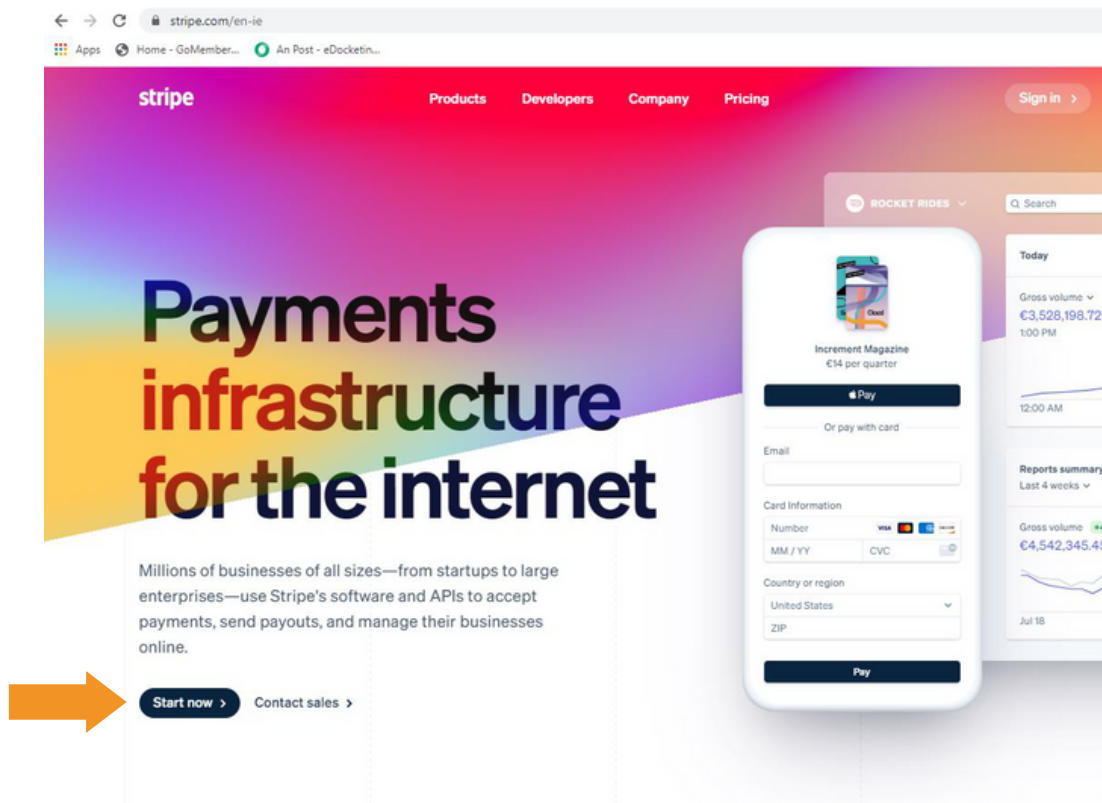


## How to Set Up Stripe

By using the Canoeing Ireland Membership Platform you will receive your funds per transaction in real time to your merchant account. To facilitate this model Eventmaster are using Stripe Connect to manage transactions.

In order to start taking live transactions you will need to setup a Stripe account.

