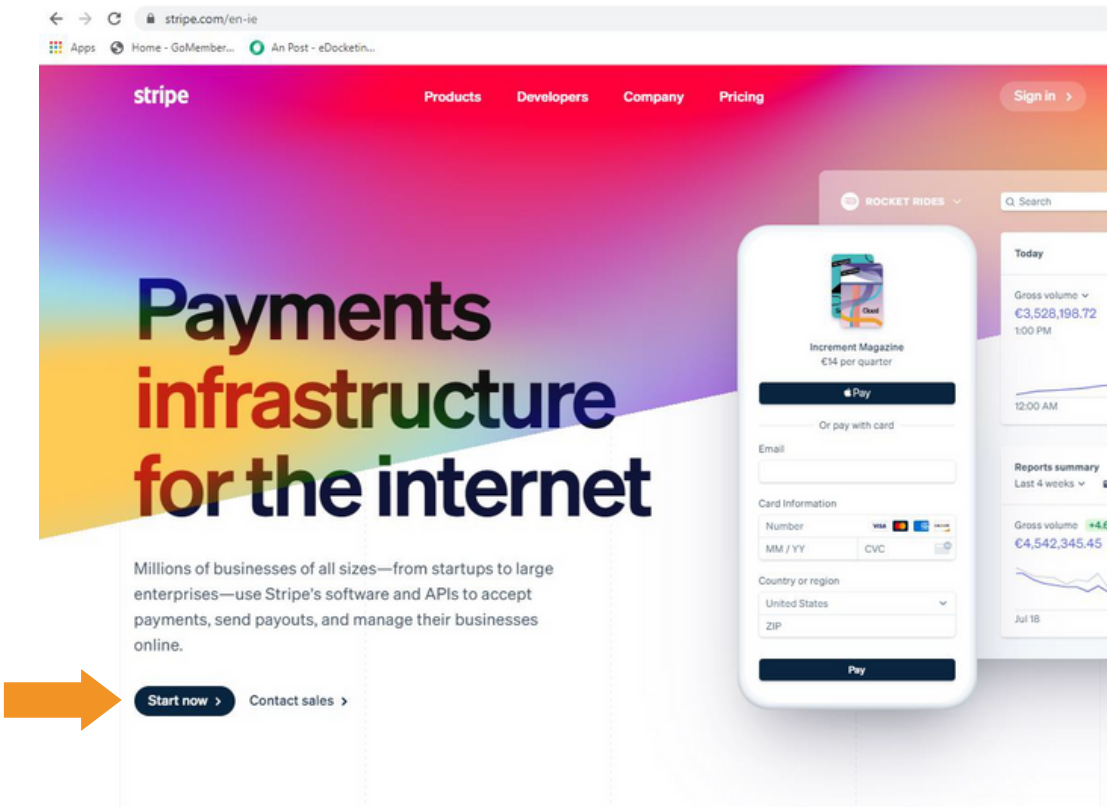
How to Set Up Stripe

By using Eventmaster 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 via Eventmaster you will need to setup a Stripe account.

