

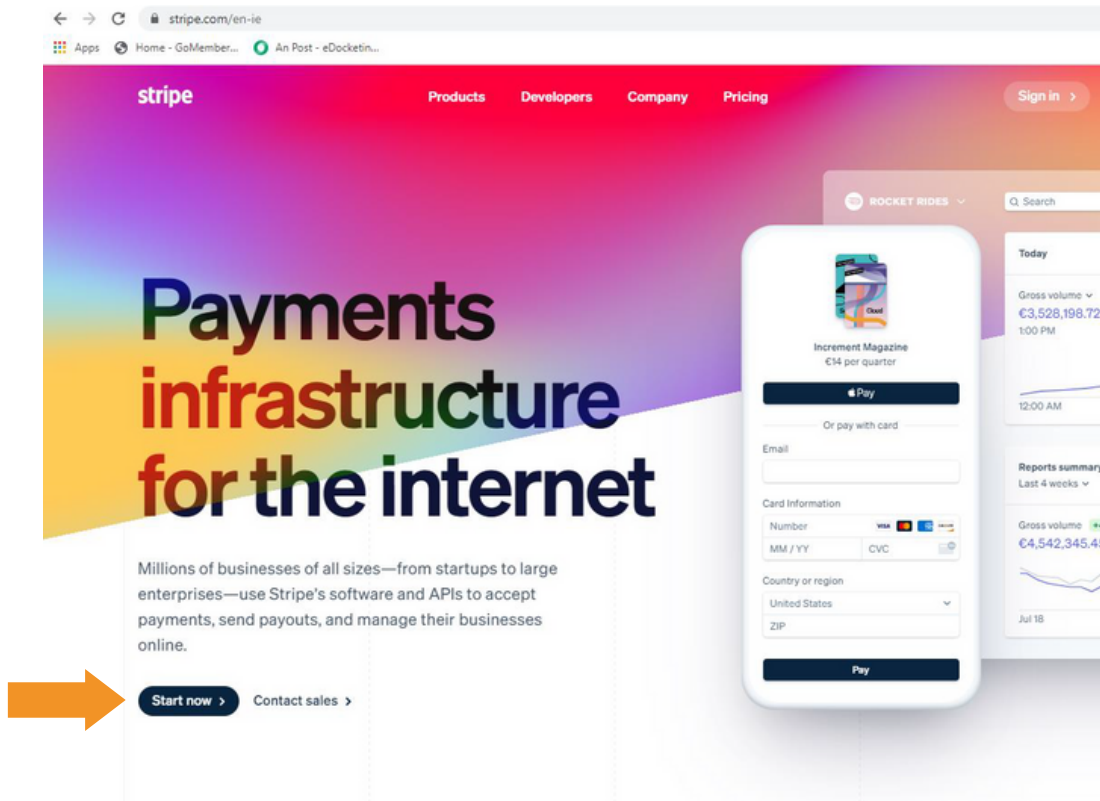
How to Set Up Stripe

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



The screenshot shows the Stripe website interface. The main heading reads "Payments infrastructure for the internet". Below this, a paragraph states: "Millions of businesses of all sizes—from startups to large enterprises—use Stripe's software and APIs to accept payments, send payouts, and manage their businesses online." At the bottom left of this text, there is a dark blue button labeled "Start now >" which is circled in orange. To its right is a "Contact sales >" link. The background of the website features a colorful gradient and a mobile payment interface showing a transaction for "Increment Magazine €14 per quarter".

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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