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



## How to Set Up Stripe

- 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

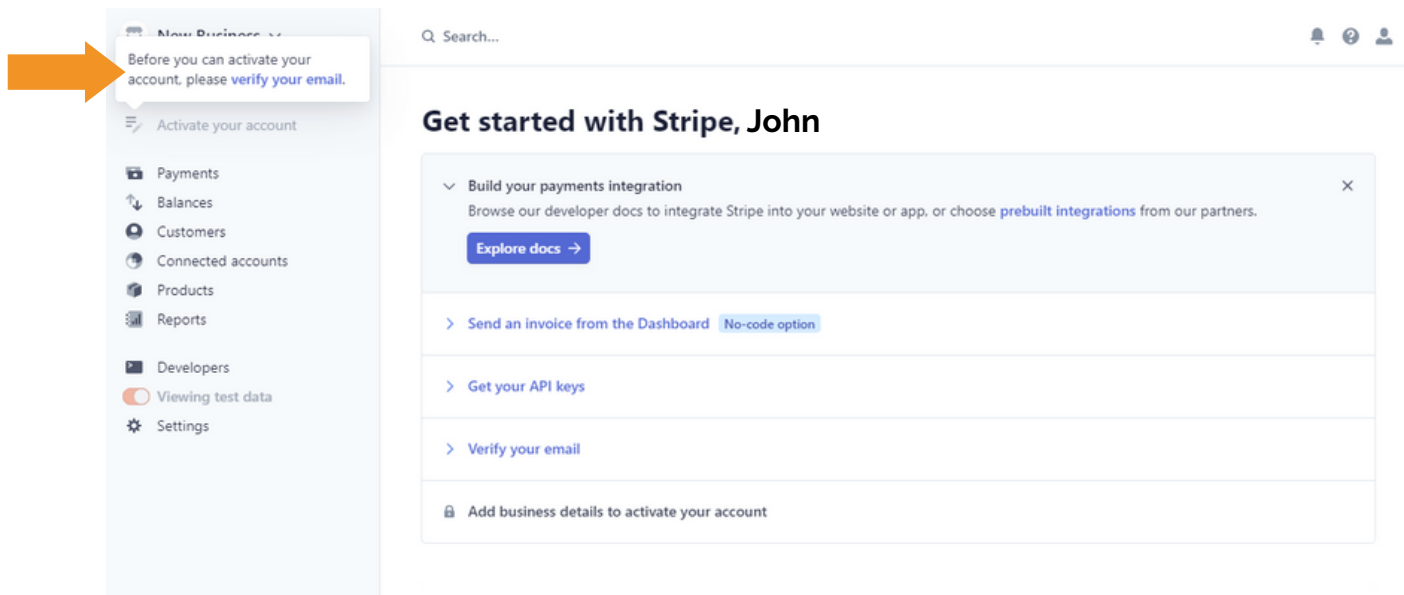
- Don't email me about product updates. If this box is left unchecked, Stripe will occasionally send helpful and relevant emails. You can unsubscribe at any time. [Privacy Policy](#)

Create account

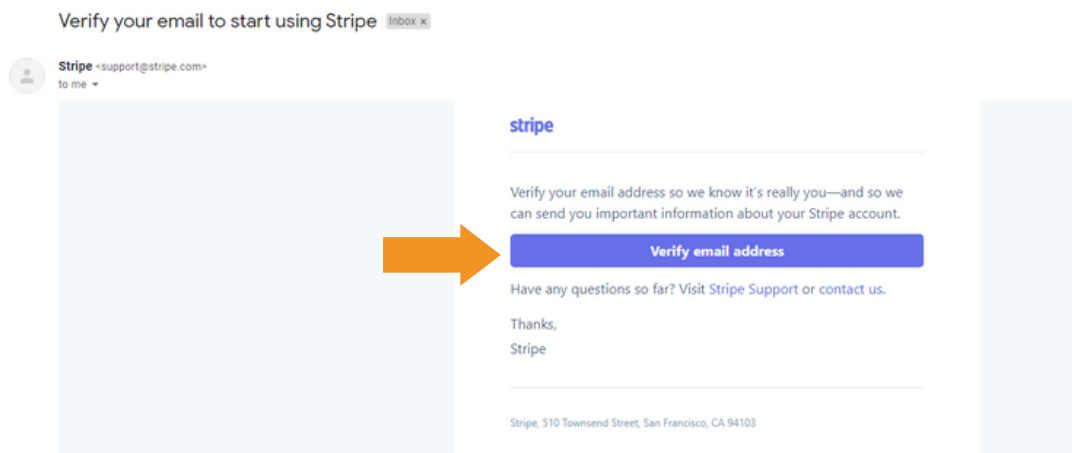
Have an account? [Sign in](#)

## How to Set Up Stripe

- 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.

