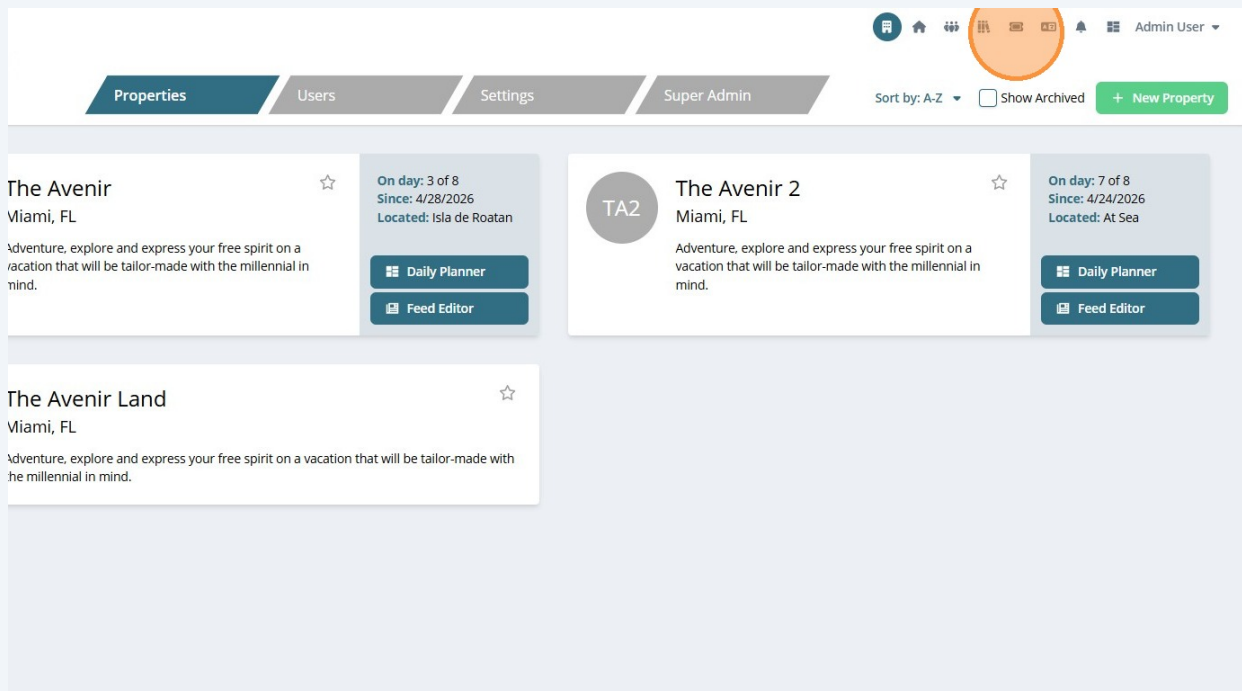


GO Reserve - How to collect a payment in the GO backend through Stripe?

In this guide, you'll learn how to collect a payment in the GO backend using Stripe. It walks you through the full process, from locating and editing a reservation to adding a custom charge and initiating the payment.

The guide is also available as a video. Click the link: [scribehow.com/embed-preview/How to collect a pa...](https://scribehow.com/embed-preview/How%20to%20collect%20a%20pa...)

1 From your GO URL, click on the ticket icon to access **GO Reserve**



The screenshot displays the GO Reserve backend interface. At the top, there is a navigation bar with icons for home, settings, and user profile (Admin User). Below the navigation bar, there are tabs for 'Properties', 'Users', 'Settings', and 'Super Admin'. The 'Properties' tab is active, showing a list of properties. The first property is 'The Avenir' in Miami, FL, with a star icon and a 'TA2' label. It includes details like 'On day: 3 of 8', 'Since: 4/28/2026', and 'Located: Isla de Roatan'. Below the details are buttons for 'Daily Planner' and 'Feed Editor'. The second property is 'The Avenir 2' in Miami, FL, with a star icon and 'On day: 7 of 8', 'Since: 4/24/2026', and 'Located: At Sea'. It also has 'Daily Planner' and 'Feed Editor' buttons. The third property is 'The Avenir Land' in Miami, FL, with a star icon and a description: 'Adventure, explore and express your free spirit on a vacation that will be tailor-made with the millennial in mind.'

