



**SELLING
MERCHANDISE FOR
BBC CHILDREN IN NEED**

Find out the best way to sell BBC Children in Need merchandise on ParentPay.

Here's how:

When setting up a repeatable fixed amount for a regular payment item, the item remains on the payment screen so payers can purchase multiple times if required.

Here's a quick example:

- BBC Children in Need 2020 Sales - Classic Pudsey Ears
 - **Please always preface any BBC Children in Need payment items with 'BBC Children in Need 2020 Sales'.**
 - 1 x Pudsey Ears costs £2.50.
 - The payer must pay the fixed amount.

How to create a New Payment Item:


In ParentPay, navigate to **Payment Items** and **follow these instructions**:

1. Select **Create Payment Item**
2. Select the **Activity** category & click **Next**
3. Select **Repeatable Fixed Amount With Quantity**
4. Click **Next**

Please complete the required fields for the type of payment item you are setting up. To help you with this, please see a list of fields and specific information you should be inputting next.

Field Name	Description
Item Name	<p>Make sure your payment item name is relevant and clear. It will be visible to parents and in all of your reports.</p> <p>(Please always preface any BBC Children in Need payments with 'BBC Children in Need 2020 Sales')</p>
Short Name	You can enter your own short name or the system will generate one for you if you choose to leave the field blank.
Description	<p>The description enables you to provide detailed information to payers about the payment item. You can include hyperlinks to relevant websites to provide further information if you want to.</p> <p>Here's a suggested BBC Children in Need description: "We are proud to be raising money for BBC Children in Need. If you would like to make a contribution, your generosity really will be used to help change the lives of disadvantaged children and young people. Thank you."</p>
Notes	This field is optional. If you choose to include a mandatory notes field, the payer cannot continue to payment until they have filled in this field. Ensure to specify any required information in your description.
Due Date	This field is optional. Input a payment due date for payers here.
Use Due Date	Tick this box if you want the payer to see the due date.
Quantity	Please don't use this field.
Limited Availability	Please don't use this field.
Costs Default Minimum/Maximum	The default amount that will appear in the payer account against the payment item. As the payment item is a fixed amount the default amount will be the same as the minimum and maximum amount.
Consent	Tick this box if you require payer consent when making a payment. It is up to your school if you wish to use it.
Allow New Item Alert	Tick this box if you want to send automated text or email alerts to payers that have opted in to receive alerts about new payment items assigned to their child.
PayPoint Enabled	Tick this box to be able to generate barcoded letters for this payment item.

You will then need to select the relevant bank account you want to credit payment to for the new payment item. It should look something like this:


Bank accounts and accounting codes

Current bank account
 Fund Account A/C:00000000 00 S/C:00-00-00

Change bank account

No change required

The system also allows you to use six different reporting codes. You can enter these in the **Account Code** and **Description** boxes or you can select from the pre-populated drop-down menus. The reporting codes will be included in your reports and settlement statements

Please note: Use Account Code 'BBC Children in Need 2020'

Accounting codes are used for centralised bank accounts. If you have been told by a caterer or MAT to use these you will need to enter them here

Group code 1	Other	Account code	
		Description	
Group code 2	Other	Account code	
		Description	
Group code 3	Other	Account code	
		Description	
CFR Code	Other	Account code	
		Description	
Management code 2	Other	Account code	
		Description	

How to assign relevant people to a New Payment Item:

1. Click **Save Payment Item** to create your new payment item.
2. Scroll to the bottom of the saved details and select **Assign People**.
3. Select your filters from the dropdown menus and select **Search**.
4. Assign your pupils to the item by populating the **Add** column. To assign every pupil in the list, select **Add** in the heading.
5. Click **Save Settings**.

Charges

Please note: The standard ParentPay Payment Service Fee applies.

BBC Children in Need Merchandise

View all BBC Children in Need 2020 Merchandise at:
<https://www.bbcchildreninneedshop.co.uk/>

Giant Pudsey Bear

Supersoft Pudsey Bear at about 50cm tall.

He's perfect to cuddle up to or use as a raffle prize!

£45.00



Giant Blush Bear

Pudsey's friend Blush is a supersoft Bear at about 50cm tall.

She's perfect to cuddle up to or use as a raffle prize!

£45.00



Medium Pudsey Bear

Medium sized Pudsey Bear, perfect for carrying around at 14.5cm tall.

£5.00



Medium Blush Bear

Medium sized Blush Bear, perfect for carrying around at 14.5cm tall.

£5.00



Classic Pudsey Ears

Yellow plush fabric on a headband and outer ear, with classic spot design sewn into inner ear.
Created using recyclable plush fabric.
Not suitable for children under 36 months

£2.50



Classic Blush Ears

Brown plush fabric on a headband and outer ear, with classic spot design sewn into inner ear.

Not suitable for children under 36 months

£2.50

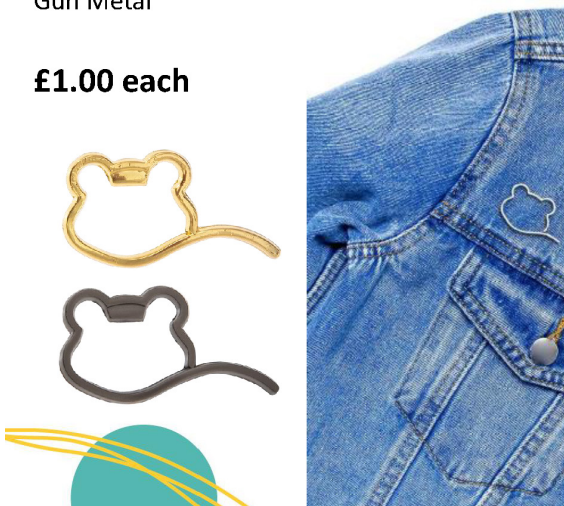


Pudsey Pin Badge

A modern Pudsey Pin Badge design made from Zinc Alloy
Not suitable for children under 36 months

Available in two shades:
Gold
Gun Metal

£1.00 each



Fun Pudsey & Blush Pin Badges

Pudsey or Blush design available to buy
Made from 100% recycled materials
Is recyclable
Not suitable for children under 36 months

£1.00 each



Pudsey Trolley Keyring

Detachable Trolley coin
Made from Zinc Alloy
Not suitable for children under 36 months

£2.00



Pudsey Wristband

Available in 3 shades to choose from
Reversible
Made from recycled materials
Not suitable for children under 36 months

£1.00 each



Pudsey Lanyard

Available in 3 shades to choose from
Reversible
Made from recycled materials
Not suitable for children under 36 months

£2.00 each



Pudsey Tote Bag

A fun Pudsey bandana inspired print design
Made from recycled materials
Not suitable for children under 36 months

£5.00