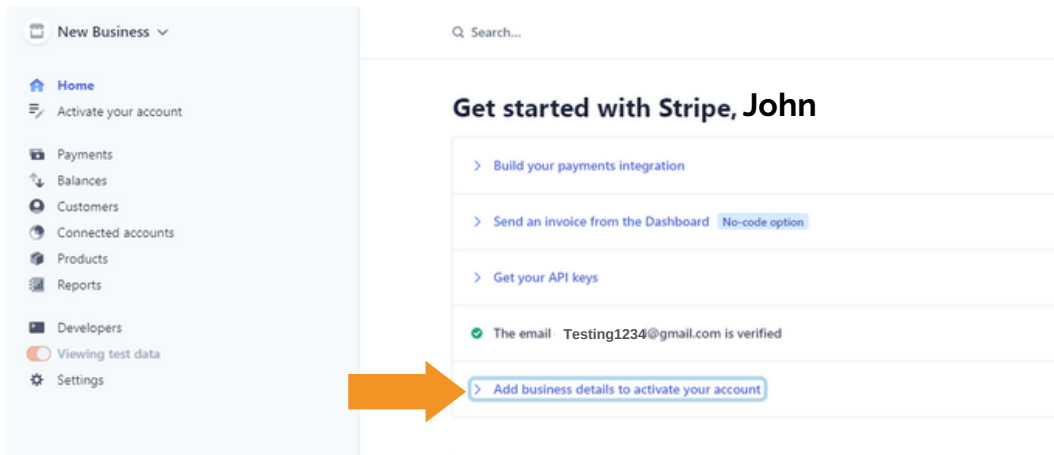


- 5** Log into your email account and click the link in the verification email

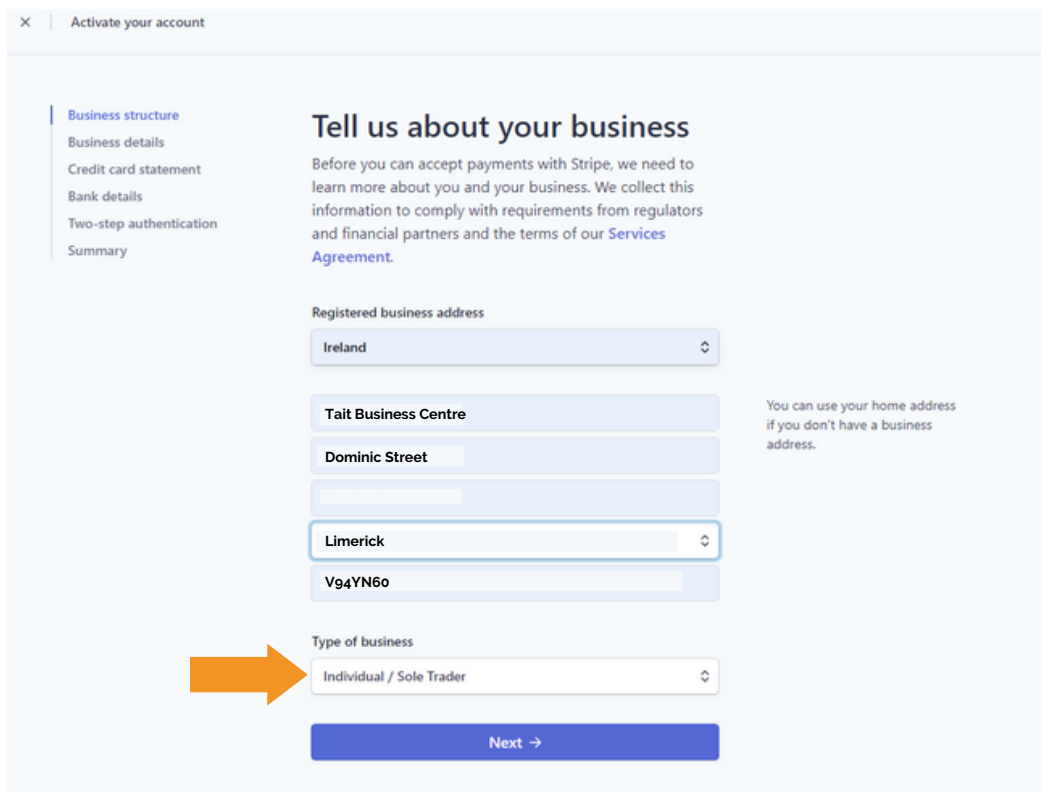


## How to Set Up Stripe

**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.



## How to Set Up Stripe



### 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**

xxxxxxx@gmail.com

**Date of birth**

MM / DD / YYYY

