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).

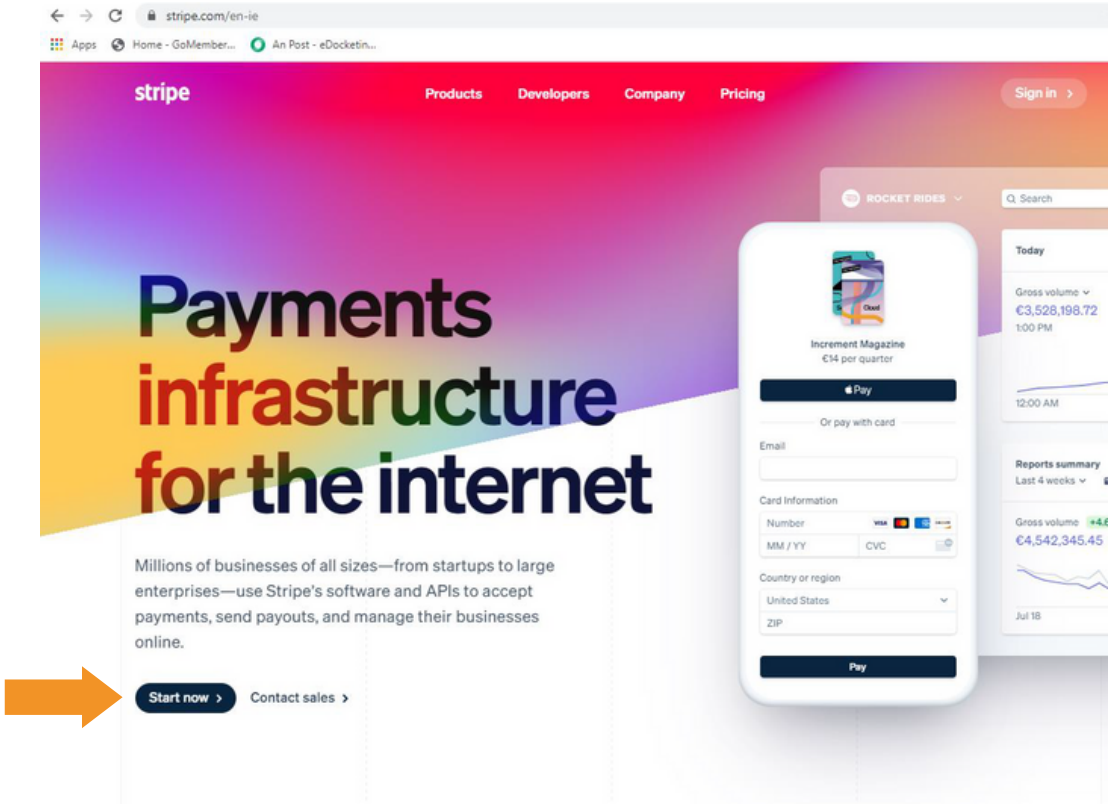
There are four main steps in this process:

