GBSA DATABASE
GBSA Online Events Payment System
Updated: 12th February 2026

Introduction

The GBSA online events payment system is now fully operational. All clubs are asked to move from the previous payment method to this new online system with immediate effect.

The system has been designed to be user-friendly and straightforward, allowing clubs to submit and manage event payments quickly and securely. This guide explains the process step by step and is intended to be a short, clear reference that can be read in around five minutes.

Overview of the Process

In summary, the process is:

1. Log in to the GBSA database
2. Enter athletes as normal
3. Review the event fees
4. Make payment using the online payment system

Each step is explained in more detail below.

Logging In and Entering Athletes

Log in to the GBSA database and enter all athletes in the same way as you would for a standard event entry.

Once all athlete entries have been completed, you can move on to the payment stage.

Important: Payment must be made before the event closing date. If payment is not received by the closing date, the club's entries may be removed.

Viewing Event Fees

Navigate to the **Fees** tab within your event entry. This page displays the total entry fee that needs to be paid for the event.
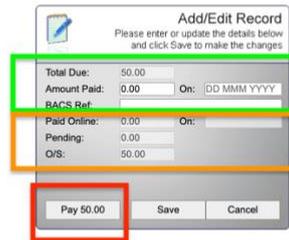

To begin the payment process, double-click on your club's name.

Payment Options Explained

A payment window will now appear.

Traditional Bank Payment (Legacy Method)

The section highlighted in green shows the traditional bank payment method. This option will be removed in the future but remains available for the time being in case any clubs experience issues with the new system. This box **should not be used unless authorised**.

If you encounter a problem with the new payment system, please contact:
**daniel.withers@gbskateartistic.co.uk**

If the issue cannot be resolved, the traditional payment method may be accepted temporarily.

Online Payment System (New Method)

The section highlighted in orange shows the new online payment system. This area displays any outstanding payments for your club. To proceed, click the Pay button.

Making a Payment

Clicking **Pay** will open a secure payment window.
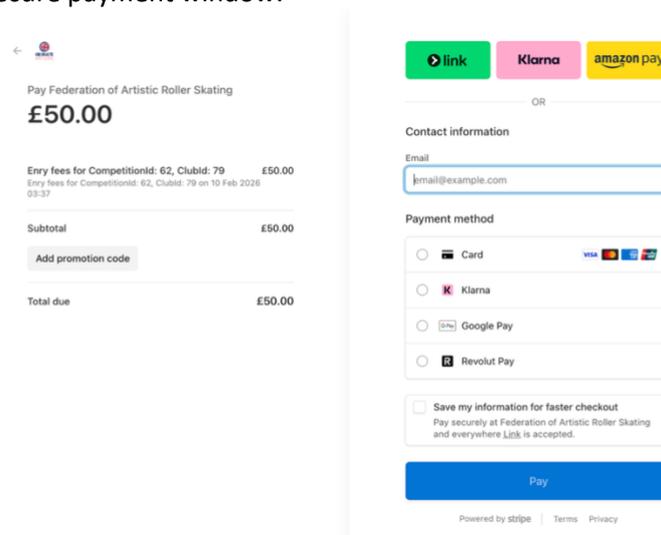
Enter the club email address and select your preferred payment method. Once all details have been entered, click **Pay** to submit the payment.

Confirming Payment

After completing payment, return to the GBSA database.

The **Amount Paid** column in the Fees tab will update to show the payment made If you double-click your club's name again, you will see a payment record showing the amount paid and the date of payment.

Once full payment has been made, the **Pay** button will no longer be visible.
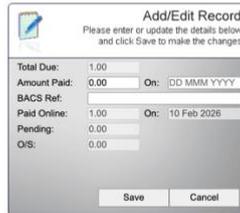
Adding Athletes After Payment

In some situations, additional athletes may need to be added after the initial payment has been completed (for example, if an athlete was missed during entry).

If this happens: Add the additional athlete entries as normal and then return to the Fees tab.

The **Outstanding Payments** column will update to show the additional amount due, and the **Pay** button will reappear.

You can then complete payment for the remaining balance. Once full payment has been made, the Pay button will disappear again, and no outstanding payments will be displayed.
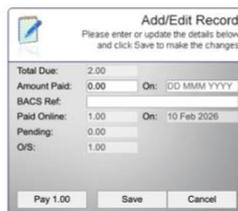
Payment Pending Status and Authorisation

When the Pay button is selected, the **Amount Paid** field may temporarily show as *Pending*. This means that a payment webpage is open and awaiting completion.

If the database administrator does not have permission to make payments, the payment page URL can be copied and sent to an authorised person – this link typically stays active for 24 hours.

Once the authorised person has completed the payment, the database administrator will see the Amount Paid field update accordingly.

Support and Contact Details

If you experience any issues or have questions about the new payment system, please contact: **daniel.withers@gbskateartistic.co.uk**

We are happy to help ensure the transition to the new system is as smooth as possible.

Kind regards,
GB Skate Artistic