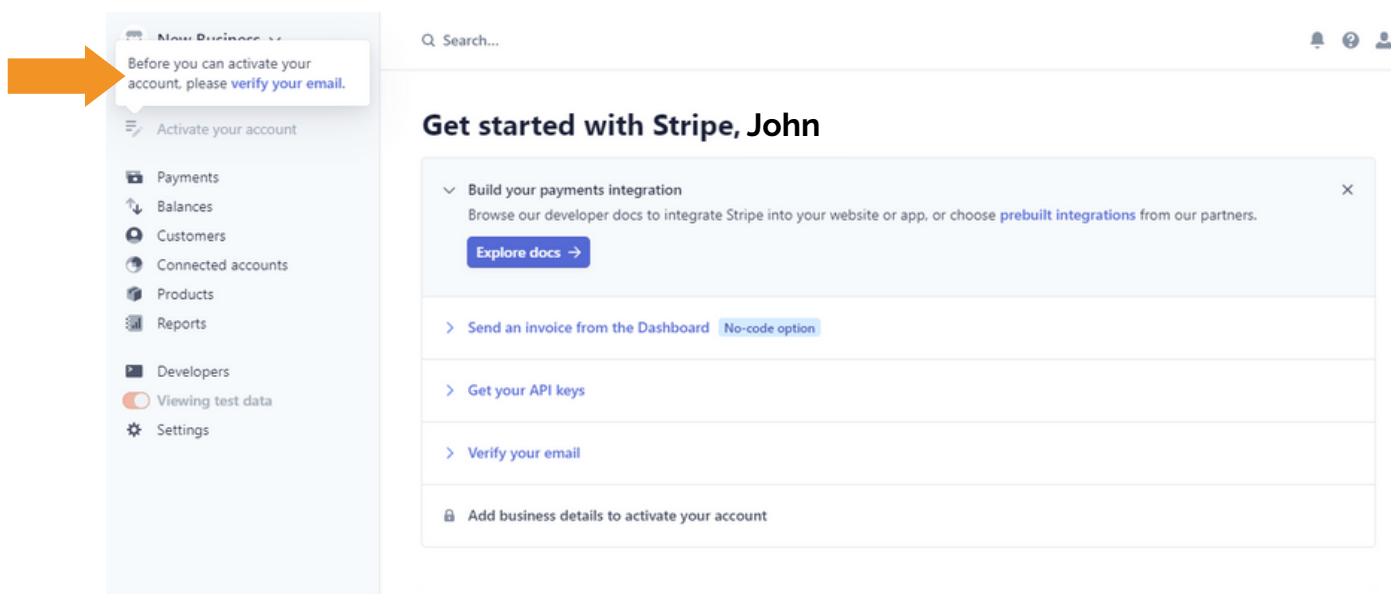
- Don't email me about product updates. If this box is left unchecked, Stripe will occasionally send helpful and relevant emails. You can unsubscribe at any time. [Privacy Policy](#)

Create account

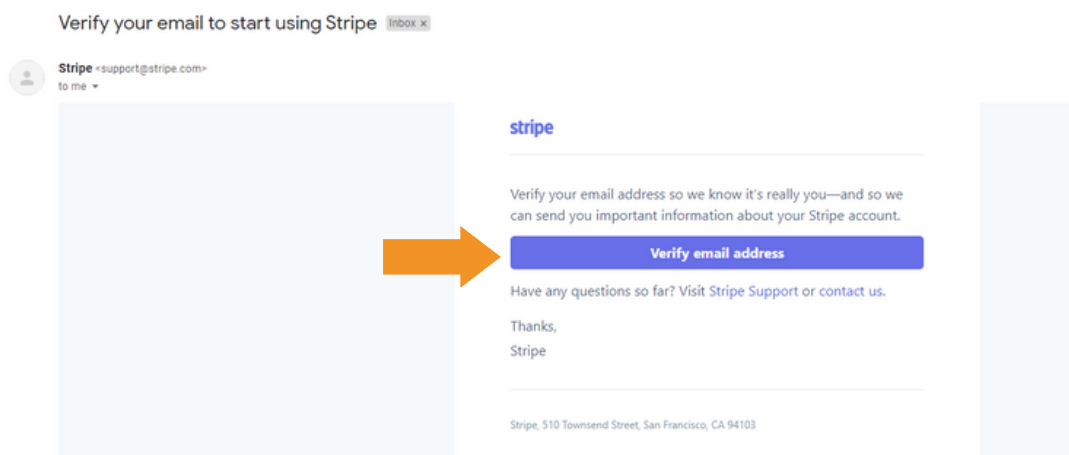
Have an account? [Sign in](#)

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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.