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

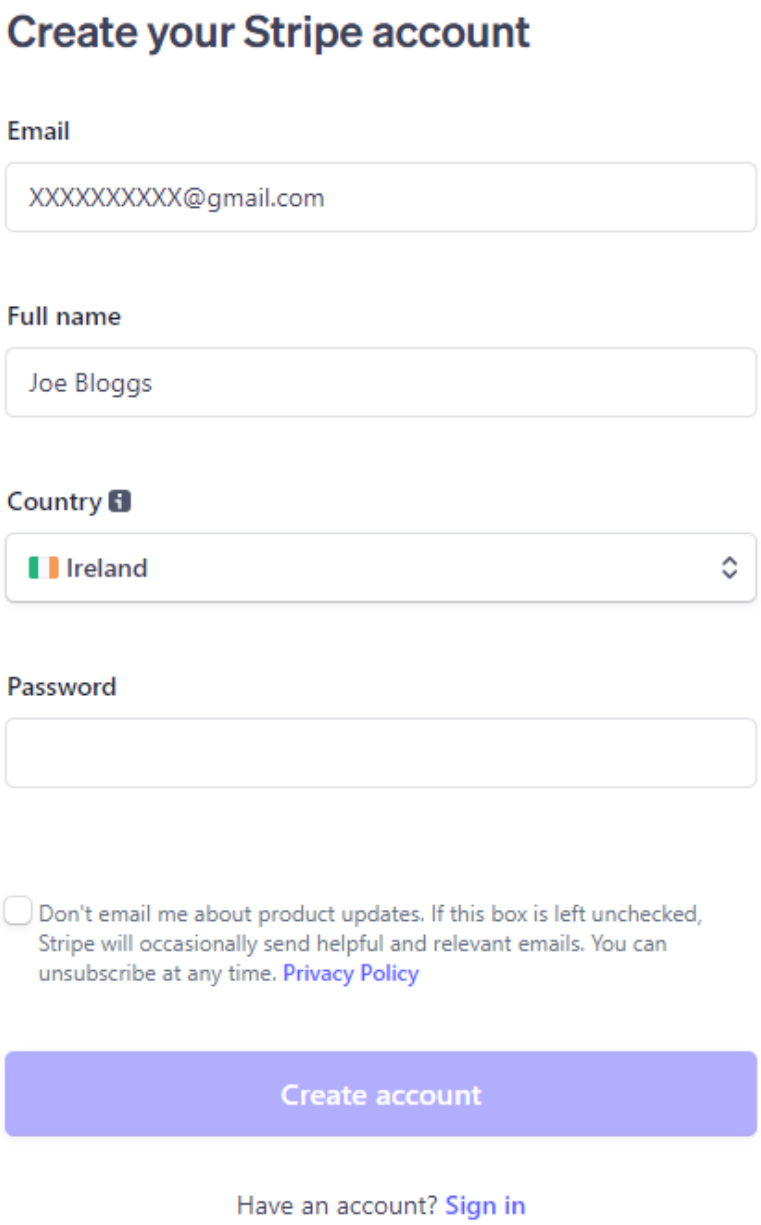
1 Go to https://stripe.com/en-ie

2 Click 'Start Now' circled below



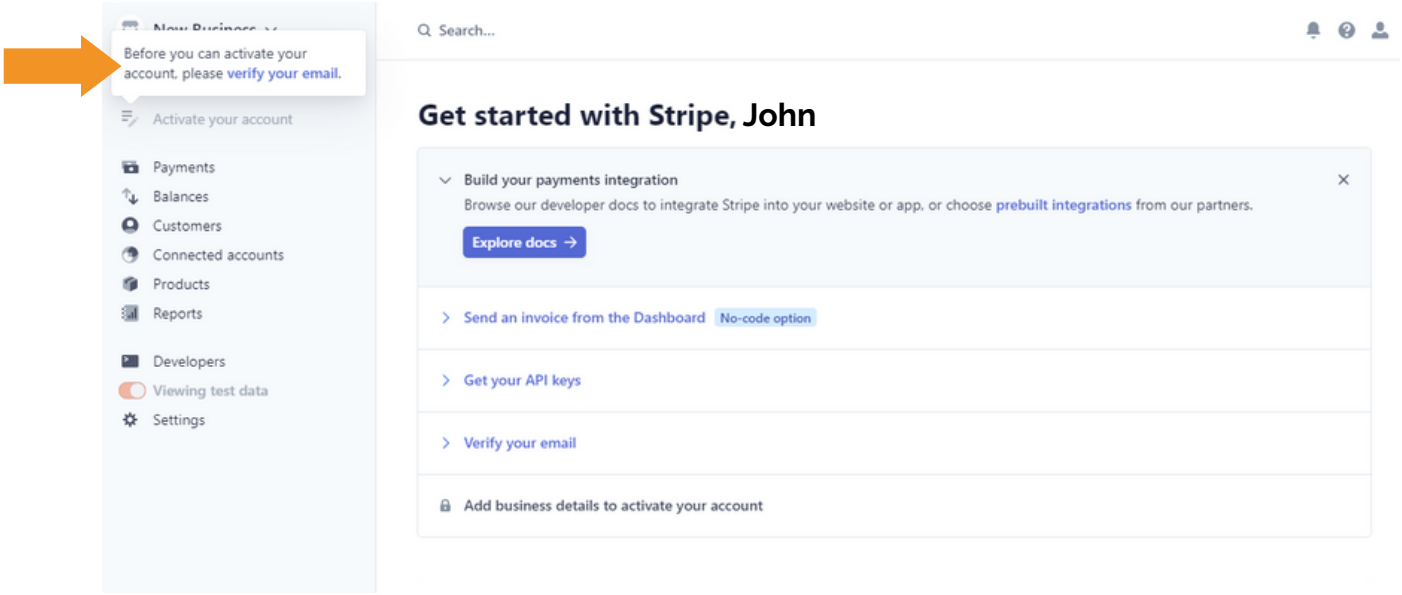
Collecting Club Memberships

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

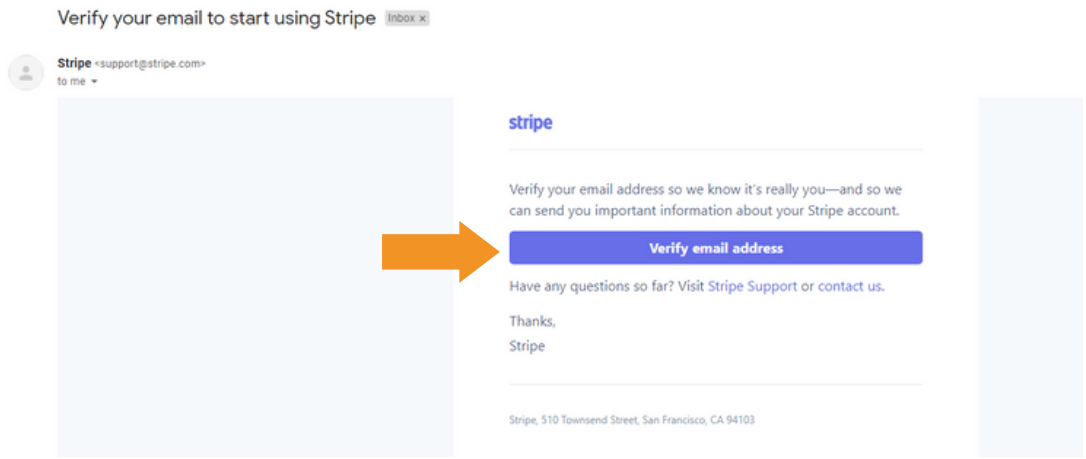


Collecting Club Memberships

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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