

Collecting Club Memberships

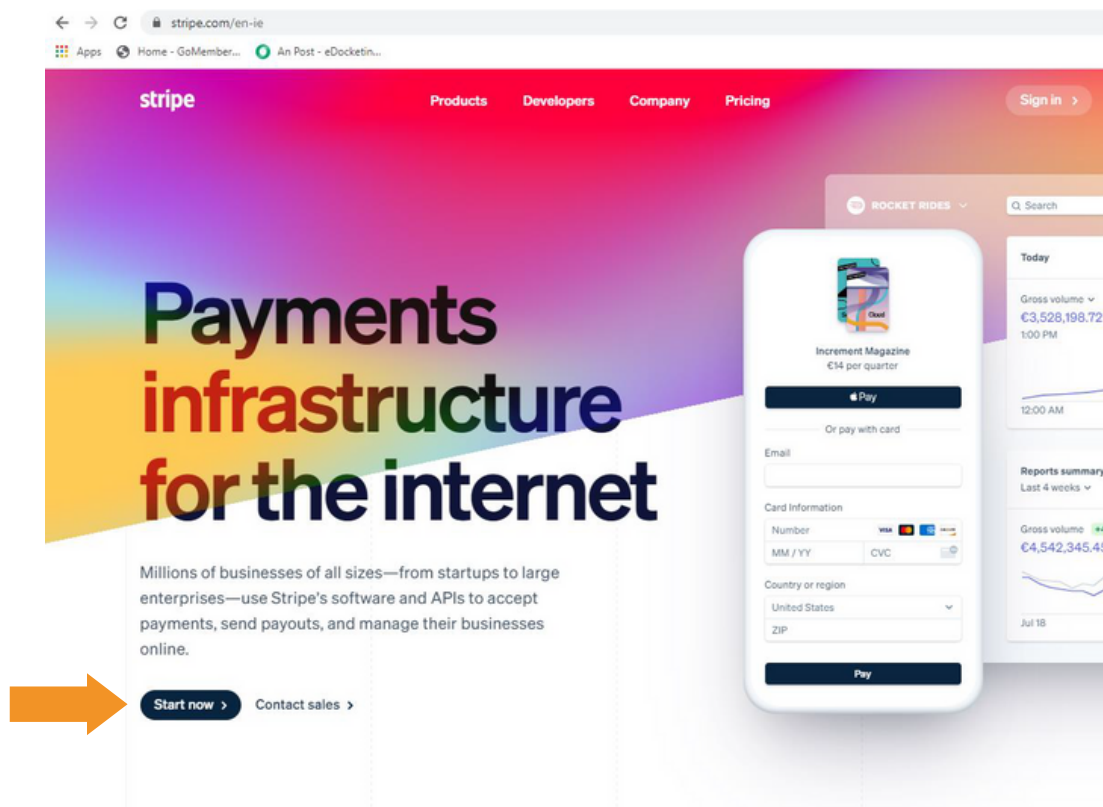
With all your members details already in the Canoeing Ireland database, taking the next step and allowing your members to sign up and renew their memberships with you through the platform has a range of benefits (View Benefits).

There are four main steps in this process:

1. Setting up a Stripe account (skip this step if you already have a Stripe account),
2. Connecting your Stripe account to the Canoeing Ireland Platform,
3. Enabling Club Membership payments
4. Adding Club Products

Section 1: Setting up a Stripe account

- 1 Go to <https://stripe.com/en-ie>
- 2 Click 'Start Now' circled below



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- 3** Fill in your details and click 'Create Account'. **NOTE - This should be a generic club email address so that it can be passed on to future club officials

Create your Stripe account

Email

Full name

Country 

Password

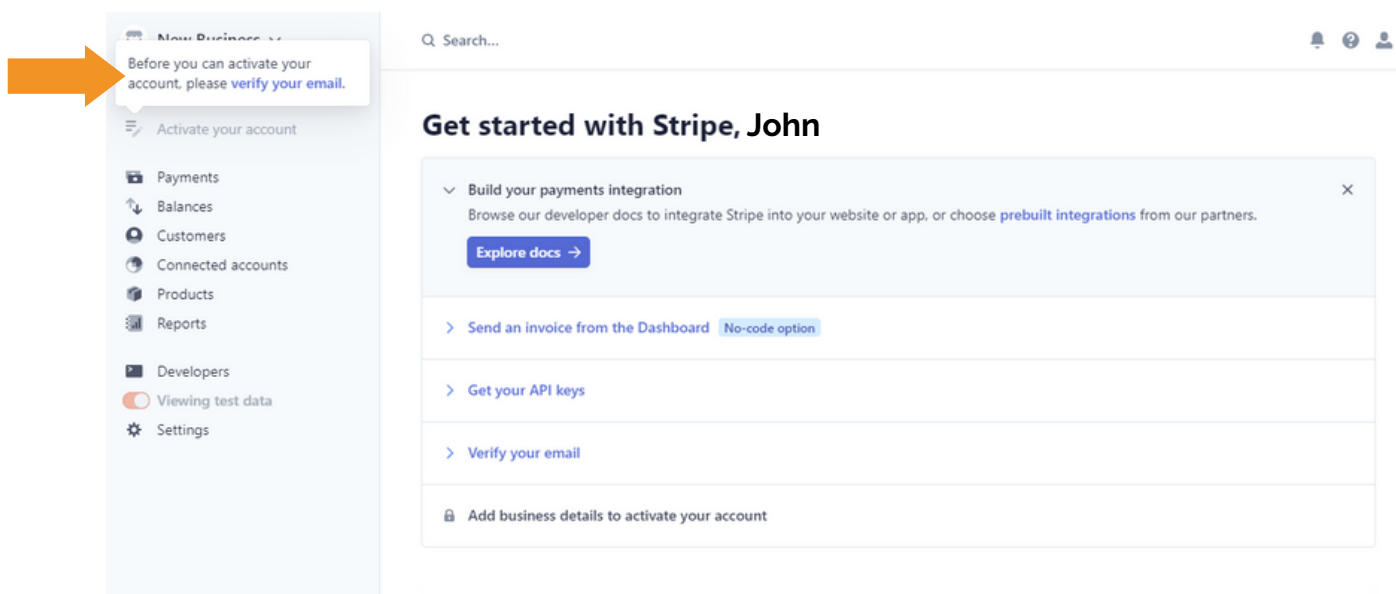
- Don't email me about product updates. If this box is left unchecked, Stripe will occasionally send helpful and relevant emails. You can unsubscribe at any time. [Privacy Policy](#)

