

Create your own page on PaymentsHQ to collect payments and share the link with your customers

- ✓ Easy, low-effort way to collect payments
 - ✓ Create in minutes with a few clicks
 - ✓ No website or technical skills needed
- No additional cost, included with your SportsPay account

Payments HQ

How It Works



1. CREATE YOUR PAYME

Collect signup fees, travel expenses, donations and anything else. Creating your page is as simple as a few clicks. PayMe's offer customizable options such as displaying or collecting information from the customer. Once you finish creating your PayMe, it will be assigned a unique link.



2. SHARE YOUR PAYME

Paste or embed the link anywhere. The same payment link can be shared with many customers and used across multiple channels. Or, use your organization's unique landing page link.



3. GET PAID




Use PaymentsHQ or email to be notified of each successful payment. Use PaymentsHQ to track each PayMe including leveling down to view the transactions under each one.





Create

Custom PayMe




PayMe Details

Title of PayMe:  Amount:  Max # of Payments: 



Must be between 5-40 characters. Leave blank to have the customer set the amount. Leave blank to allow unlimited payments.

Start Date:  Expiry Date: 

Leave the Expiry Date empty to keep your PayMe open until you manually close it.

☐ Make this PayMe Private 
☐ Do not pass the processing fees onto the customer 
☐ Notify me via e-mail whenever there is a payment 

Customize PayMe (Optional)
Choose from the below options to further customize your PayMe. You will have the option to use the field to display or collect information.

☐ Add Invoice Field 
☐ Add Description Field 

Message (Required)
Provide a description of PayMe to appear on the

- ✓ Choose a descriptive title
- ✓ Set the amount or let the customer choose
- ✓ Add a start date and/or expiry date
- ✓ Set a maximum number of payments
- ✓ Collect information from the customer



PAYME CREATED
www.uniquelink.com

Collect

Demo League

Goalie Training

Amount	\$ 100.00
Card Processing	\$ 3.10
Total Charge	\$ 103.10

Preferred Time


maximum 30 letters, numbers and _-+*/@

Goalie training on Saturday January 30th. Please write if youd prefer between 8am-12pm or 1pm-4pm. Thanks!

Cardholder Name

Enter name on card

Email for receipt

Card Number  Expiry Year

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Your card data is securely managed

CVV

Cancel Send Payment

Sports Pay



TO MAKE A
PAYMENT GO TO...
www.uniquelink.com



PAYMENT
APPROVED



Track

Active Archived

Title	Start DateTime	Expiry Date	Amount (\$)	Approved Transactions	Action
Event Tickets Private		No Expiry	\$ 50.00 Total Value: \$ 300.00	6 / 10	Edit View Link Lock Delete
Goalie Training Private		No Expiry	\$ 100.00 Total Value: \$ 100.00	1 / 20	Edit View Link Lock Delete
Travel Fees Payment 3 Waiting	2025-04-01 06:00	2025-04-15	\$ 100.00 Total Value: \$ 0.00	0 / No Limit	Edit View Link Lock Delete
Travel Fees Payment 1	2025-01-25 06:00	2025-02-15	\$ 100.00 Total Value: \$ 0.00	0 / No Limit	Edit View Link Lock Delete
Club Jackets Private		No Expiry	\$ 150.00 Total Value: \$ 0.00	4 / 4 Full	Edit Delete
New Uniform Fundraiser	2024-06-07 09:00	No Expiry	Customer Inputs Total Value: \$ 0.00	2 / No Limit	Edit View Link Lock Delete

List of Transactions

Download

Date & Time	Type	Card Info	Amount	AuthCode	ReferenceNum	Invoice & Descrip	Customer	TermID	Message
2025-01-25 13:20:51	SALE	VISA ****8952	50.00 Fees +1.68 Total \$1.68	132051	PM-kotw627w5		Jessica Casson ccostain@sportspay.com	DEVM0002	Refund View
2025-01-25 13:21:09	SALE	MICRO ****0185	50.00 Fees +1.68 Total \$1.68	132109	PM-w3drv4tj1		Rob Russo ccostain@sportspay.com	DEVM0002	Refund View
2025-01-25 13:21:30	SALE	VISA ****0042	50.00 Fees +1.68 Total \$1.68	132131	PM-Slxmo6eiv		Dave Downs ccostain@sportspay.com	DEVM0002	Refund View
2025-01-25 13:21:58	SALE	MICRO ****0200	50.00 Fees +1.68 Total \$1.68	132158	PM-hbmj9pls4		Michelle Everett ccostain@sportspay.com	DEVM0002	Refund View
2025-01-25	SALE	VISA ****7328	50.00	132222	PM-xb2d7a3gk		Hayden Garber	DEVM0002	Refund View