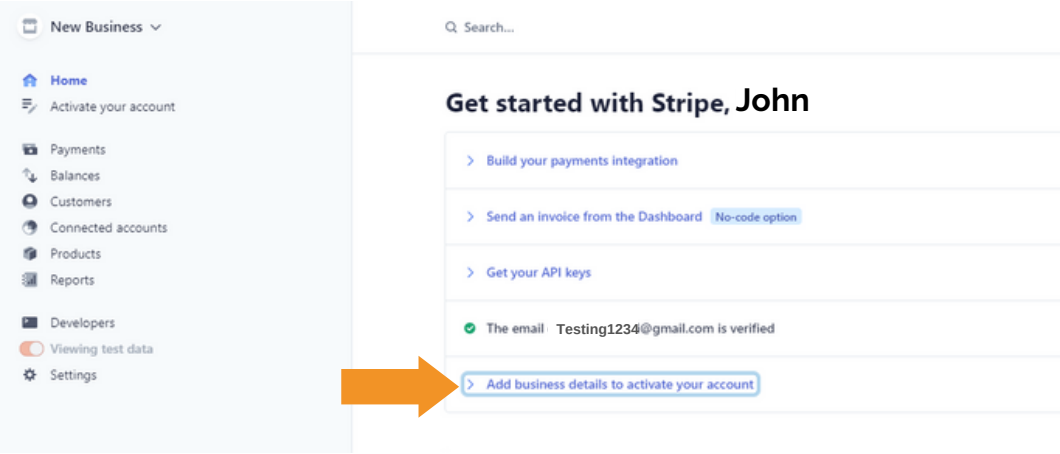
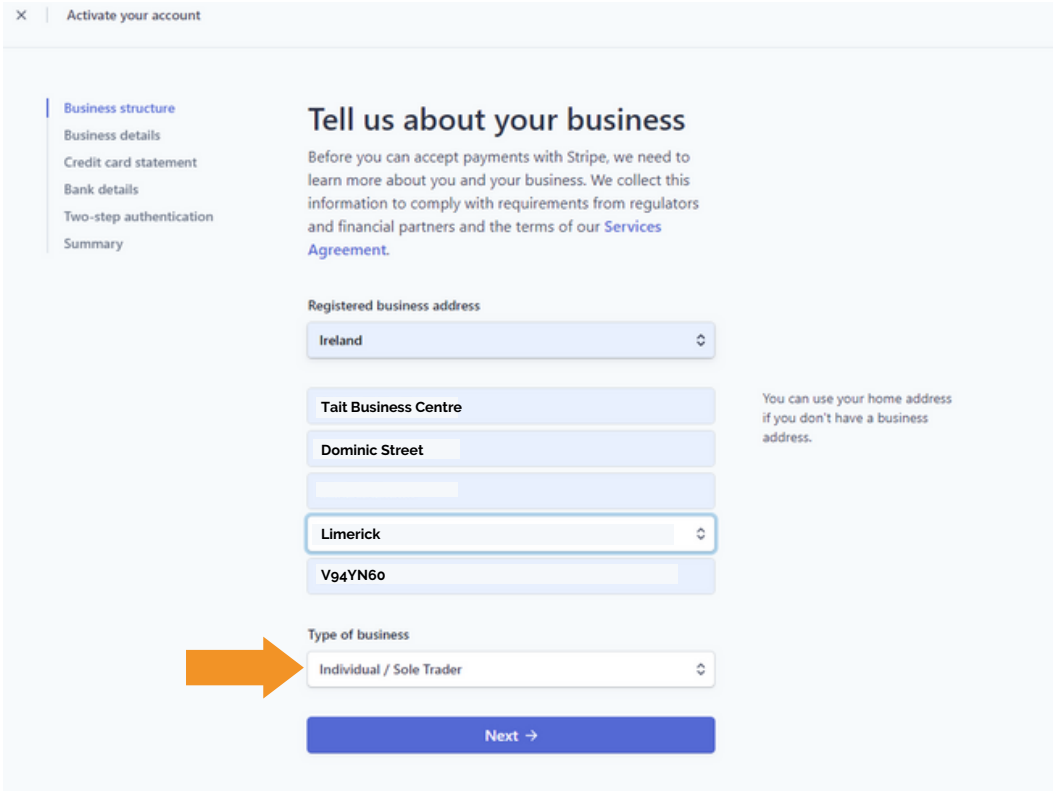
Collecting Club Memberships

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

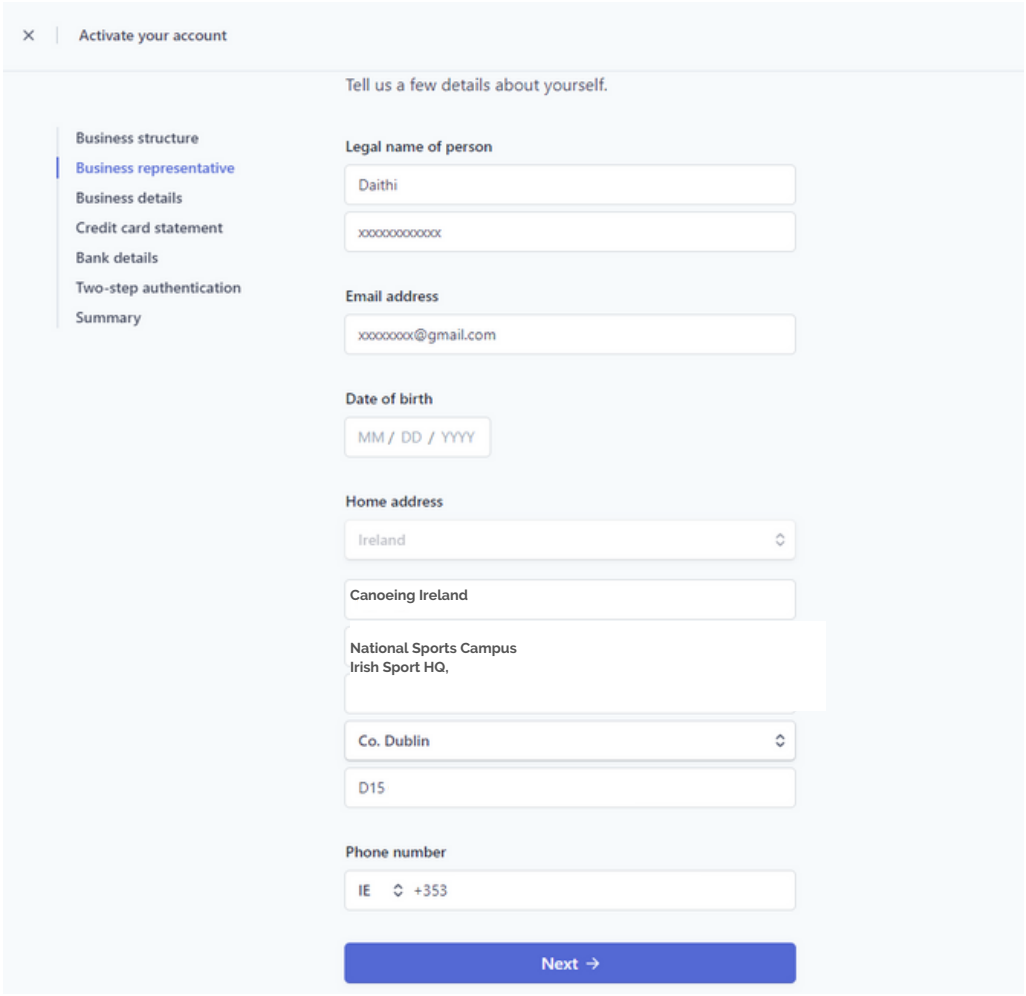


7 Fill in your club address details. You can put your own address in here, it can be edited if there is a handover with club officials.
Make sure to select 'Individual/Sole Trader' as the type of business.