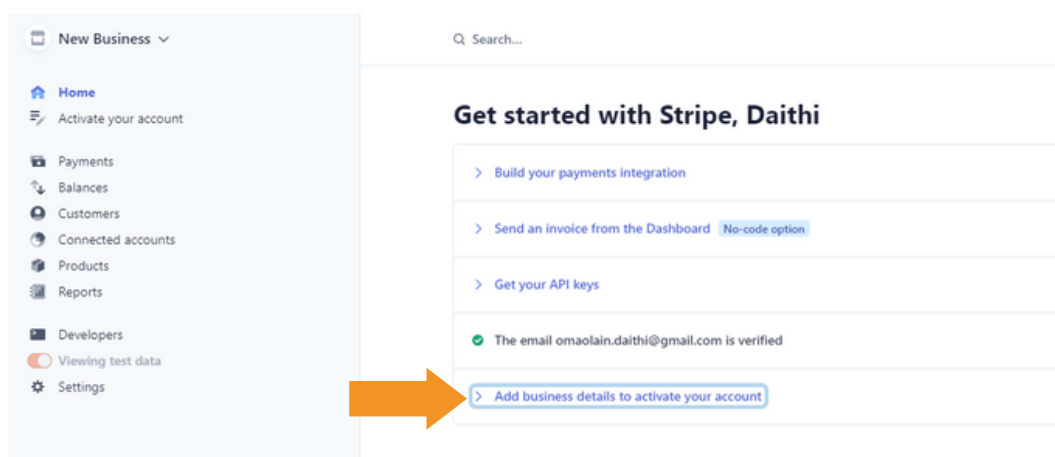


- 5** Log into your email account and click the link in the verification email

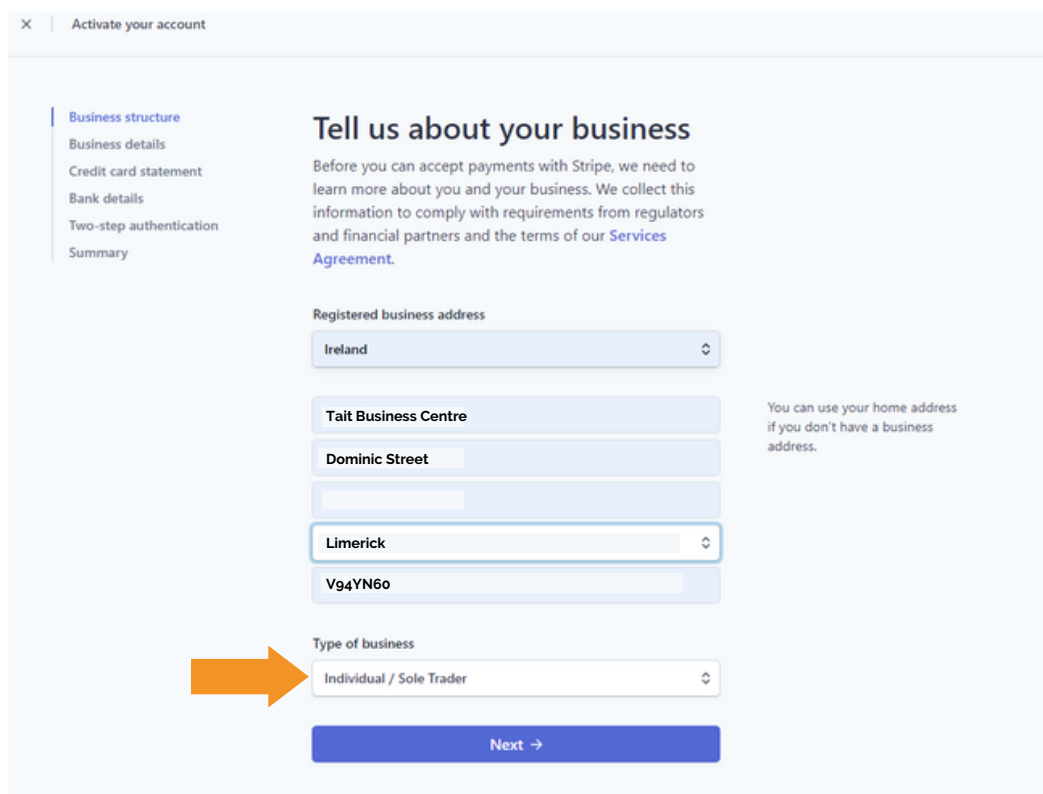


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- 6** Once the email is verified, click Add business details circled below



- 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.