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

2. Click 'Start Now' circled below



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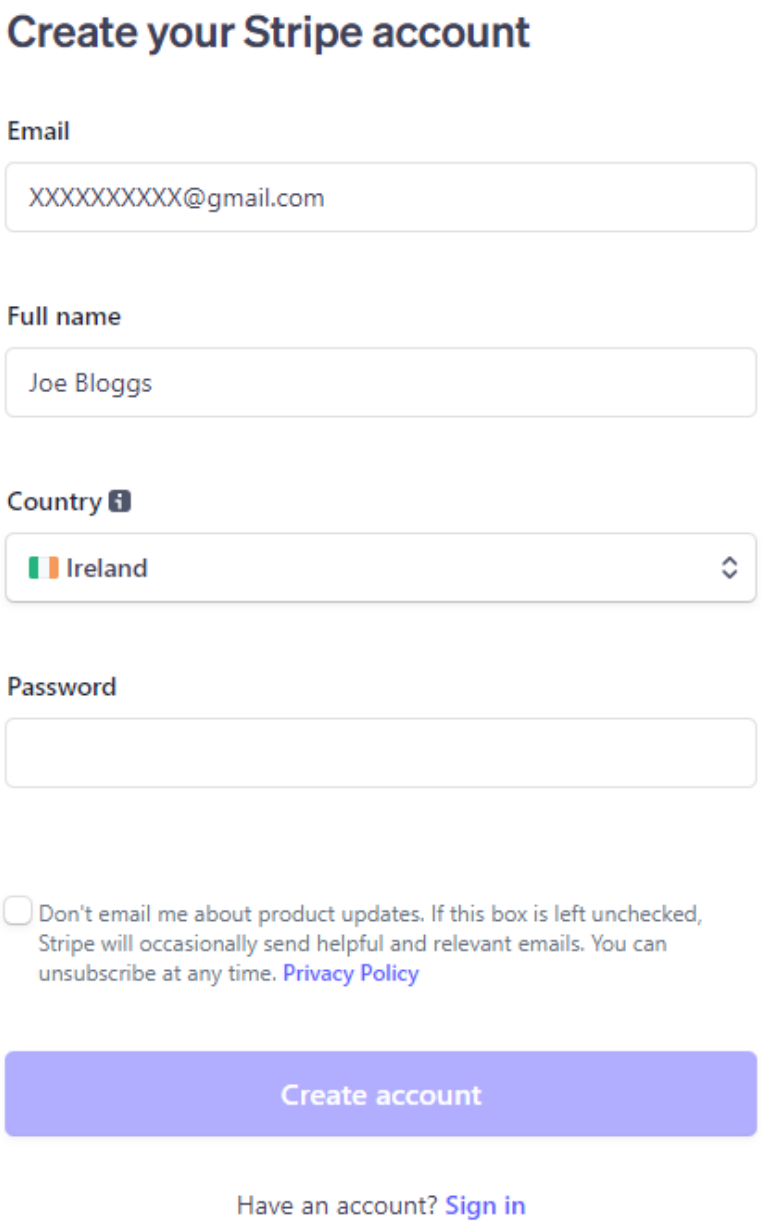
3 Fill in your details and click 'Create Account'. **NOTE - This should be a generic club email address so that it can be passed on to future club officials



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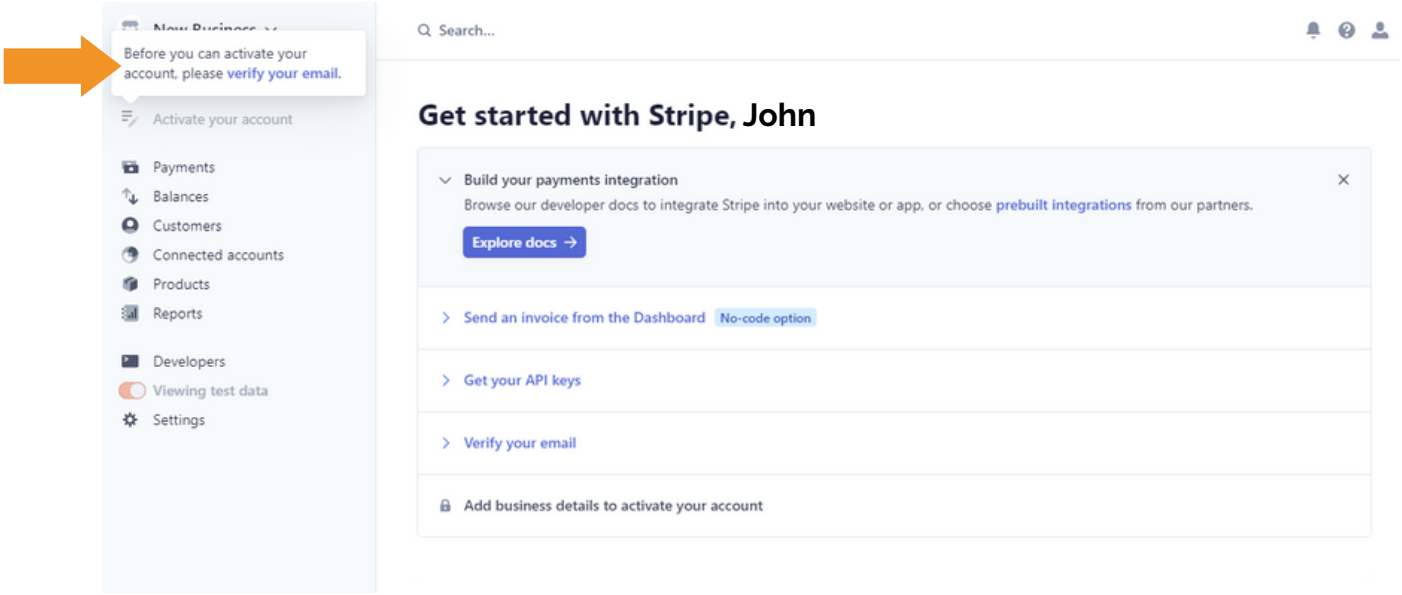
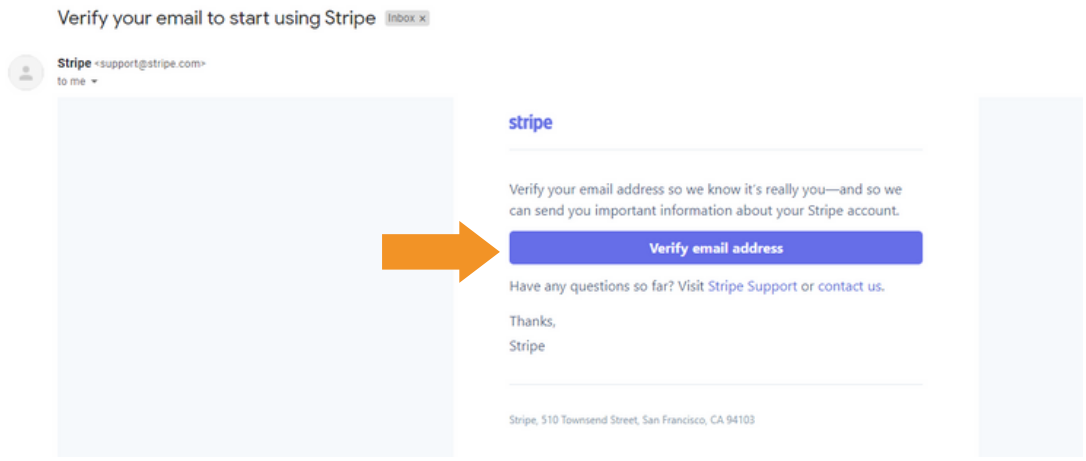
4 You will be sent a verification email automatically, if you don't receive one you can request another by clicking 'verify your email' below. Check your Spam folder if you cannot see the email.