**Home address**

Ireland

Canoeing Ireland

National Sports Campus  
Irish Sport HQ,

Co. Dublin

D15

**Phone number**

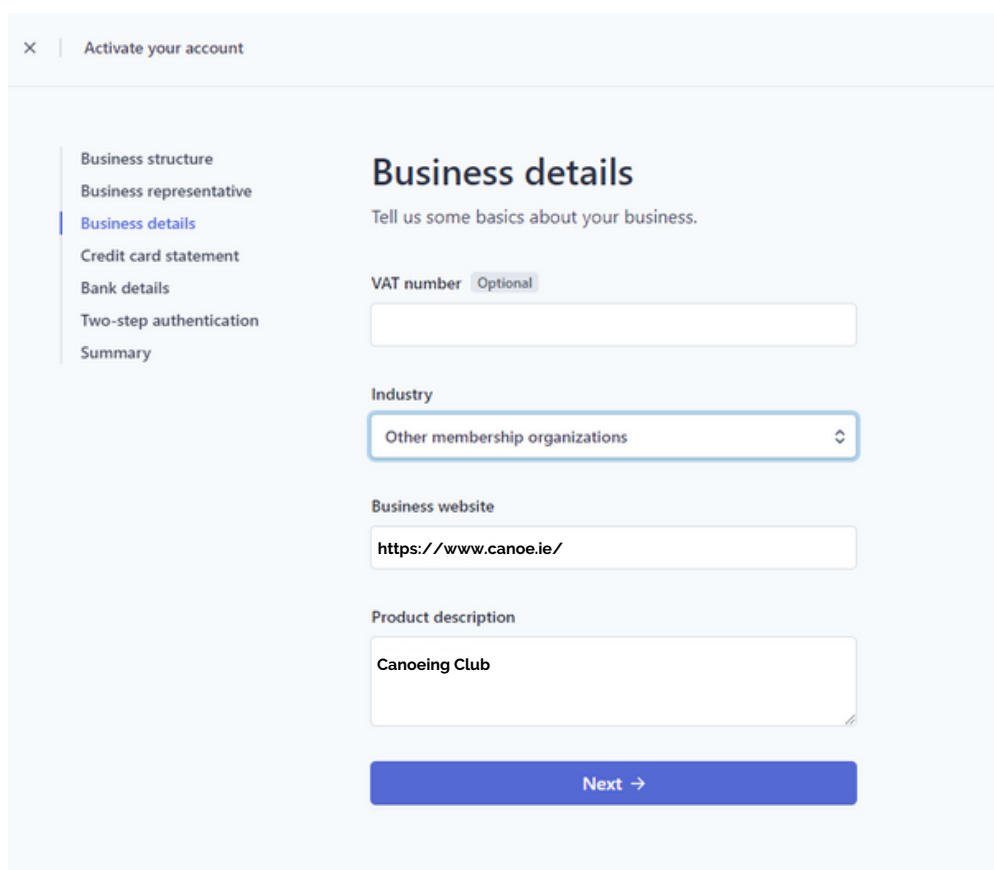
IE +353

Next →

## How to Set Up Stripe

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



× | Activate your account

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

### Business details

Tell us some basics about your business.