Collecting Club Memberships

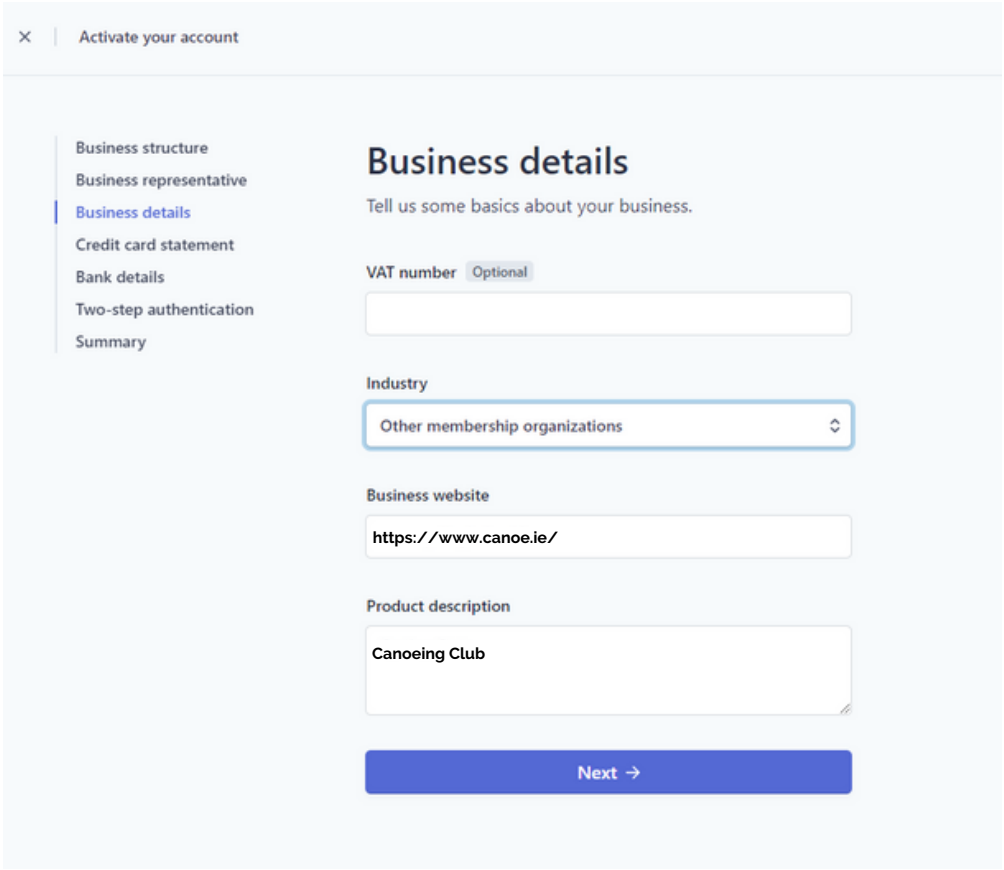
8 Fill in your personal information



Collecting Club Memberships

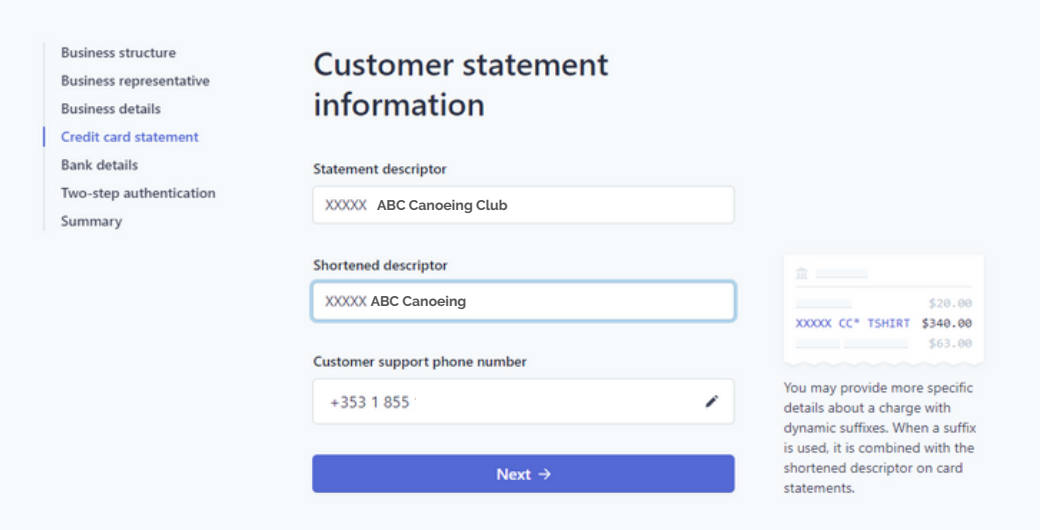
9 Fill in your business info below. Select Membership Organizations and Other membership organizations in the Industry drop-down.

