



Indico LU Payments (maksājumu) spraudņa izmantošana

Detalizēts apraksts par reģistrācijas formu izveidi, tai skaitā maksājumu opciju iespējošanu, ir pieejams [Indico dokumentācijā](#) -

https://learn.getindico.io/conferences/registration_config/

1. Pirmais solis ir maksājumu iespējošana konkrētajai konferencē. Lai iespējotu maksājumus, konferences pārvaldības lapā atver sadaļu "Registration" un noklikšķina uz opcijas "Enable payments".

The screenshot shows the Indico administration interface for an event named "Payments Example". The left sidebar contains a menu with items like Settings, Timetable, Protection, Organization, Materials, Contributions, Participant Roles, Program, and Registration. The "Registration" item is highlighted with a red box and labeled "1.". The main content area shows the "Registration" settings for the event, including a "Payments disabled" status and an "Enable payments" button highlighted with a red box and labeled "2.". Other settings like "Registration managers" and "Participant list" are also visible.

The dialog box is titled "Enable payments for the whole event?". It contains the text: "This will enable payments for all registration forms. If you need to disable it later on, you can do it from the Features menu entry." At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.



2. Pēc maksājumu iespējošanas kļūst pieejama jauna sadaļa – “Payments”. To nepieciešams atvērt.

The screenshot shows the 'Payments Example' page in the University of Latvia system. The left sidebar menu is visible, with 'Payments' highlighted in a red box. The main content area displays the 'Registration' section, which includes settings for 'Registration managers' and 'Participant list'. Below these settings, there is a section titled 'List of registration forms' with a message: 'There are no registration forms yet.'

3. “Payments” sadaļā ir redzamas pieejamās maksājumu opcijas. Opcija “Manual” ir pieejama pēc noklusējuma un to nav iespējams izslēgt. Nepieciešams iespējot arī opciju “LU Payments”.

The screenshot shows the 'Payments' page in the University of Latvia system. The left sidebar menu is visible, with 'Payments' highlighted. The main content area displays the 'Event-wide payment settings' section, which includes 'General settings' and 'Payment methods'. The 'Payment methods' section shows two options: 'Manual' (enabled) and 'LU Payments' (disabled). The 'LU Payments' option is highlighted with a red box.



4. Maksājumu opciju iespējo, noklikšķinot uz "LU Payments" ikonas, un aizpildot nepieciešamos datus. Iespējo slēdzi "Enabled" un laukā "Business" norāda organizatora e-pasta adresi.

Payment settings: LU Payments ✕

⚠ Please make sure that you have your LU Payments seller account configured to use **UTF-8** by default, otherwise some transactions may end up not being acknowledged by Indico! You can find out how to set this up [here](#).

1. **Enabled**

Only enabled payment methods can be selected by registrants.

Name *

The name of the payment method displayed to the user.

2. **Business ***


The LU Payments ID or email address associated with a LU Payments account.

3. **Save**



Noklikšķinot uz pogas "Save", maksājumu opcija tiek iespējota.

Payments

Event-wide payment settings

 **General settings**
Configure general settings for payments.

Payment methods

 Manual enabled	 LU Payments enabled
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5. Pēc "LU Payments" maksājumu metodes iespējošanas veic reģistrācijas formas izveidi atbilstoši [Indico dokumentācijā](https://learn.getindico.io/conferences/registration_config/) norādītajiem soļiem - https://learn.getindico.io/conferences/registration_config/



6. Kad reģistrācijas forma ir izveidota un pieteikšanās atvērta, dalībnieki var izmantot "LU Payments" kā maksājumu metodi, reģistrējoties konferencei.

Payments Example

December 6, 2021
Europe/Riga timezone

Enter your search term

- Overview
- Registration
- Participant List

Starts Dec 6, 2021, 4:00 PM
Ends Dec 6, 2021, 6:00 PM
Europe/Riga

There are no materials yet.

Registration
Registration for this event is currently open. [Register now >](#)

- Overview
- Registration
- Participant List

Registration

Reģistrācijas piemēra forma

Registration fee
€0.01

Personal Data

Last Name *

First Name *

Email Address *

The registration will not be associated with any Indico account.

Affiliation

*(All the fields marked with * are mandatory)*

[Register](#)



Registration fee
€0.01



Your registration is awaiting payment
Awaiting your payment. [Proceed to checkout.](#)

Modify

Withdraw

Summary

Reference: #1 Date: Dec 6, 2021

Personal Data

Last Name	Jānis
First Name	Bērziņš
Email Address	piemers@edu.lu.lv
Affiliation	

Invoice

Not paid

Item	Value	Cost
Registration fee		€0.01
		Total €0.01

I have read and accepted the [terms and conditions](#) and understand that by confirming this order I will be entering into a binding transaction.

Checkout

Registration

Reģistrācijas piemēra forma: Checkout

You need to pay €0.01 for your registration. **You can pay using LUPayments.**

Payment information

Clicking on the **Pay now** button you will get redirected to the LU Payments site in order to complete your transaction.

First name Bērziņš
Last name Jānis
Total amount €0.01

Pay



WWW.LU.LV

CARD NO
Card no

EXPIRATION DATE **CVV2**
MM/YY NNN

NAME ON CARD
Name on card

EMAIL (IF YOU WISH A RECEIPT TO BE MAILED)

Pay 0.01EUR

Decline

Payment service provided by [Nets Estonia AS](#)

7. Pēc maksājuma veikšanas lietotājs tiek pārvirzīts atpakaļ uz reģistrācijas lapu, kur maksājums un reģistrācija ir apstiprināta.

Registration

Reģistrācijas piemēra forma

Registration fee
€0.01

Your registration has been completed [Modify](#) [Withdraw](#)

Summary

Reference: #1 Date: Dec 6, 2021

Personal Data

Last Name	Jānis
First Name	Bērziņš
Email Address	piemers@edu.lu.lv
Affiliation	

Invoice

Paid

Item	Value	Cost
Registration fee		€0.01
	Total	€0.01