Create account

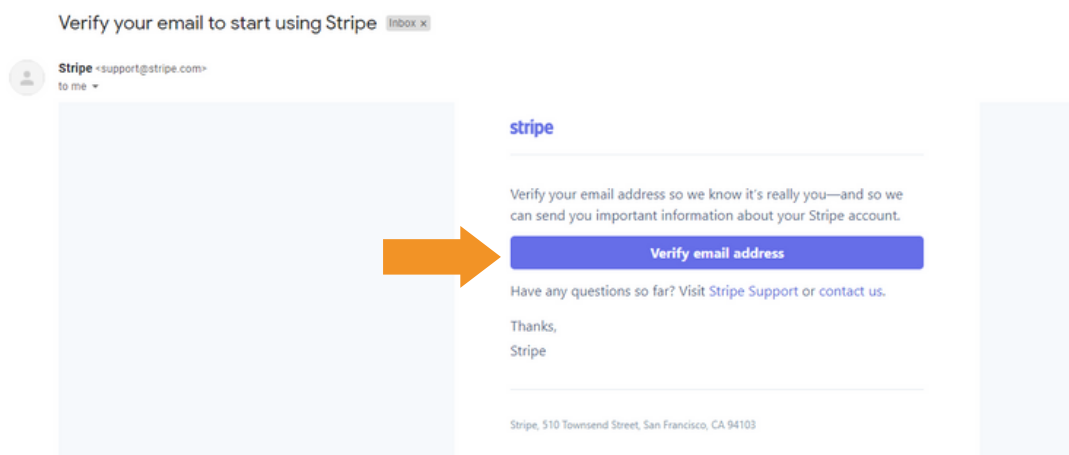
Have an account? [Sign in](#)

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- 4** You will be sent a verification email automatically, if you don't receive one you can request another by clicking 'verify your email' below. Check your Spam folder if you cannot see the email.