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

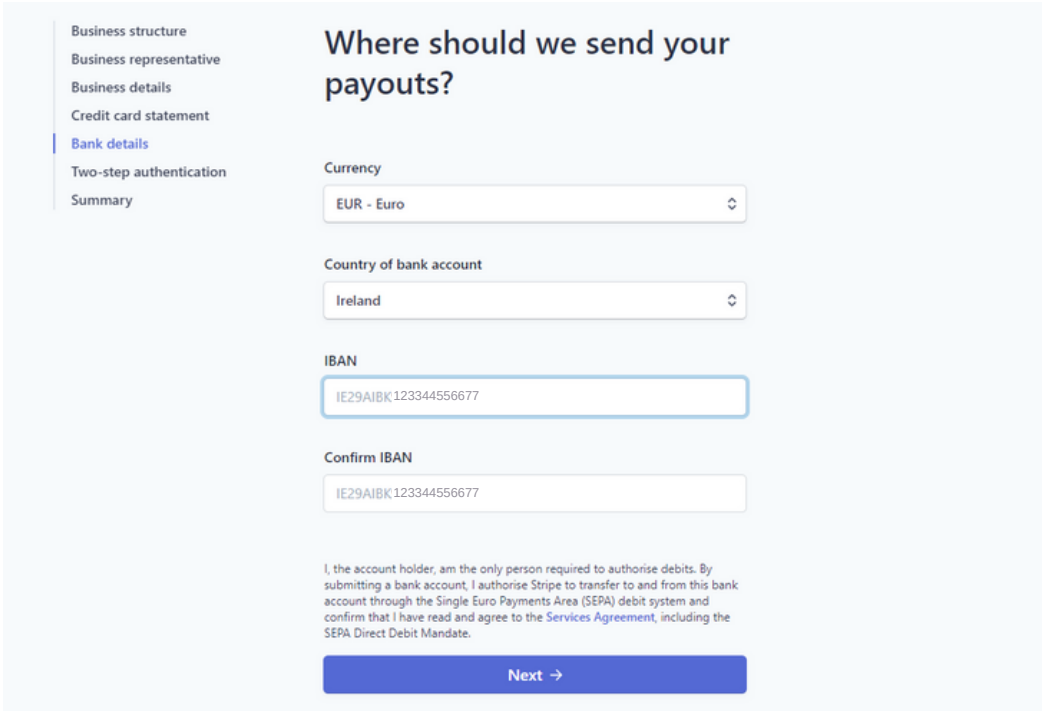


Collecting Club Memberships

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

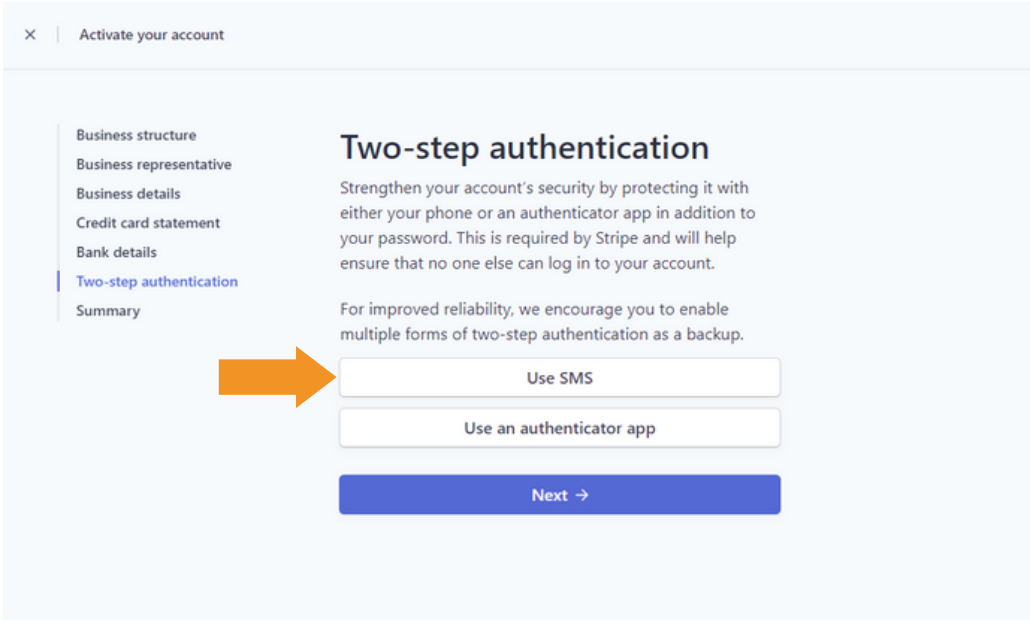


11 Fill in your club bank account details (IBAN) here. It is important to have a club account so that you can hand this over to future club officials.