The screenshot shows the 'Activate your account' page on Stripe. The main heading is 'Tell us about your business'. Below this is a form with several fields: 'Registered business address' (with a dropdown menu set to 'Ireland'), 'Tait Business Centre', 'Dominic Street', 'Limerick' (with a dropdown menu), and 'V94YN60'. To the right of these fields is a note: 'You can use your home address if you don't have a business address.' Below the address fields is a 'Type of business' dropdown menu set to 'Individual / Sole Trader'. An orange arrow points to this dropdown menu. At the bottom of the form is a blue 'Next →' button.

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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

Cycling Ireland

Sport Ireland Campus

Blanchardstown

Co. Dublin

D15 CXC2

Phone number

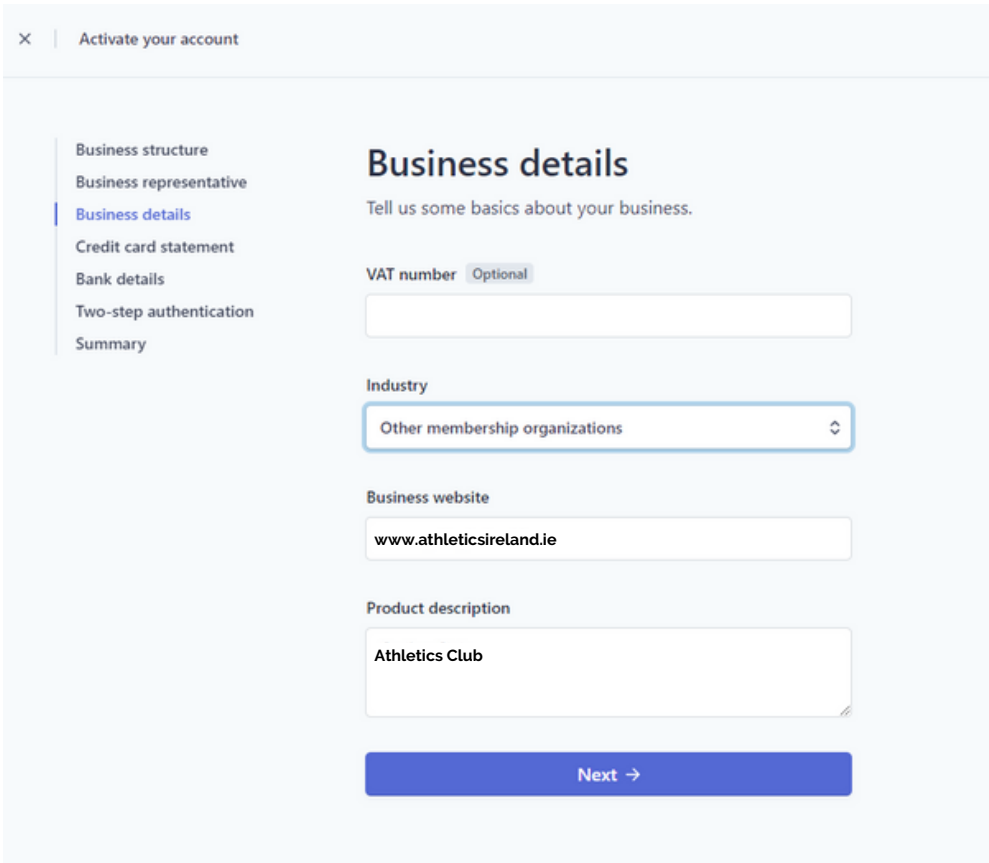
IE +353 1 855 1522

Next →

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

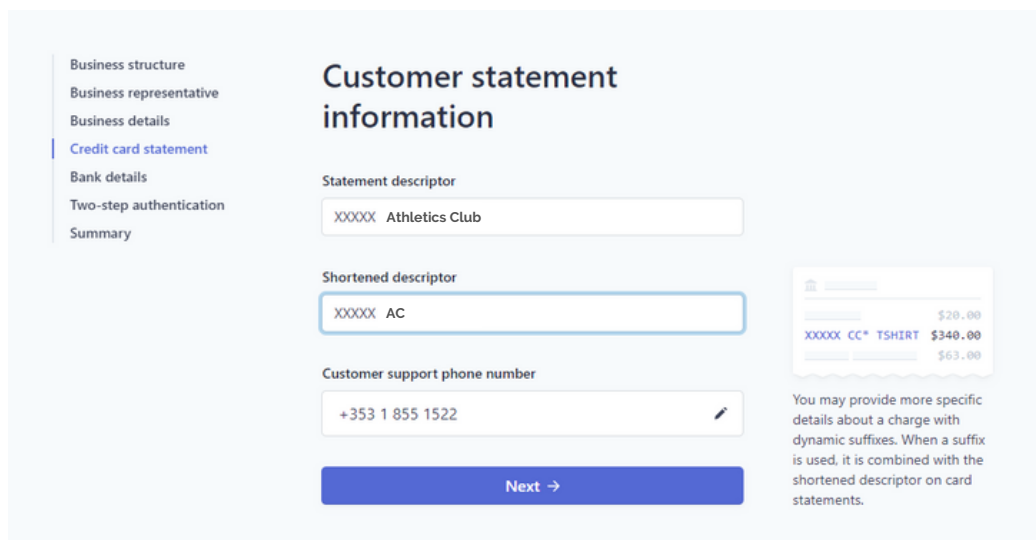