VAT number Optional

Industry  
Other membership organizations

Business website  
https://www.canoe.ie/

Product description  
Canoeing Club

Next →

## How to Set Up Stripe

- 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

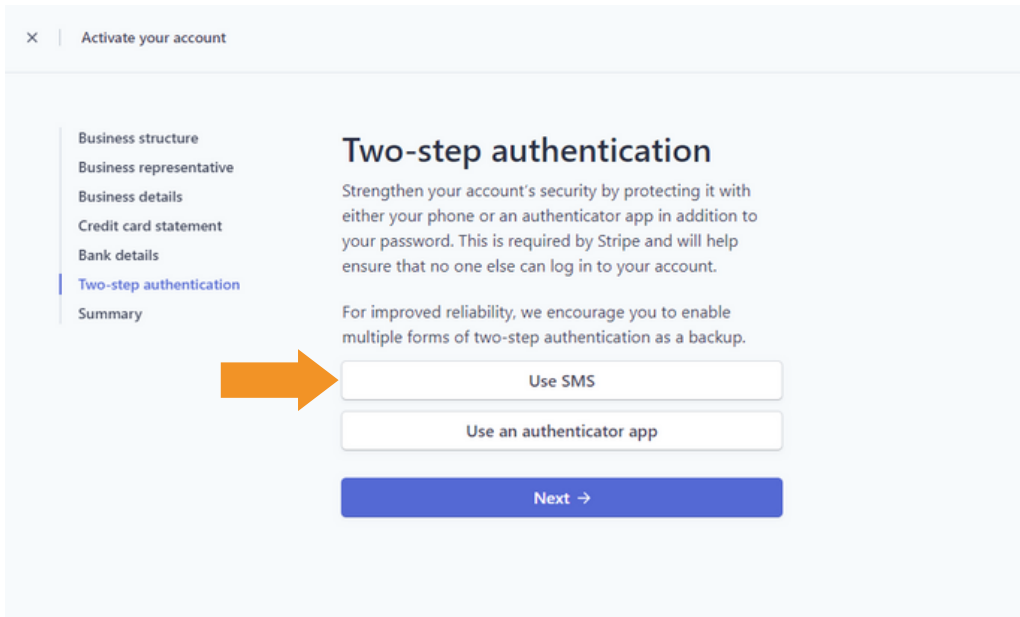
The screenshot shows the 'Customer statement information' form in Stripe. On the left is a navigation menu with options: Business structure, Business representative, Business details, Credit card statement (highlighted), Bank details, Two-step authentication, and Summary. The main form area has the title 'Customer statement information' and three input fields: 'Statement descriptor' with the value 'XXXXX ABC Canoeing Club', 'Shortened descriptor' with 'XXXXX ABC Canoeing', and 'Customer support phone number' with '+353 1 855'. A blue 'Next ->' button is at the bottom. To the right, there is a preview of a credit card statement showing a charge for 'XXXXX CC\* TSHIRT' for \$340.00. Below the preview, a note states: '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.'

- 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.

The screenshot shows the 'Where should we send your payouts?' form in Stripe. The left navigation menu is the same as in the previous screenshot, with 'Bank details' highlighted. The main form area has the title 'Where should we send your payouts?' and three dropdown menus: 'Currency' set to 'EUR - Euro', 'Country of bank account' set to 'Ireland', and 'IBAN' set to 'IE29AIBK123344556677'. Below the IBAN field is a 'Confirm IBAN' field with the same value. A blue 'Next ->' button is at the bottom. At the very bottom of the form, there is a disclaimer: '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.'

## How to Set Up Stripe

- 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.**



× | Activate your account

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

### Two-step authentication

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.

For improved reliability, we encourage you to enable multiple forms of two-step authentication as a backup.

**Use SMS**


Use an authenticator app

**Next →**

- 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

### Enter your mobile number

Mobile number

 +353 22 12345

By providing your mobile number, you agree to receive text messages from Stripe.

**Cancel** **Confirm phone number**



## How to Set Up Stripe

- 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**

## How to Set Up Stripe

**8** 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.

