Configuring SwimSoft

Before you can configure SwimSoft, you will need to have created or have access to a PayPal business account. This section of the manual assumes that you have one. Completing this section will define which PayPal account funds are paid into and help you to create an email template to be used in the future.

Basic settings

To implement the system, you are going to have to configure two elements in the **Payment Online Set-Up** page, which is accessed by pressing **System Configuration** on the **Main Menu** and **Payment Online Setup**. Once you have accessed the page, input and save the…

PayPal username/ email	Please enter the email address that you use to access your PayPal account.
Exit message	The exit message is shown when a client chooses not to proceed from the shopping basket to pay you. The message should contain instructions on how to contact you to book or to have queries answered.

Example Exit Message

It appears that you have not purchased the allocated products and services, if you need assistance, please contact the administrator, or use the Client Hub to message them.

Configuring your Payments Online default email template

A Payments Online email template is activated and configured by pressing **Activity Configuration** on the **Main Menu** and then pressing **Activity Communication**. Full instructions on how to configure email can be found by viewing the **Help** associated with this page. You will find that the Payments Online email template includes special variables which automatically merge key data from your database, all that you need to do is add your logo or branding and ensure contact details and signatures are correct.