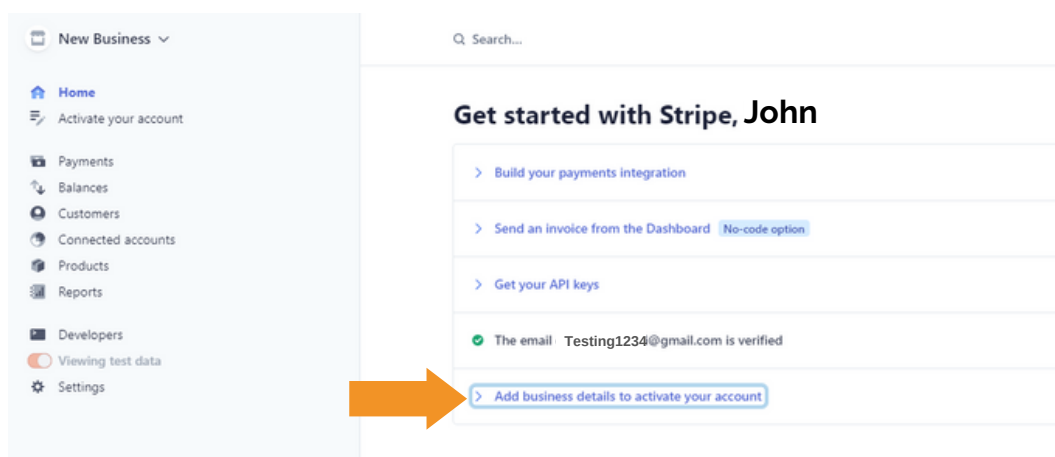


- 5** Log into your email account and click the link in the verification email

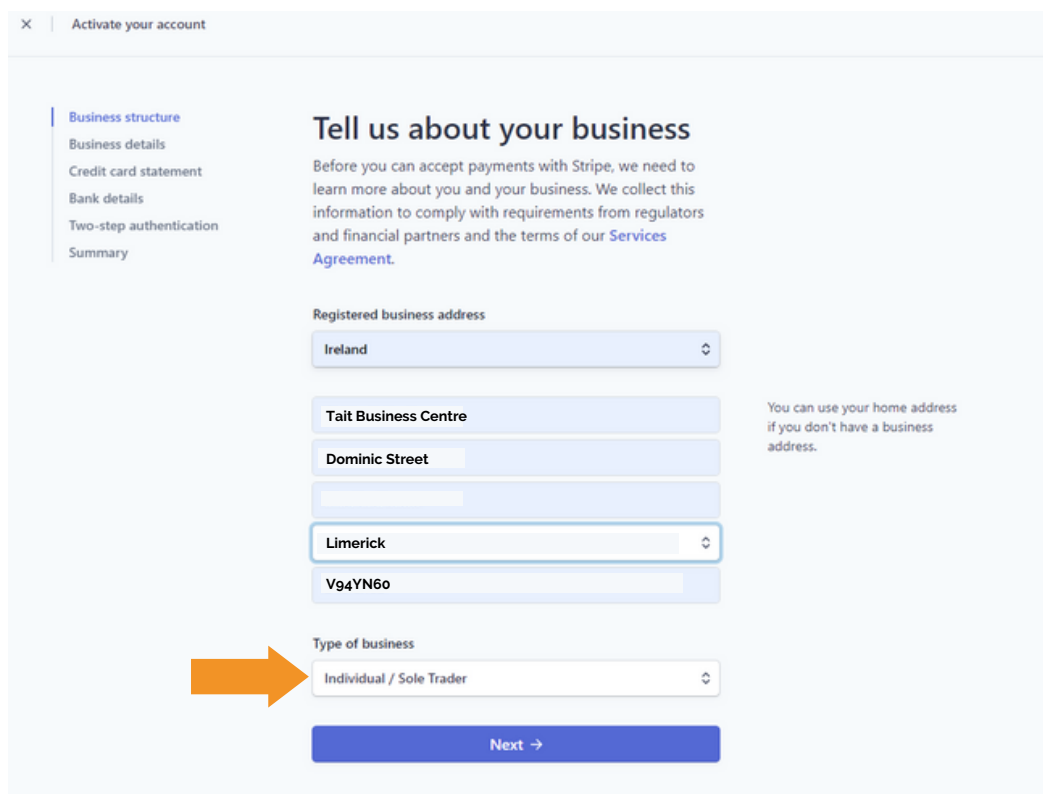


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6 Once the email is verified, click Add business details circled below



7 Fill in your club address details. You can put your own address in here, it can be edited if there is a handover with club officials. Make sure to select 'Individual/Sole Trader' as the type of business.



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8 Fill in your personal information

× | Activate your account

Tell us a few details about yourself.

- Business structure
- Business representative**
- Business details
- Credit card statement
- Bank details
- Two-step authentication
- Summary

Legal name of person

Daithi

xxxxxxxxxxxx

Email address

xxxxxxxx@gmail.com

Date of birth

MM / DD / YYYY

Home address

Ireland

Canoeing Ireland

National Sports Campus
Irish Sport HQ,

Co. Dublin

D15

Phone number

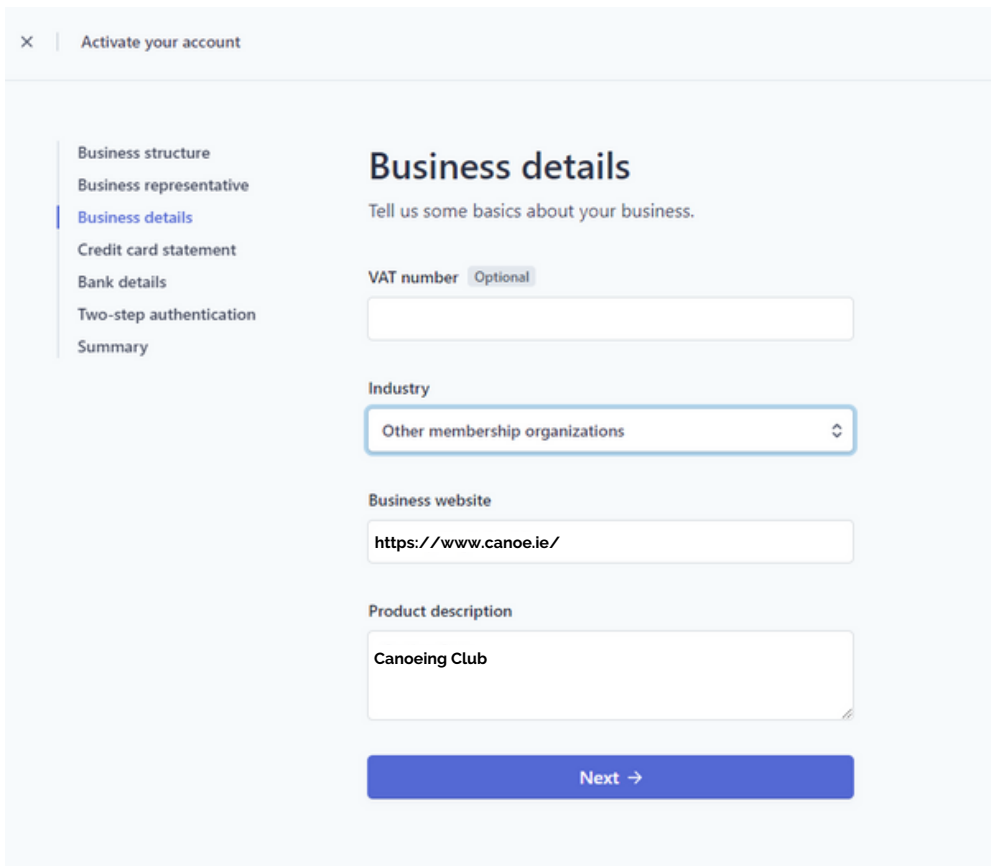
IE +353

Next →

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9 Fill in your business info below. Select Membership Organizations and Other membership organizations in the Industry drop-down.