2

Go to the **"Reservations"** tab, search for the experience you need to process the payment, then click on the **pencil icon** to edit the reservation

Reserve Analyze Settings

Experiences Calendar Reservations

Search by event, customer name, email, or reservation code...

STATUS	EVENT	RESERVATION	DATE	TIME	RENTAL / HOST	NAME	EMAIL	PHONE	REVENUE	CREATED AT
ACTIVE	Cabana Rental	RZ-AHNCULPO	2026-04-24	09:00am - 09:00pm	North Cabana	Spark Spark	spark@spark	+13500000000	\$0.00	4/24/2026 6:59:55 PM
ACTIVE	New test experience	RZ-W3KP3735	2026-04-24	09:00am	QA Admin	Lucas Marco	lucas@sparkcooperative.com	+5511950665742	\$315.32	4/24/2026 6:27:55 PM
ACTIVE	Guided Sunset Run	RZ-6NOLOUVE RC-Q9GYBS	2027-04-19	08:00am	QA Admin	Lucas Marco	lucas@sparkcooperative.com	+14789220854	\$229.15	4/22/2026 9:00:47 PM
ACTIVE	Cabana Rental	RZ-N0CLJ7QB	2027-04-22	09:00am - 09:00pm	East Cabana	Lucas Marco	lucas@sparkcooperative.com	+5511950665742	\$222.35	4/22/2026 8:57:16 PM
CANCELLED	20 cents event	RZ-Q6STCLZL	2026-04-22	05:00pm	-	Lucas Marco	lucas@sparkcooperative.com	+5511950665742	\$0.00	4/22/2026 6:36:42 PM
ACTIVE	Guided Snorkeling Tour	RZ-9F9OIXO7	2026-04-23	01:00pm - 02:30pm	Reserve Host #1	Lucas Marco	lucas@sparkcooperative.com	+5511950665742	\$0.00	4/22/2026 6:33:53 PM
ACTIVE	Water experience	RZ-36RKP5IL	2026-04-28	02:00pm	QA Admin	Lucas Marco	lucas@sparkcooperative.com	+5511950665742	\$738.50	4/20/2026 2:58:11 PM

3

Go to the **"Payment"** tab, then select the checkbox to choose the ticket for payment

Reserve Analyze

Experiences

Search by event, customer name, email, or reservation code...

Details Payment

Edit Reservation - RZ-AHNCULPO
Enter Reservation Details

Pricing Breakdown

ITEM	NAME	TYPE	PRICE	QUANTITY
<input type="checkbox"/>	Ticket: North Cabana	Ticket	\$250.00	1

Pending Payments

AMOUNT	DATE	URL / TERMINAL
\$250.00	4/29/2026 7:50:16 PM	Copy Payment Link

+ Add Charge / Refund

Payment Ledger

TYPE	METHOD	AMOUNT	DATE	EXTERNAL ID	NOTES	SYSTEM L
No items to show						

Event Selected: Cabana Rental
Reservation Selected: RZ-AHNCULPO
Total Revenue: \$0.00

Send Confirmation Email Finish

4 Click on "Add Charge / Refund"

The screenshot shows a reservation management interface. On the left is a table of experiences. On the right, the 'Pricing Breakdown' section shows a table with columns: SUM, NAME, TYPE, PRICE, QUANTITY, and TOTAL. A row is checked with a checkbox, showing 'Ticket: North Cabana' for \$250.00. Below this is a 'Pending Payments' section with a table for AMOUNT, DATE, and URL / TERMINAL. A row shows a payment of \$250.00 on 4/29/2026. An orange circle highlights the '+ Add Charge / Refund' button below the payment table. At the bottom, there are buttons for 'Send Confirmation Email' and 'Finish: Edit Reservation'.

SUM	NAME	TYPE	PRICE	QUANTITY	TOTAL
<input checked="" type="checkbox"/>	Ticket: North Cabana	Ticket	\$250.00	1	\$250.00

AMOUNT	DATE	URL / TERMINAL
\$250.00	4/29/2026 7:50:16 PM	Copy Payment Link

+ Add Charge / Refund

5 Complete the amount and add any necessary notes for this transaction, then click on "Add Charge"

The screenshot shows the 'New Charge' form. It includes fields for TYPE (Charge selected), METHOD (Stripe), and AMOUNT (\$250.00). There is a NOTES field with the text 'Test payment'. An orange circle highlights the 'Add Charge' button at the bottom right. The background shows the same reservation list and pricing breakdown as in the previous screenshot.

