for this attendee type by ticking the relevant boxes.

Click Save. Only the options selected will be displayed when a registrant reaches the payment stage.

EventReference

✅ Event Registration

£ Paid Registration

📅 Event Management

🌐 WebBadging

📊 Event Reporting

WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"

"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

📞 +44 (0)1827 818181   🌐 www.eventreference.com   @ support@eventreference.com