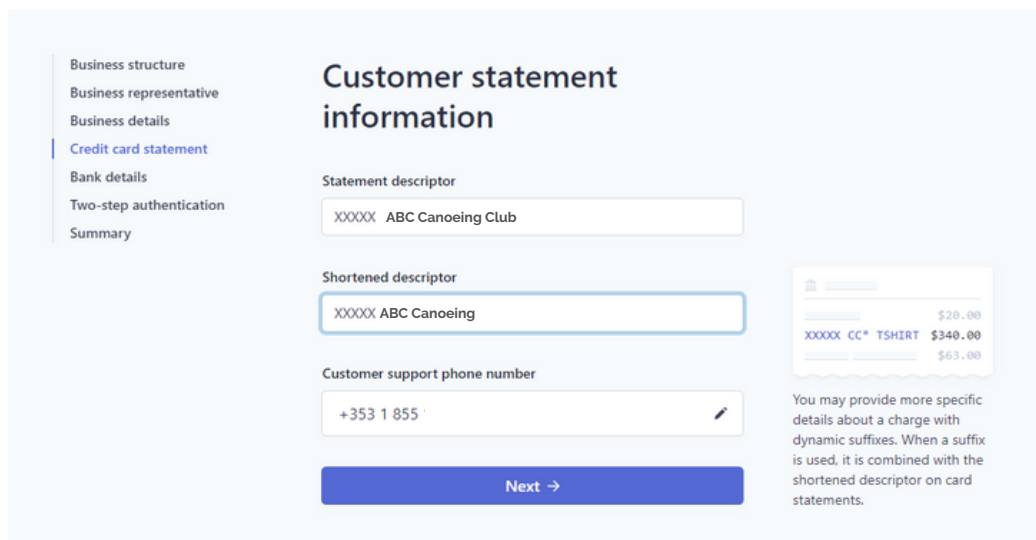
- In Business Website you can enter a club web address, Facebook etc.
- Put your Club type into Product Description



The screenshot shows a web form titled "Activate your account" with a sidebar menu on the left containing: Business structure, Business representative, Business details (highlighted), Credit card statement, Bank details, Two-step authentication, and Summary. The main content area is titled "Business details" and includes the instruction "Tell us some basics about your business." The form fields are: "VAT number" (Optional) with an empty text input; "Industry" with a dropdown menu showing "Other membership organizations"; "Business website" with a text input containing "https://www.canoe.ie/"; and "Product description" with a text input containing "Canoeing Club". A blue "Next →" button is at the bottom.

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- 10** The information below will appear on a customer statement e.g. a member booking onto your event or making a donation. Enter your club name here



Customer statement information

Business structure
Business representative
Business details
Credit card statement
Bank details
Two-step authentication
Summary

Statement descriptor
XXXXX ABC Canoeing Club

Shortened descriptor
XXXXX ABC Canoeing

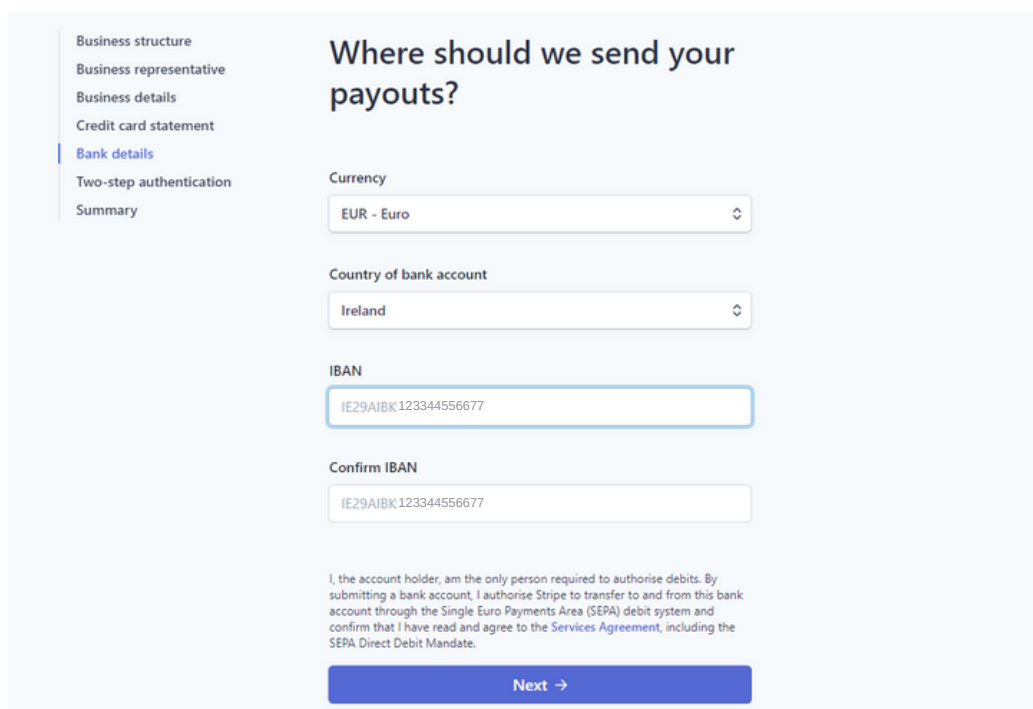
Customer support phone number
+353 1 855

Next →

You may provide more specific details about a charge with dynamic suffixes. When a suffix is used, it is combined with the shortened descriptor on card statements.