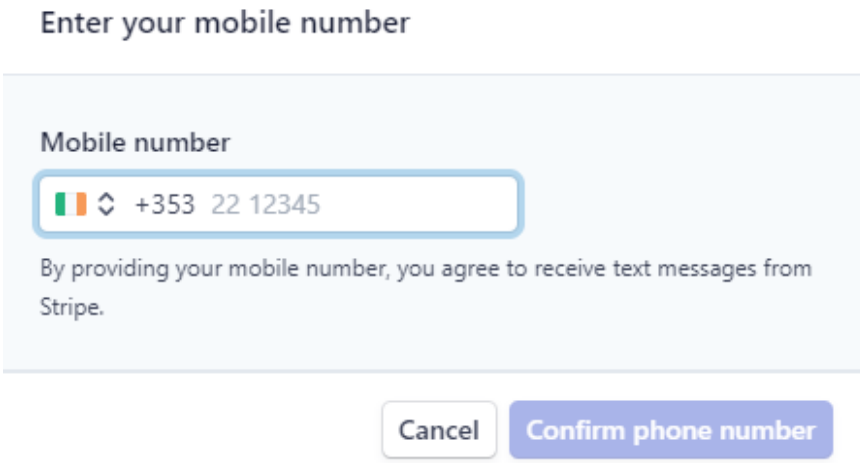


Collecting Club Memberships

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.**

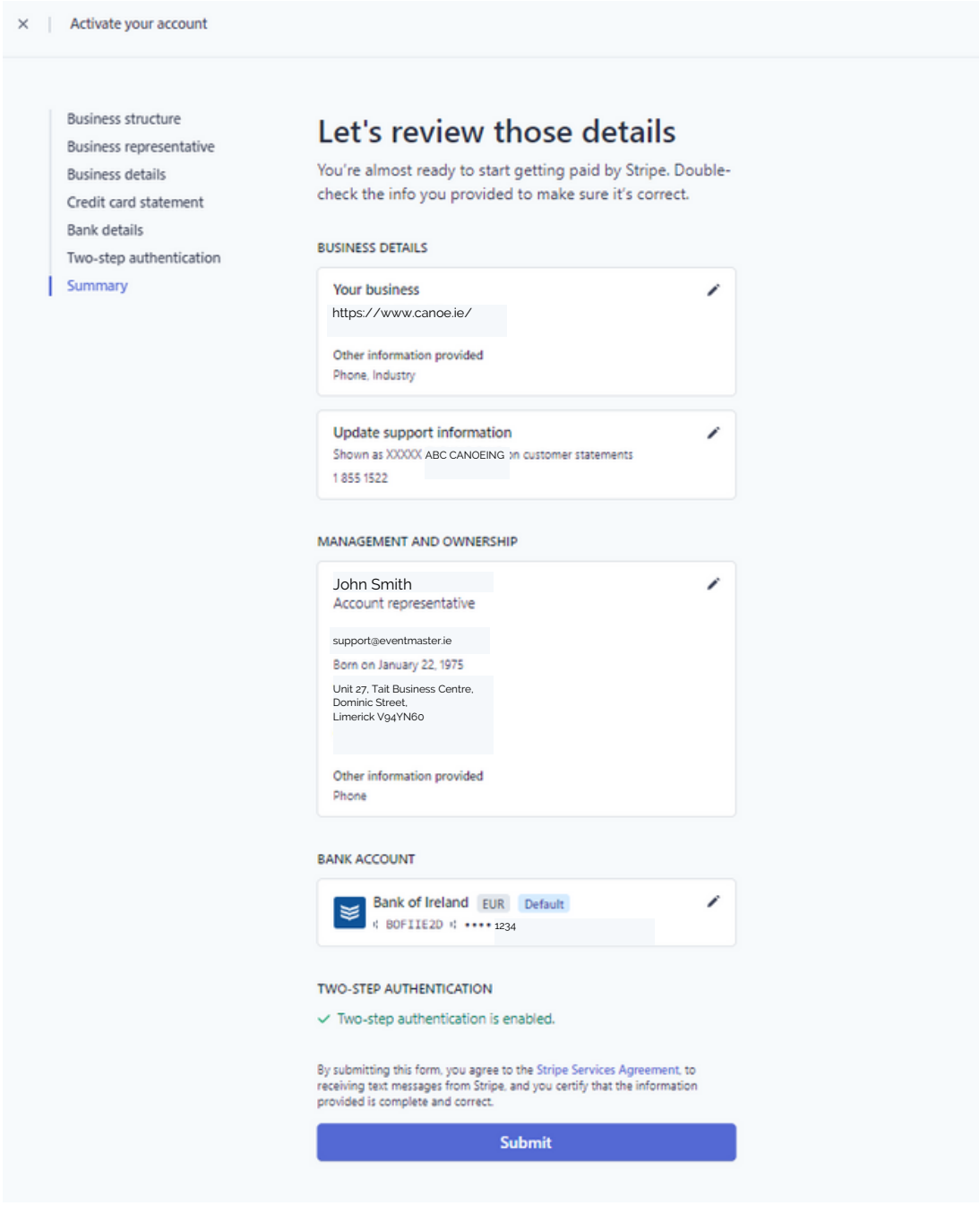


13 Once you confirm your number you will be texted a 6 digit code. Enter this on the next screen
**Make sure to drop the 0 from your number e.g. +353 87 1234567



Collecting Club Memberships

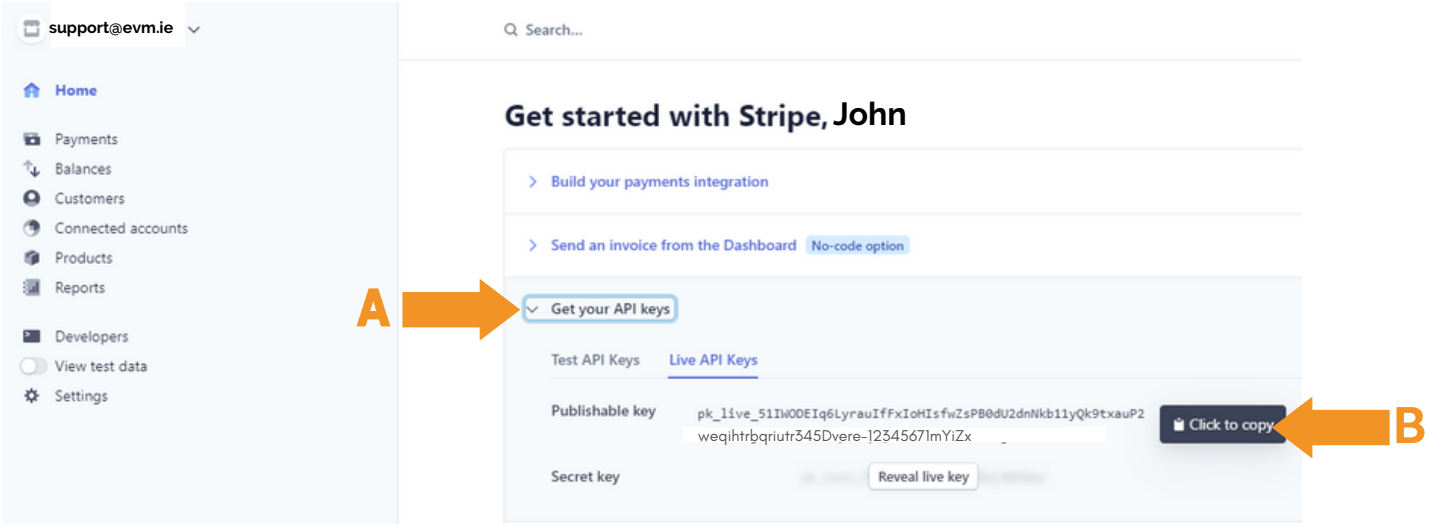
14 Below is a summary of your details. If you are happy, click Submit down the bottom