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



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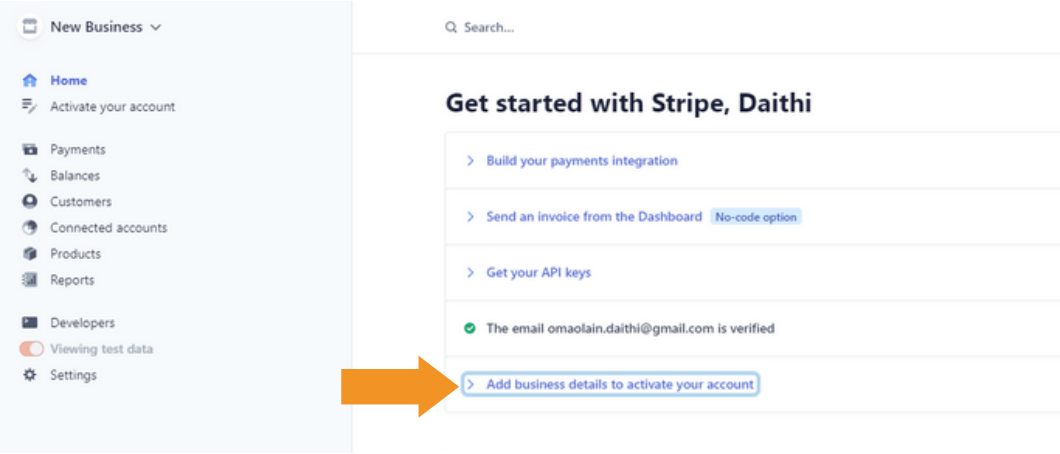
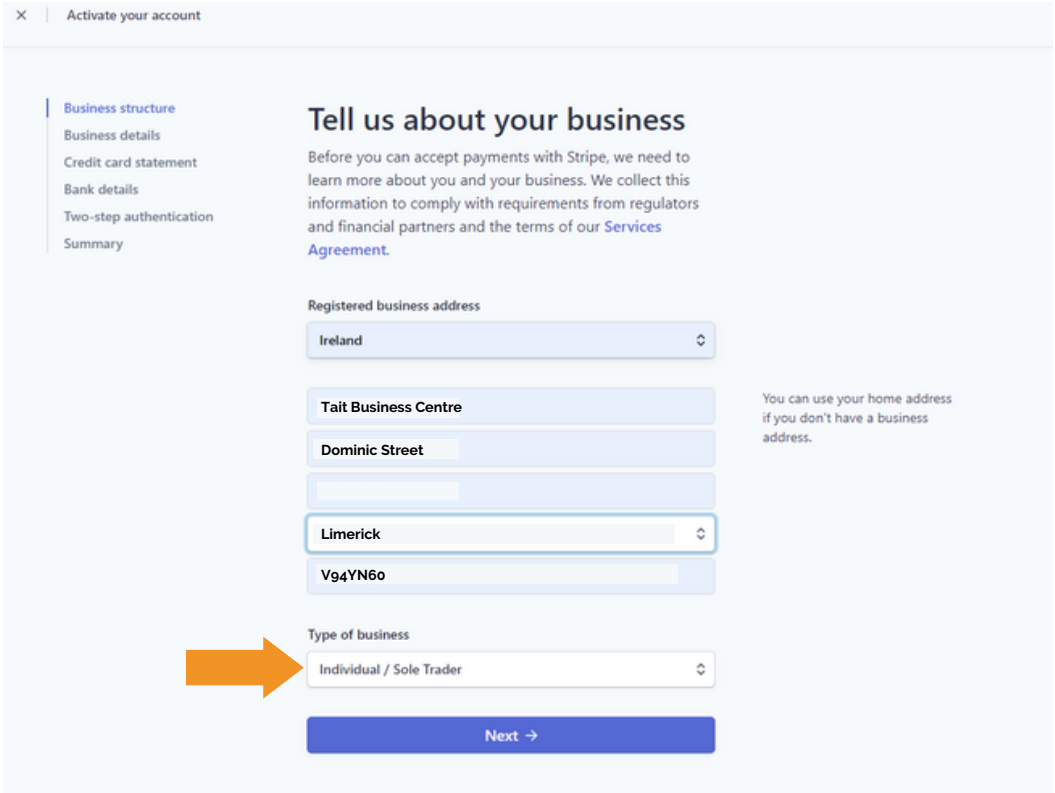
6 Once the email is verified, click Add business details circled below