XXXXX CC* TSHIRT	\$340.00
	\$63.00

- 11** Fill in your club bank account details (IBAN) here. It is important to have a club account so that you can hand this over to future club officials.



Where should we send your payouts?

Business structure
Business representative
Business details
Credit card statement
Bank details
Two-step authentication
Summary

Currency
EUR - Euro

Country of bank account
Ireland

IBAN
IE29AIBK123344556677

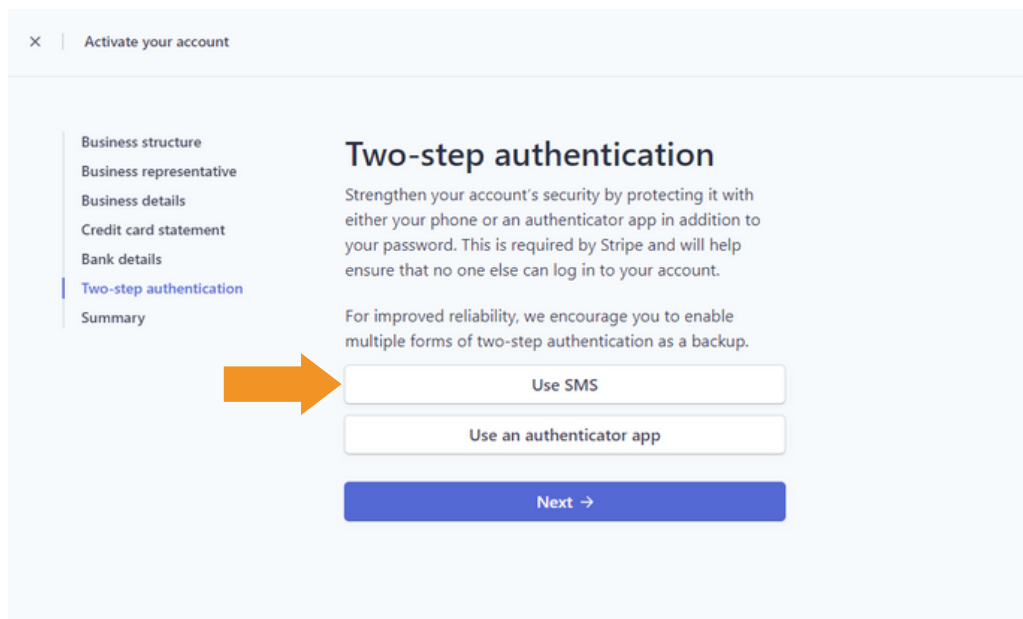
Confirm IBAN
IE29AIBK123344556677

I, the account holder, am the only person required to authorise debits. By submitting a bank account, I authorise Stripe to transfer to and from this bank account through the Single Euro Payments Area (SEPA) debit system and confirm that I have read and agree to the Services Agreement, including the SEPA Direct Debit Mandate.

Next →

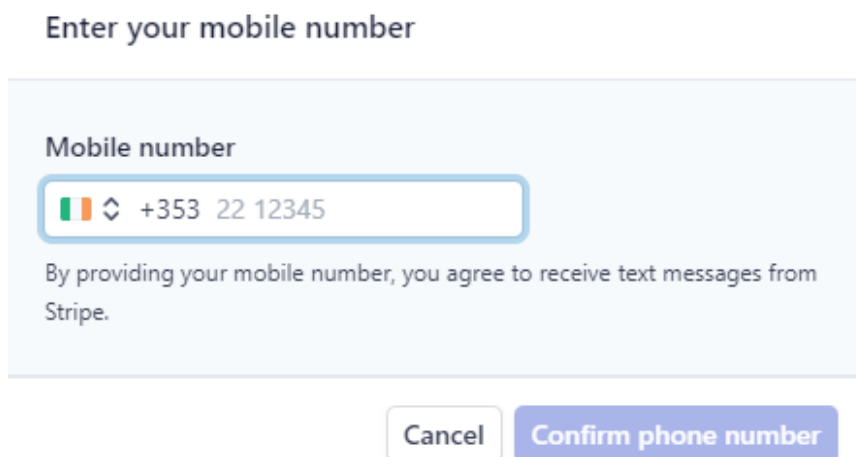
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- 12** Once you have filled in your IBAN you will be asked to provide Two-step authentication. **Use SMS text to your phone as this method.**



The screenshot shows a web interface for activating an account. On the left is a sidebar with a list of menu items: Business structure, Business representative, Business details, Credit card statement, Bank details, Two-step authentication (highlighted in blue), and Summary. The main content area is titled 'Two-step authentication' and contains the following text: 'Strengthen your account's security by protecting it with either your phone or an authenticator app in addition to your password. This is required by Stripe and will help ensure that no one else can log in to your account.' Below this, it says: 'For improved reliability, we encourage you to enable multiple forms of two-step authentication as a backup.' There are three buttons: 'Use SMS', 'Use an authenticator app', and 'Next →'. An orange arrow points from the left towards the 'Use SMS' button.