- In Business Website you can enter a club web address, Facebook etc. Or if you don't have one just enter www.athleticsireland.ie.
- Type in Athletics Club into Product Description



The screenshot shows the 'Activate your account' page in the Stripe dashboard. The 'Business details' section is active, showing a sidebar with navigation options: Business structure, Business representative, Business details (selected), 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 input field; 'Industry' with a dropdown menu showing 'Other membership organizations'; 'Business website' with the input field containing 'www.athleticsireland.ie'; and 'Product description' with the input field containing 'Athletics Club'. A blue 'Next →' button is at the bottom.

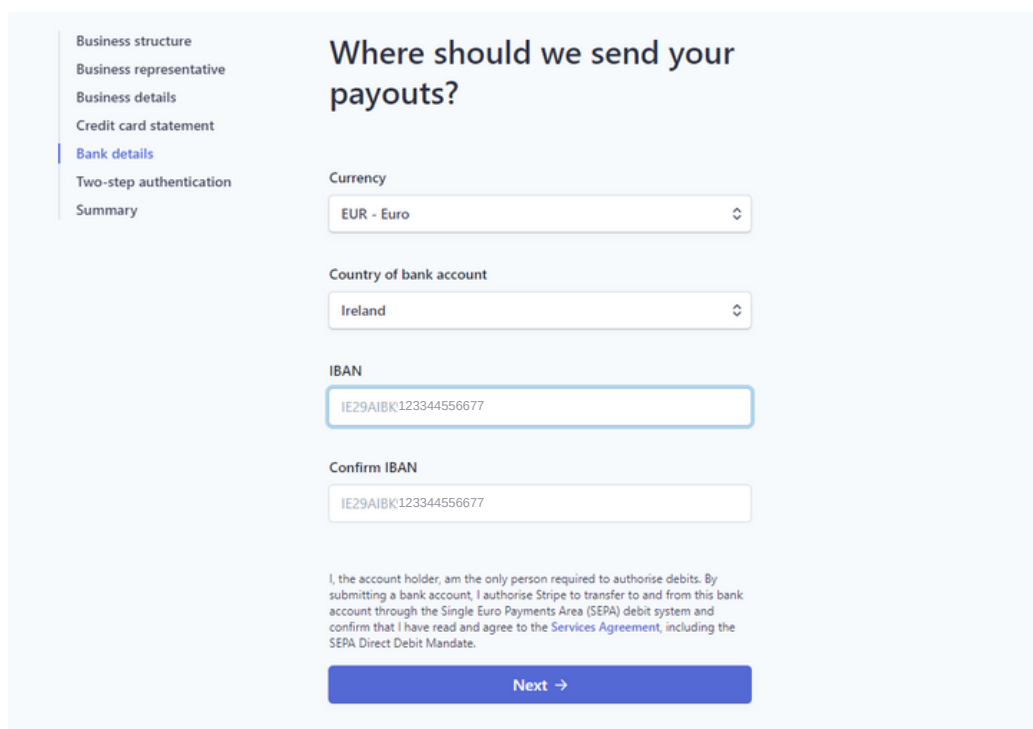
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- 10** The information below will appear on a customer statement e.g. a member booking onto your event or paying club fees. Enter your club name here