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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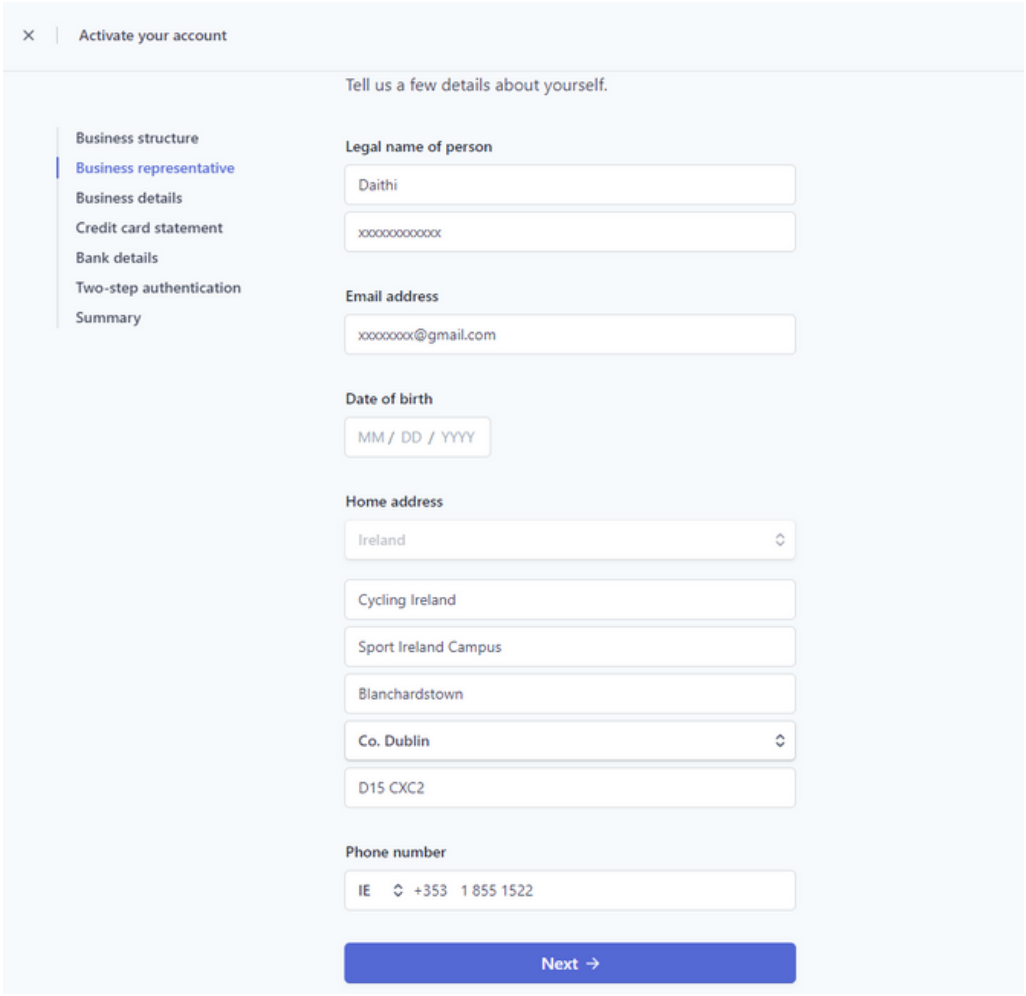
8 Fill in your personal information