- 13** Once you confirm your number you will be texted a 6 digit code. Enter this on the next screen
**Make sure to drop the 0 from your number e.g. +353 87 1234567



The screenshot shows a form titled 'Enter your mobile number'. The form has a label 'Mobile number' and a text input field containing '+353 22 12345'. To the left of the number is a dropdown menu showing the Irish flag and a diamond symbol. Below the input field is a line of text: 'By providing your mobile number, you agree to receive text messages from Stripe.' At the bottom of the form are two buttons: 'Cancel' and 'Confirm phone number'.

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- 14 Below is a summary of your details. If you are happy, click Submit down the bottom


× | Activate your account

- Business structure
- Business representative
- Business details
- Credit card statement
- Bank details
- Two-step authentication
- Summary

Let's review those details

You're almost ready to start getting paid by Stripe. Double-check the info you provided to make sure it's correct.


BUSINESS DETAILS

Your business 

https://www.canoe.ie/

Other information provided


Phone, Industry

Update support information 

Shown as XXXXX ABC CANOEING in customer statements

1 855 1522

MANAGEMENT AND OWNERSHIP

John Smith 

Account representative

support@eventmaster.ie



Born on January 22, 1975

Unit 27, Tait Business Centre,
Dominic Street,
Limerick V94YN6o

Other information provided

Phone

BANK ACCOUNT

 **Bank of Ireland** EUR Default 

IBAN: BOFIIE2D **** 1234

TWO-STEP AUTHENTICATION

✓ Two-step authentication is enabled.

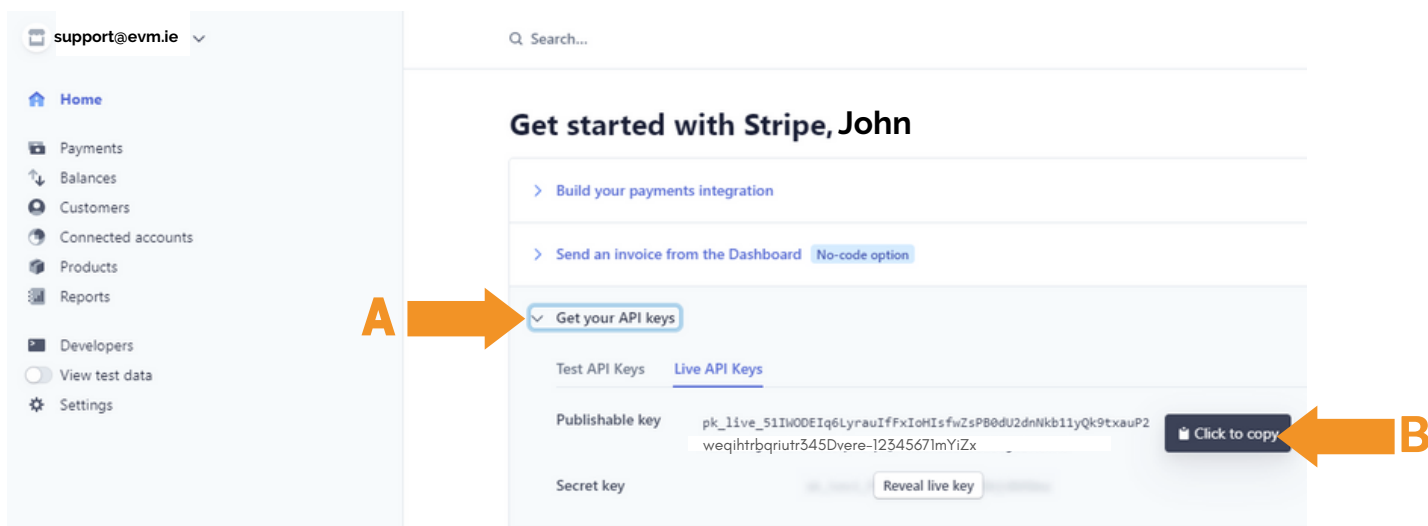
By submitting this form, you agree to the Stripe Services Agreement, to receiving text messages from Stripe, and you certify that the information provided is complete and correct.