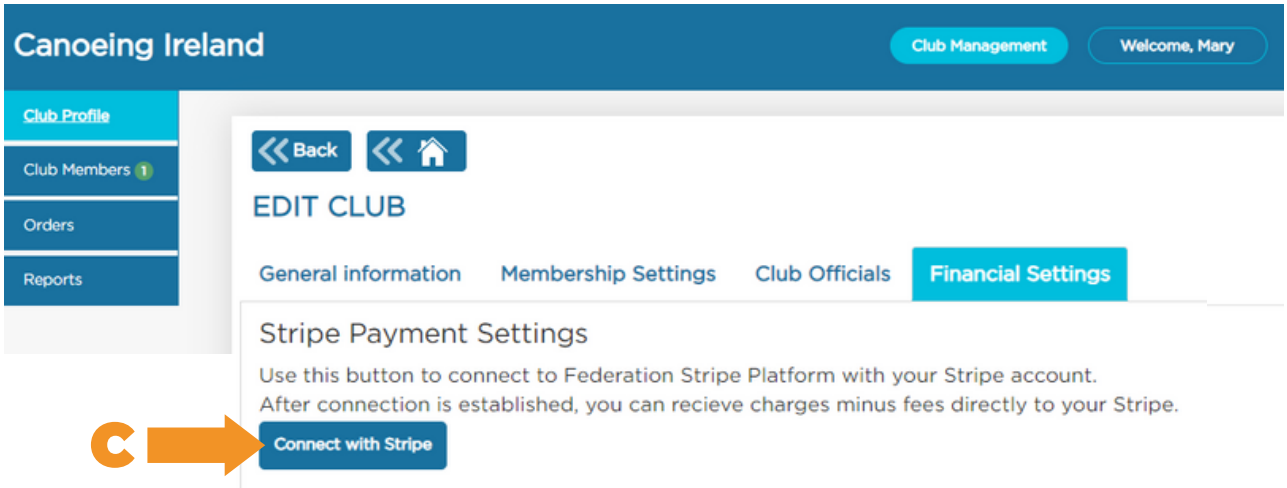
Collecting Club Memberships

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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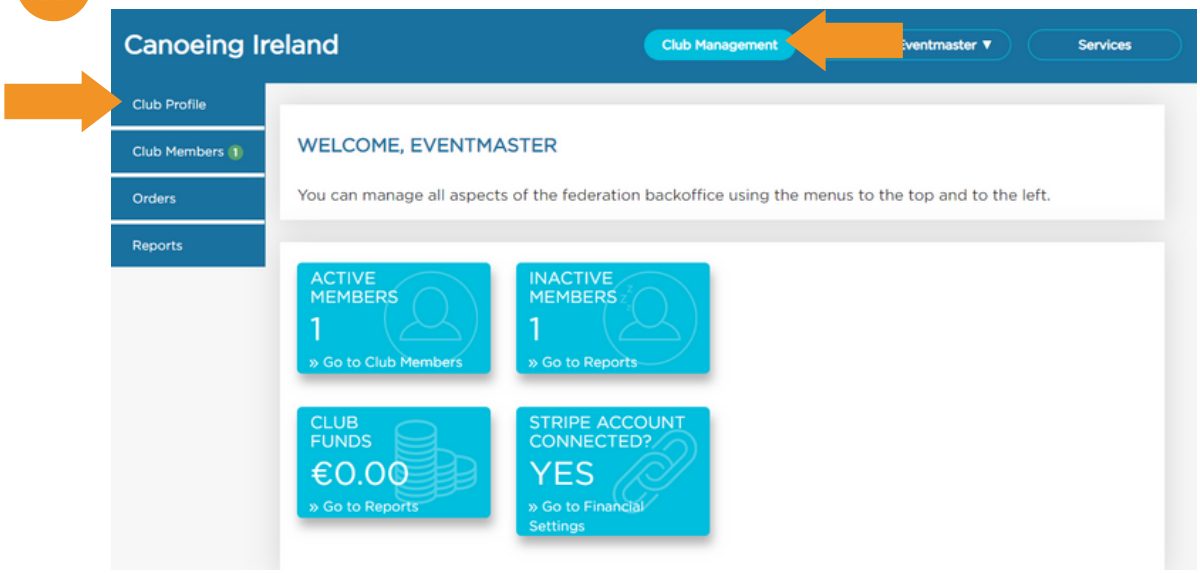
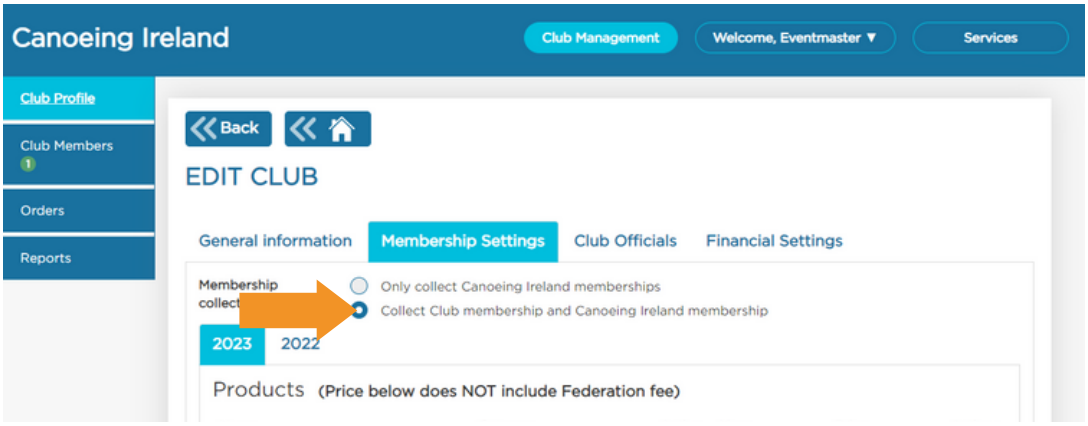
Collecting Club Memberships