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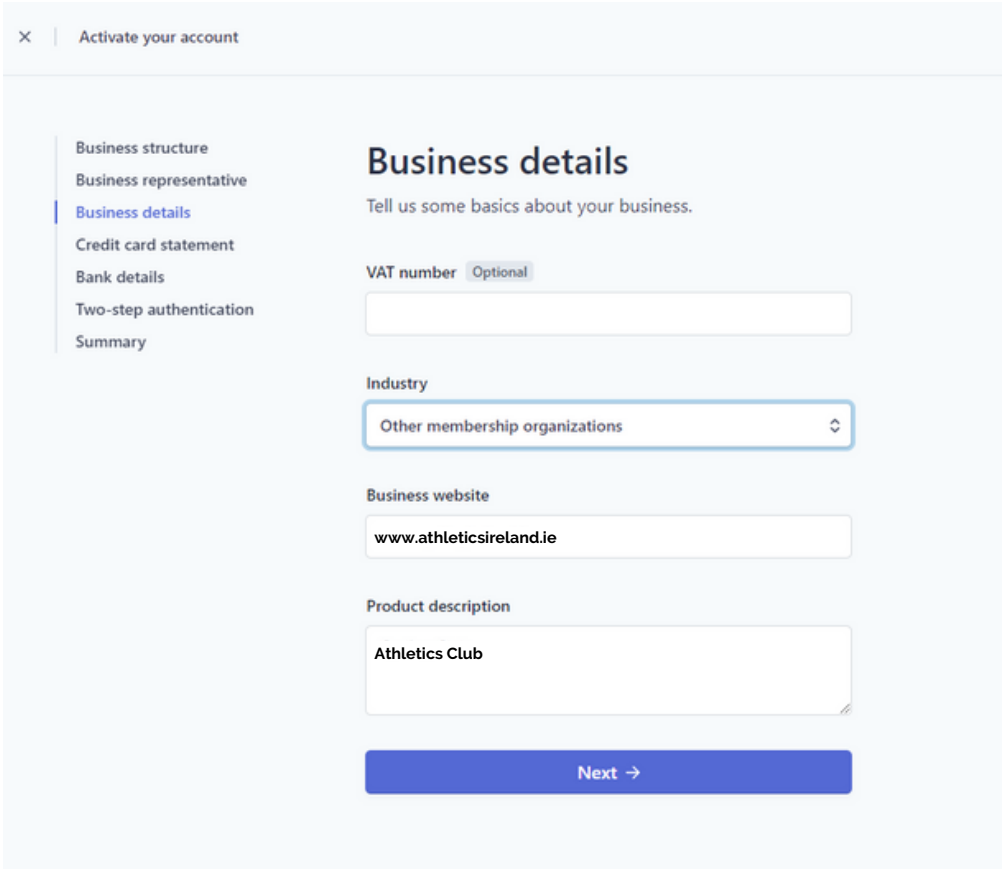
9 Fill in your business info below. Select Membership Organizations and Other membership organizations in the Industry drop-down.

• In Business Website you can enter a club web address, Facebook etc. Or if you don't have one just enter www.athleticsireland.ie.
• Type in Athletics Club into Product Description