Submit

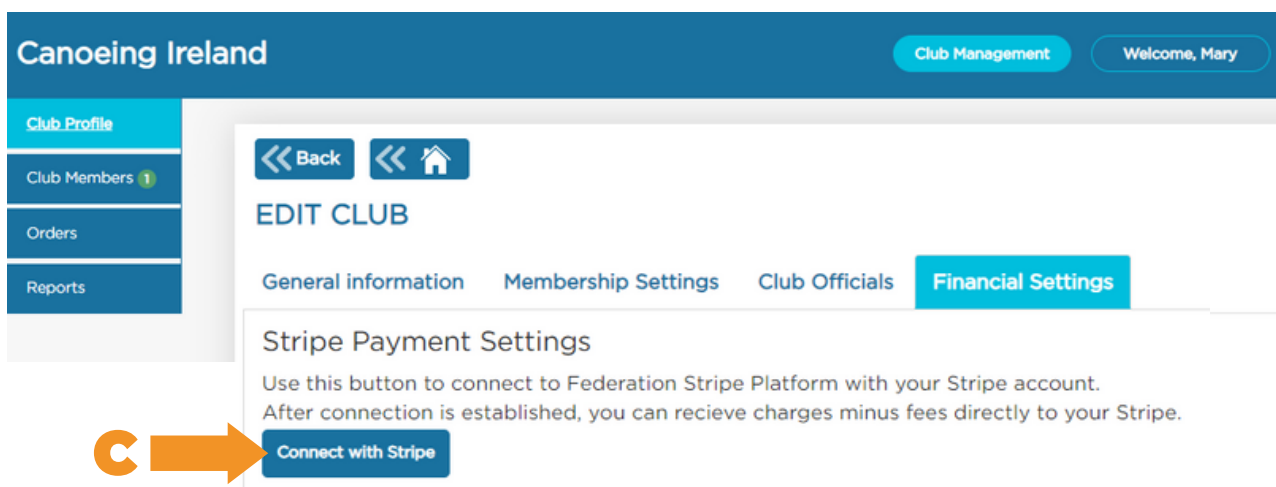
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Section 2: Connecting your Stripe account to the Canoeing Ireland Platform

- 15** The important info you need to link your Stripe account to the membership platform is the API key below. If you Click to Copy it will copy the link and you can then paste that into the Membership system.



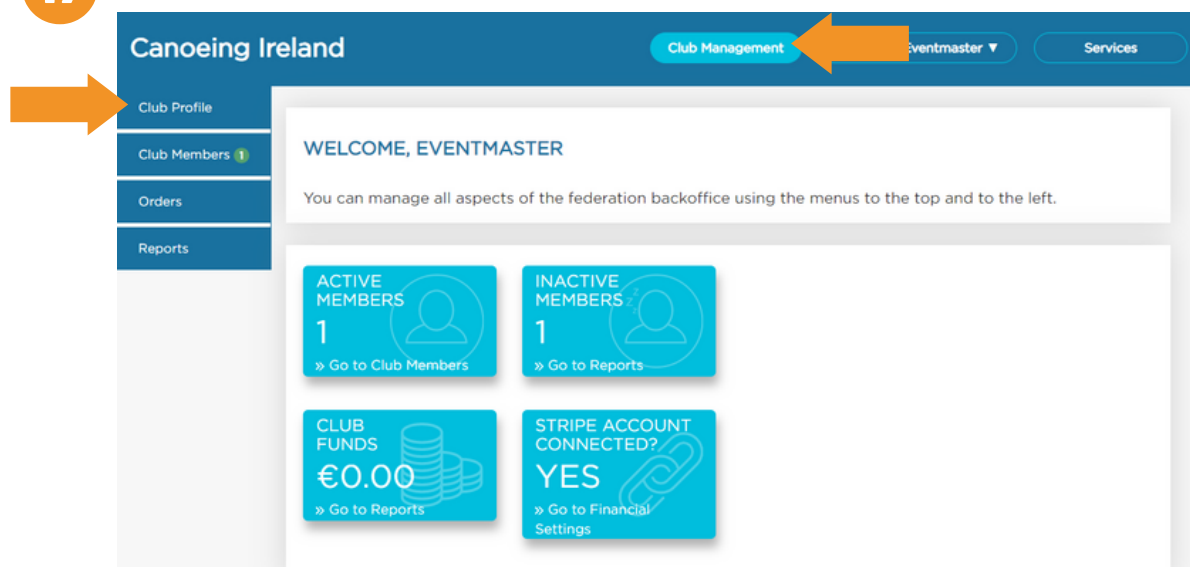
- 16** You'll find the connect with Stripe button in the Financial Settings tab in the Club Profile section.



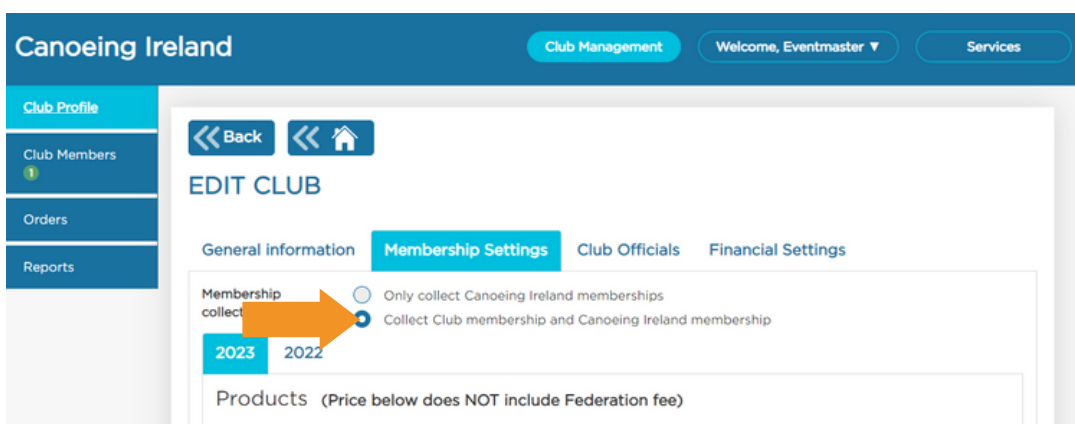
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Section 3: Enabling Club Membership payments