TYPE
 Charge Refund

METHOD
Stripe

AMOUNT
\$250.00

NOTES *
Test payment

Add Charge

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Click on the "QR" icon to generate a QR code for the guest. They can then scan it to securely complete the payment from their device

The screenshot shows a payment interface with a sidebar on the left containing a list of experiences. The main area is titled 'Pending Payments' and shows a payment of \$250.00. A QR code is displayed in the center, and a 'Copy Payment Link' button is visible in the top right corner of the payment details. An orange circle highlights the QR code area.

STATUS	EVENT	RESERVATION	DATE
ACTIVE	Cabana Rental	RZ-AHNCULPO	2026-04-21
ACTIVE	New test experience	RZ-W3KP3735	2026-04-21
ACTIVE	Guided Sunset Run	RZ-6NLOUVE RC-Q9GYB5	2027-04-15
ACTIVE	Cabana Rental	RZ-N0CLJ7QB	2027-04-21
CANCELLED	20 cents event	RZ-Q6STCLZL	2026-04-21
ACTIVE	Guided Snorkeling Tour	RZ-9F9OIXO7	2026-04-21
ACTIVE	Water experience	RZ-36RKP5IL	2026-04-21
ACTIVE	Water experience	RZ-ZXBZRKNN RC-HG2NDD	2026-05-05
ACTIVE	Tennis Club	RZ-XYMQLN7J	2026-04-21

AMOUNT	DATE	URL / TERMINAL
\$250.00	4/30/2026 3:12:48 PM	Copy Payment Link

Event Selected: Cabana Rental
Reservation Selected: RZ-AHNCULPO
Total Revenue: \$0.00
Last Updated By: Admin User

Buttons: + Add Charge / Refund, Send Confirmation Email, Finish: Edit Reservation

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Alternatively, click on "Copy Payment Link", open a new tab, and paste the link to proceed with the payment

The screenshot shows a payment interface similar to the one above, but with an orange circle highlighting the 'Copy Payment Link' button in the 'Pending Payments' section. The sidebar on the left shows a 'Reserve' button and a list of experiences. The main area shows a payment of \$250.00 with a QR code and a 'Copy Payment Link' button.

SUM	NAME	TYPE	PRICE	QUANTITY	TOTAL
<input checked="" type="checkbox"/>	Ticket: North Cabana	Ticket	\$250.00	1	\$250.00

The service fee for the selected items is \$10.35

AMOUNT	DATE	URL / TERMINAL
\$250.00	4/30/2026 3:12:48 PM	Copy Payment Link

Buttons: + Add Charge / Refund

8

You will be redirected to the **Stripe** page, where you can select the available options to complete the payment

The screenshot shows a payment interface with a left sidebar and a main content area. The sidebar contains a 'Sandbox' button, a back arrow, and the text 'Pay GO by Spark' followed by a large '\$277.85'. Below this is a table of charges: 'Payment for Reservation: RZ-AHNCULPO Cabana Rental' for \$250.00, 'Service Fee' for \$10.35, and 'Sales Tax' for \$17.50. The main content area has two buttons at the top: 'Pay with link' (green) and 'Pay with amazon' (yellow). Below these is an 'OR' separator. The 'Contact information' section has an 'Email' field with 'email@example.com' and an orange circular profile picture placeholder. The 'Payment method' section has two radio buttons: 'Card' (with Visa, Mastercard, and American Express logos) and 'Cash App Pay'. Below the radio buttons is a checkbox for 'Save my information for faster checkout' with a sub-note: 'Pay securely at GO by Spark and everywhere Link is accepted.' At the bottom of the main area is a large blue 'Pay' button. At the very bottom, it says 'Powered by stripe | Terms Privacy'.

Item	Amount
Payment for Reservation: RZ-AHNCULPO Cabana Rental	\$250.00
Service Fee	\$10.35
Sales Tax	\$17.50