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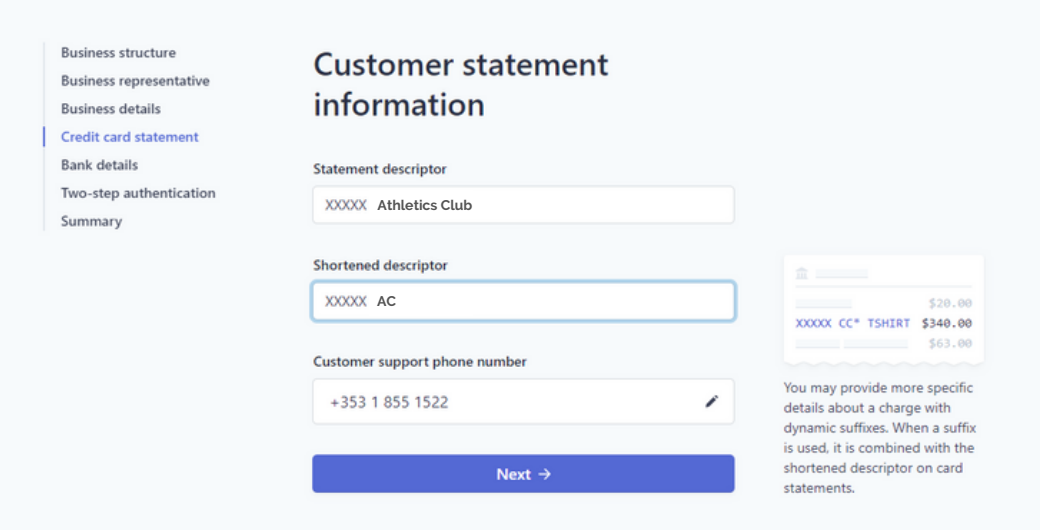
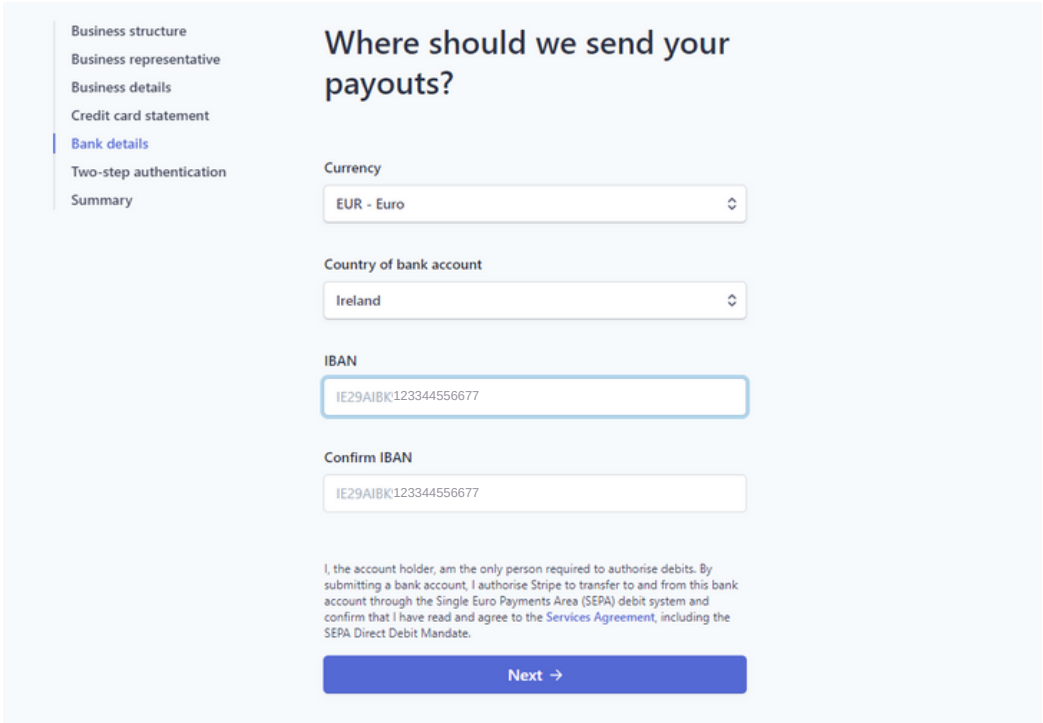
10 The information below will appear on a customer statement e.g. a member booking onto your event or paying club fees. Enter your club name here



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.