17 Select **Club Management** and then **Club Profile**.

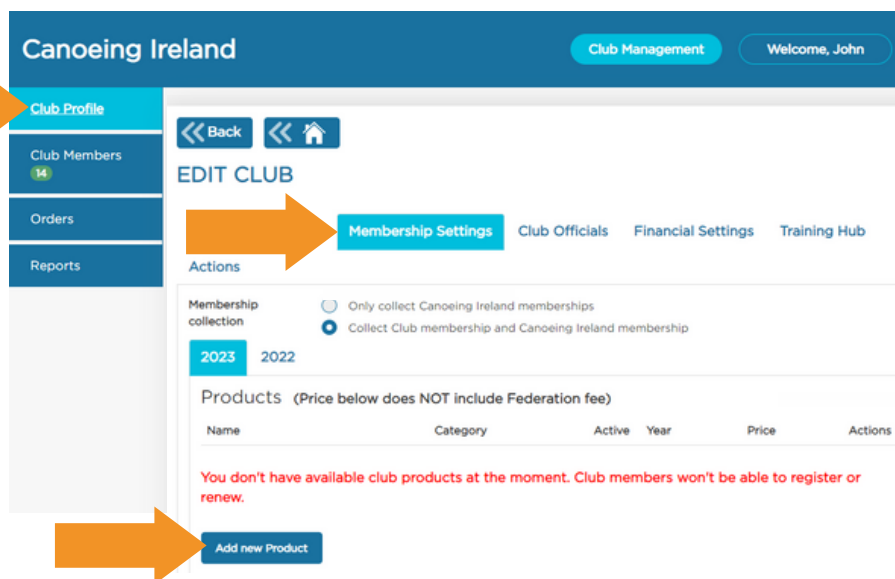


18 Go to **Membership Settings** and select '**Collect Club Membership and Canoeing Ireland Membership**'.



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Section 4: Adding Club Products



19 To add a product, in your **Club Profile** select **Membership Settings** and 'Add New Product'

20 Enter in the New Product details and **Save**.

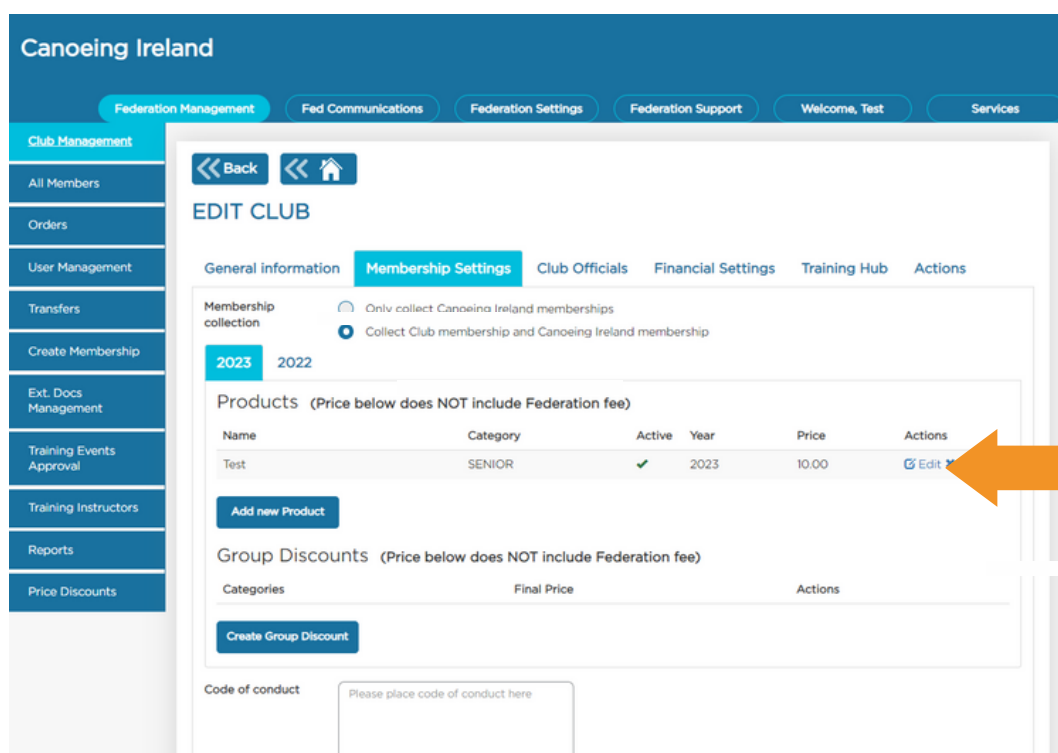
NEW PRODUCT

- * Product Name:
- * Category:
- * Price:
- Fee Type: ADDED ABSORBED
- * Year:
- * Start Selling Date: DAY MONTH YEAR
- * End Selling Date: DAY MONTH YEAR
- Age From:
- Age To:
- Available Quantity (optional):

Athletes cant buy this memberships more times than value set in this field. If no value is set, no restriction is applied

21

If you made an error or need to update any products. This can be done in Club Profile, Membership Settings and selecting **Edit** on any of the listed products.



22

Once the above steps are followed and the online sale dates for your Club Products are active, your members will now be able to select which Club product they would like to buy when paying their Federation fees. Each memberships payment will go directly to your Stripe account in real time as people register. Fees are taken automatically.