Section 3: Enabling Club Membership payments

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

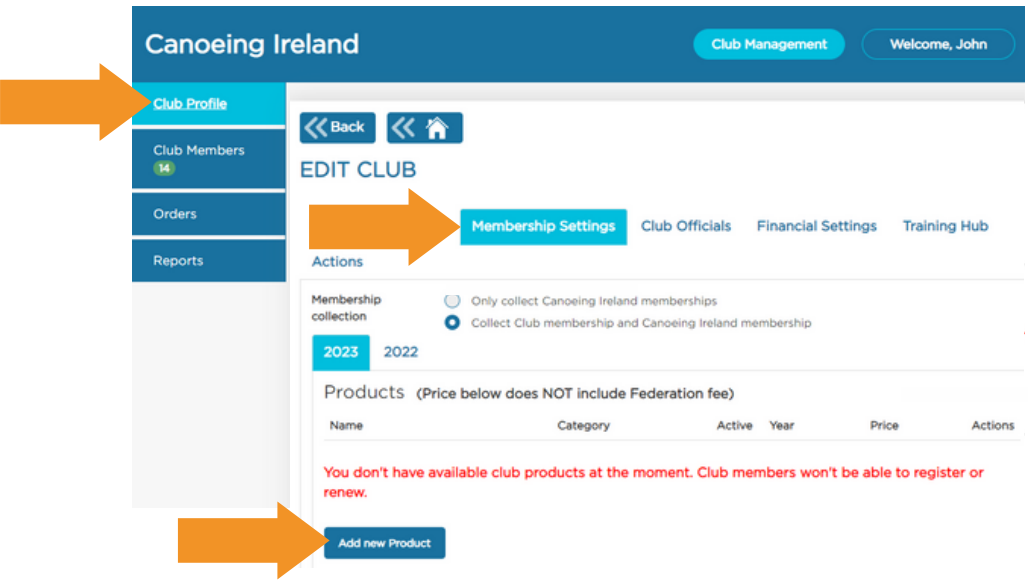


18 Go to **Membership Settings** and select **'Collect Club Membership and Canoeing Ireland Membership'.**



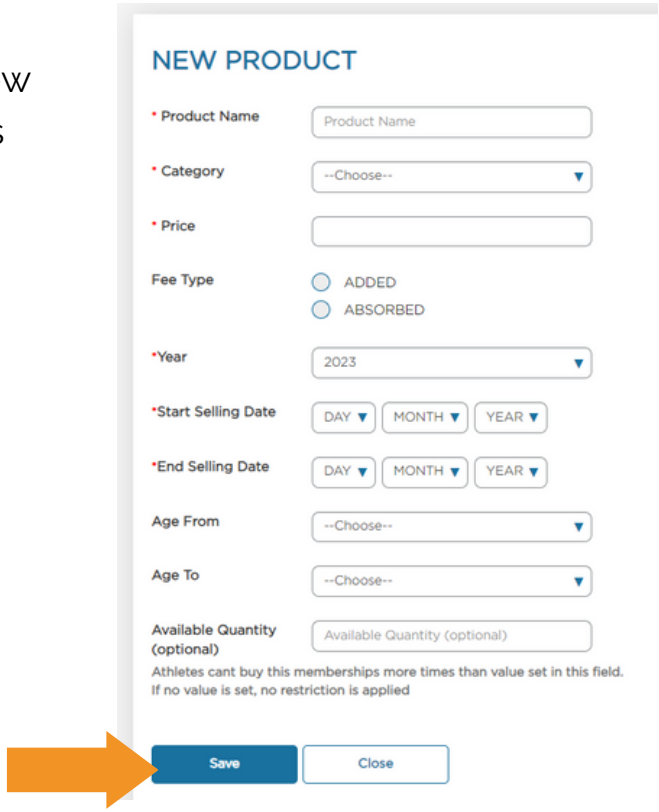
Collecting Club Memberships

Section 4: Adding Club Products



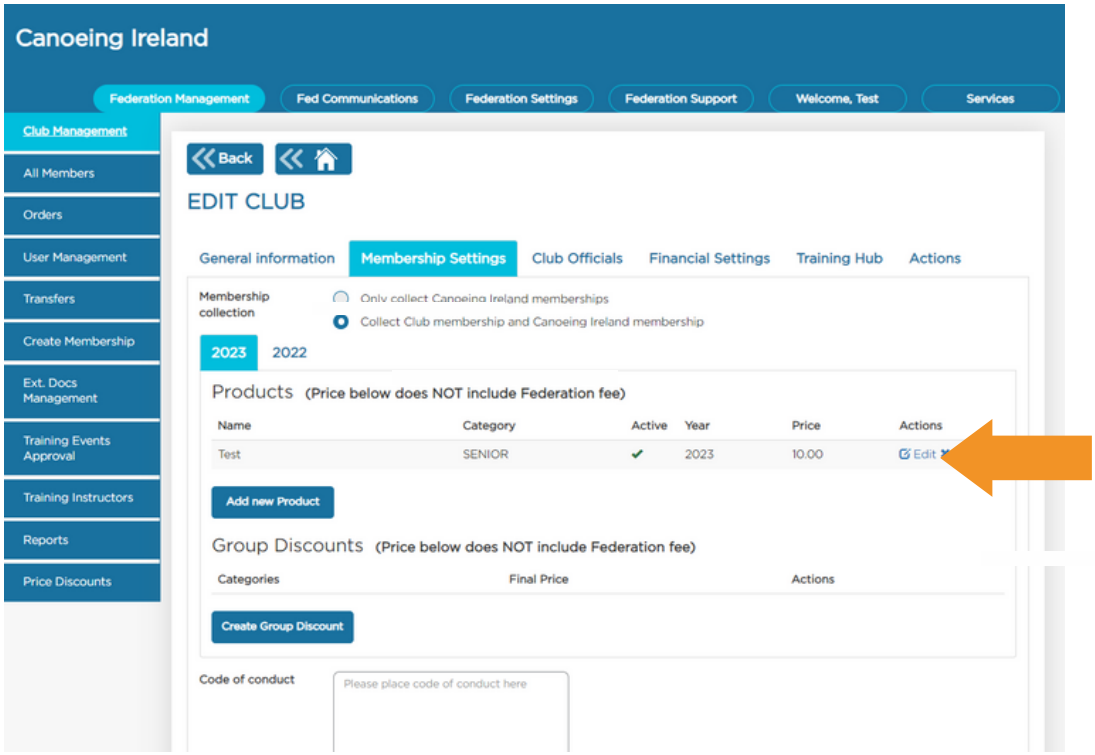
19 To add a product, in your **Club Profile** select **Membership Settings** and **'Add New Product'**

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



Collecting Club Memberships

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.