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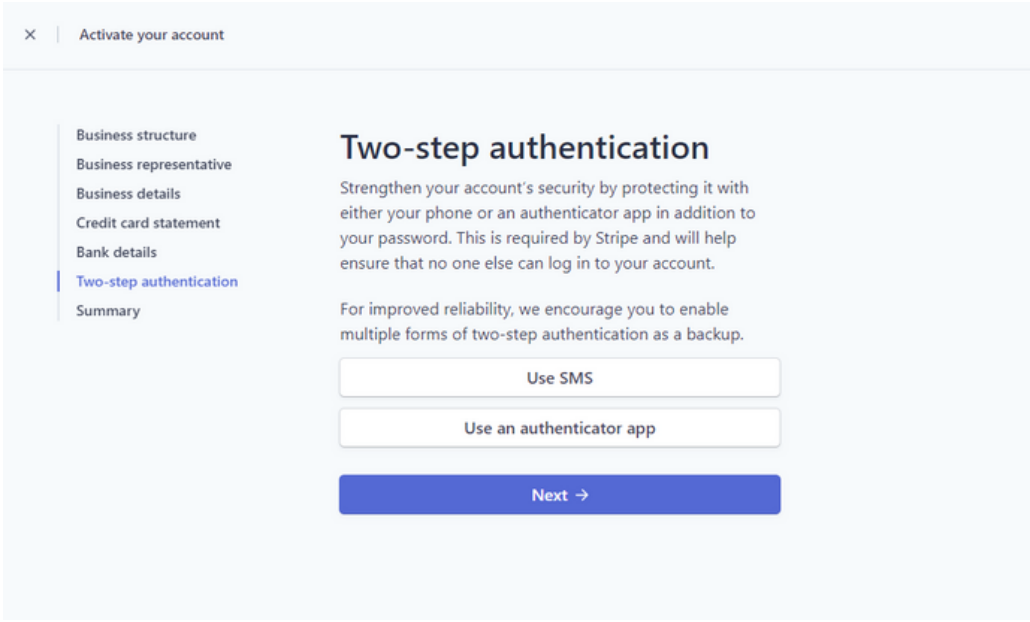
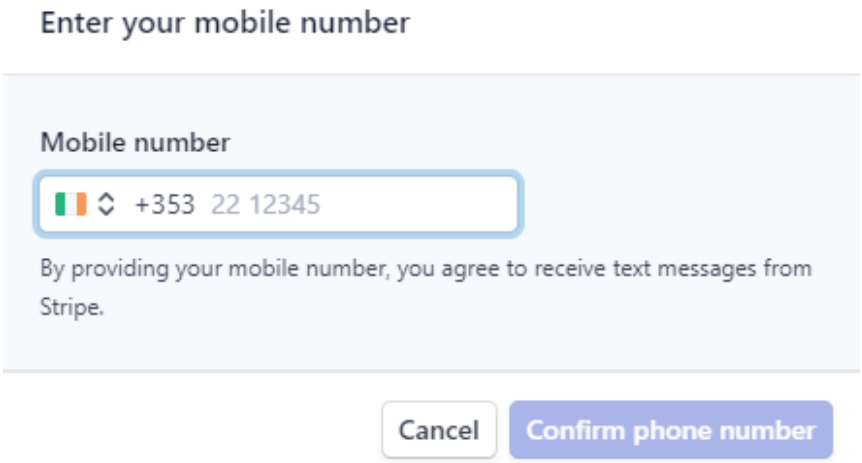
12 Once you have filled in your IBAN you will be asked to provide Two-step authentication. Use SMS text to your phone as this method



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



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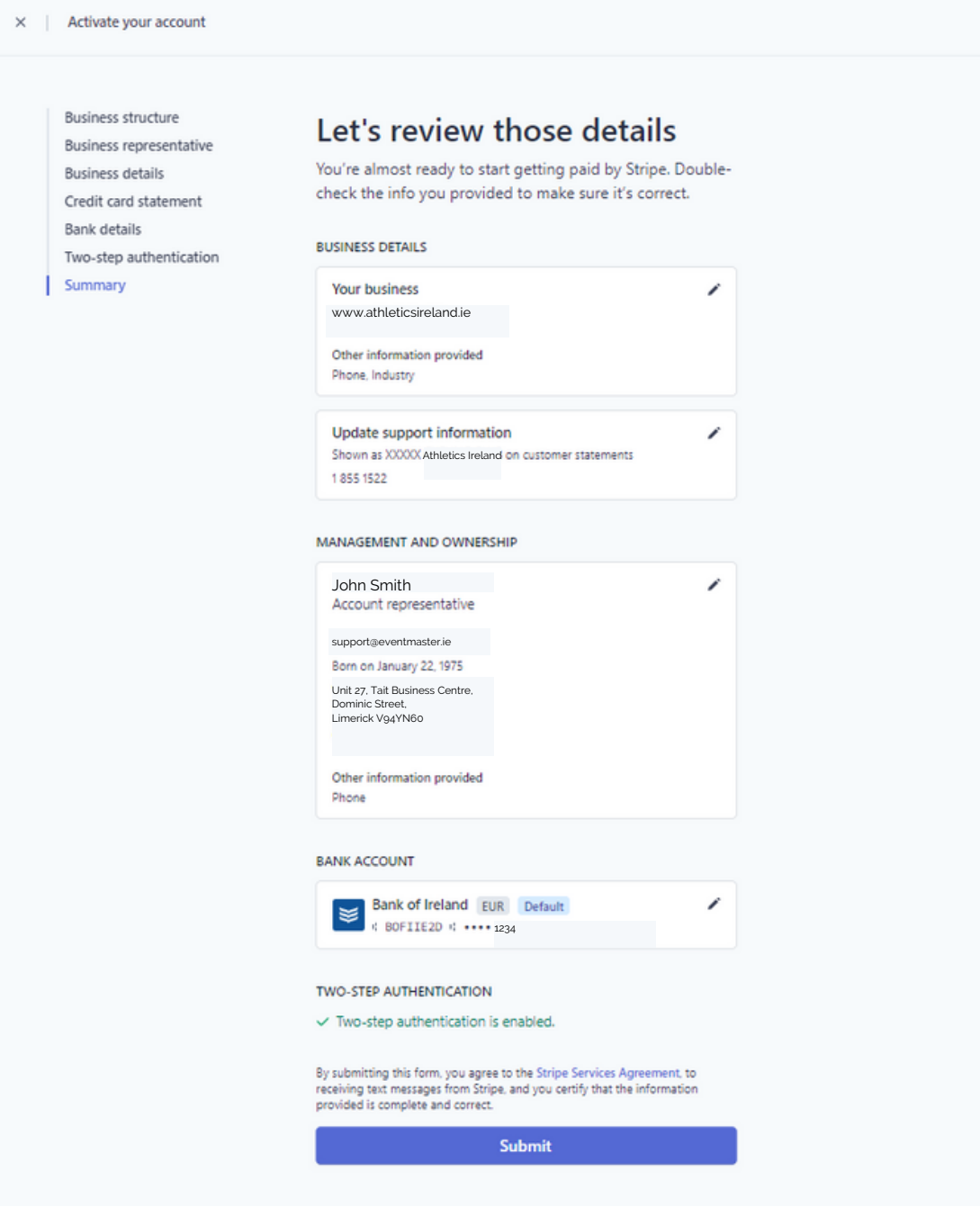
14 Below is a summary of your details. If you are happy click Submit down the bottom