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 (selected), Bank details, Two-step authentication, and Summary. The main form has three input fields: 'Statement descriptor' with the value 'XXXXX Athletics Club', 'Shortened descriptor' with 'XXXXX AC', and 'Customer support phone number' with '+353 1 855 1522'. A blue 'Next →' button is at the bottom. To the right, there is a preview of a card statement showing a charge of \$340.00 for 'XXXXX CC* TSHIRT' and a total of \$63.00. 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.'

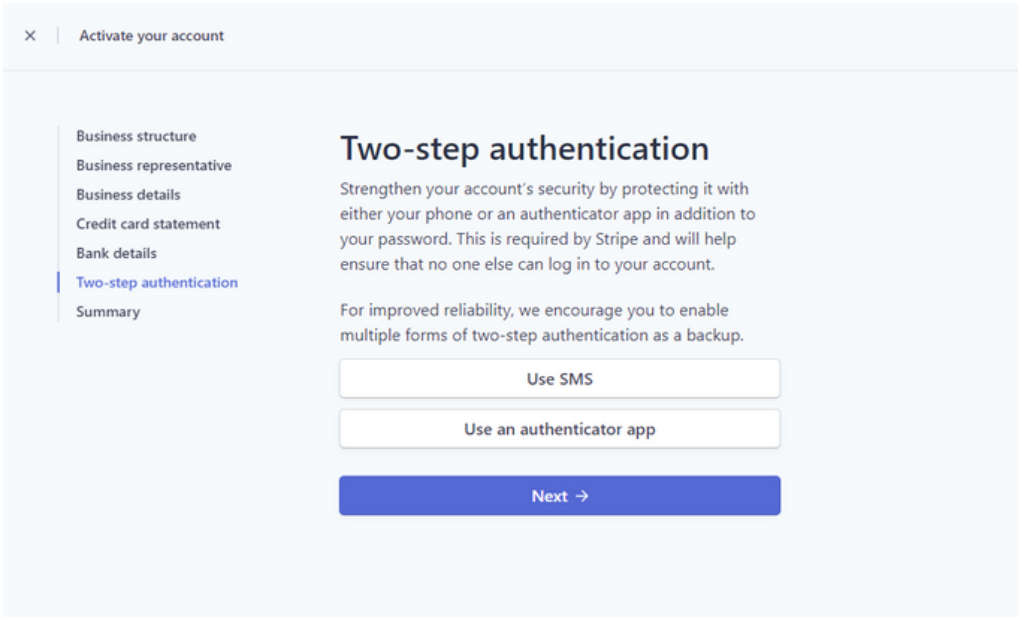
- 11** Fill in your club bank account details (IBAN) here. It is important to have a club account so that you can hand this over to future club officials.



The screenshot shows the 'Where should we send your payouts?' form in Stripe. The left navigation menu is the same as in the previous form, with 'Bank details' selected. The form contains 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.'

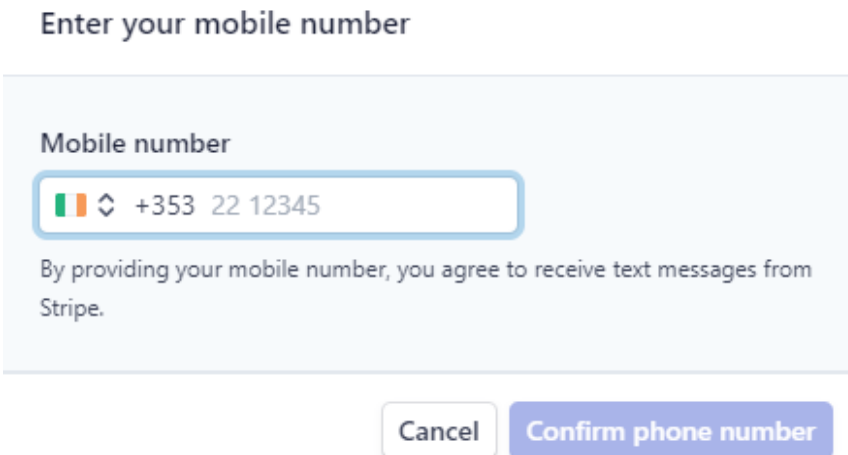
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- 12** Once you have filled in your IBAN you will be asked to provide Two-step authentication. Use SMS text to your phone as this method