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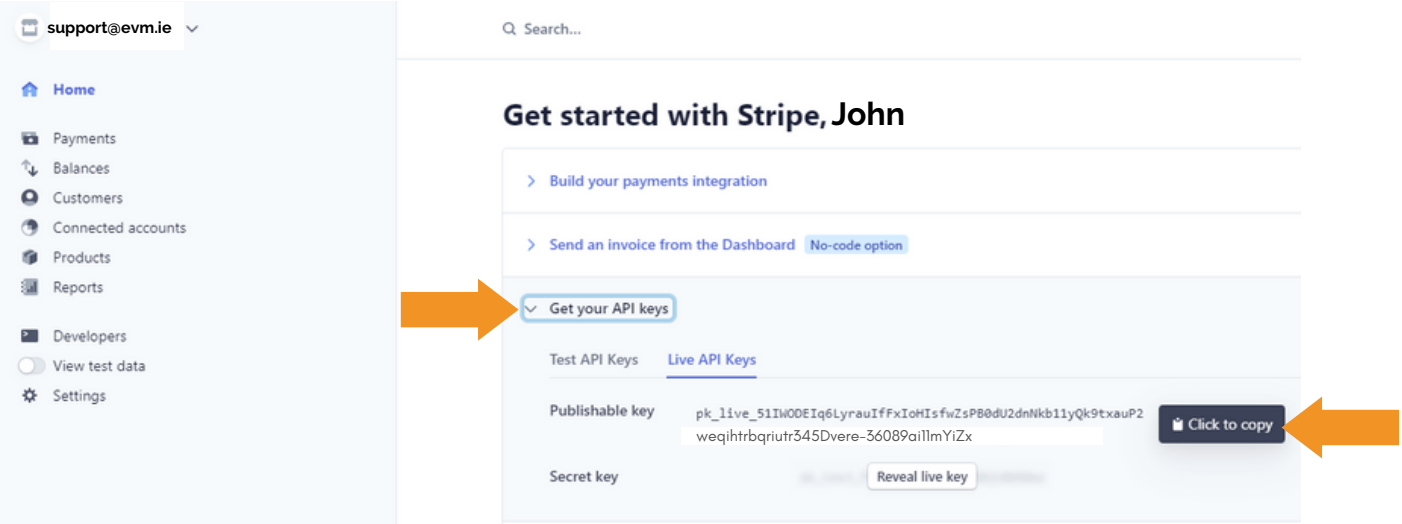
8 The important info you need to link your Stripe account to Athletics Ireland is the API key below. If you Click to Copy it will copy the link and you can then paste that into the Events or Membership system.



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