The screenshot shows the 'Activate your account' page in Stripe. On the left is a navigation menu with items: Business structure, Business representative, Business details, Credit card statement, Bank details, Two-step authentication (highlighted), 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 is another line of text: '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 a blue 'Next →' 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 the 'Enter your mobile number' page. At the top is the heading 'Enter your mobile number'. Below it is a form with the label 'Mobile number' and a text input field containing the number '+353 22 12345' with a dropdown menu showing the Irish flag. Below the input field is the text: 'By providing your mobile number, you agree to receive text messages from Stripe.' At the bottom 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 

www.athleticsireland.ie

Other information provided


Phone, Industry

Update support information 

Shown as XXXXX Athletics Ireland on 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 V94YN60

Other information provided

Phone

BANK ACCOUNT

 **Bank of Ireland** EUR Default 

IBAN: BOFIE2D **** 1234

TWO-STEP AUTHENTICATION

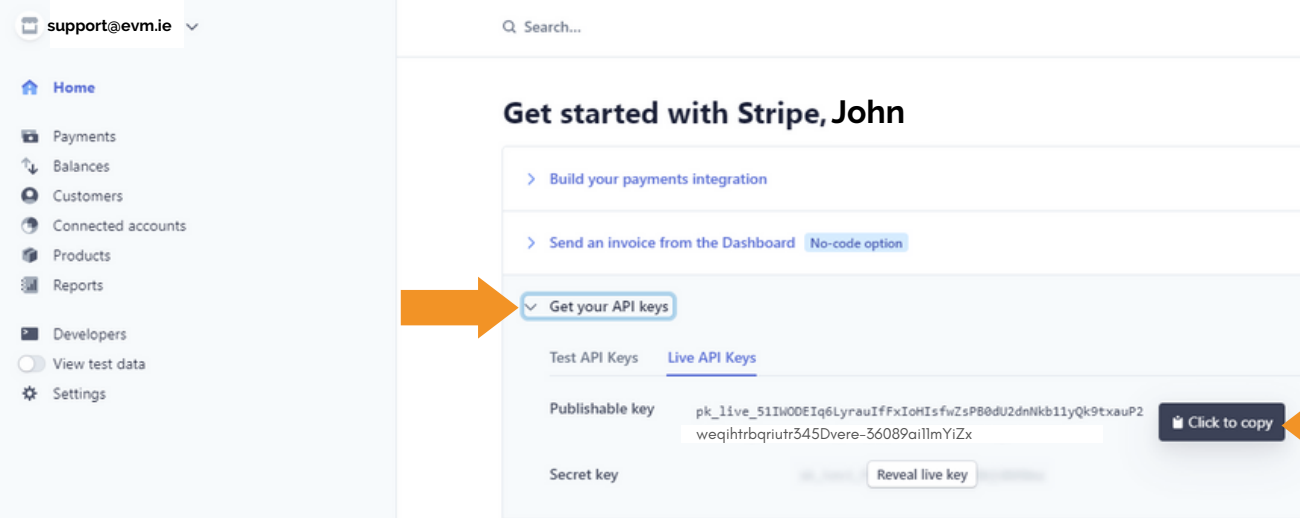
✓ Two-step authentication is enabled.

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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- 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.



The screenshot shows the Stripe dashboard interface. On the left is a navigation sidebar with the user email 'support@evm.ie' at the top. The sidebar menu includes: Home, Payments, Balances, Customers, Connected accounts, Products, Reports, Developers, View test data, and Settings. The main content area is titled 'Get started with Stripe, John' and contains several action items: 'Build your payments integration', 'Send an invoice from the Dashboard' (with a 'No-code option' tag), and 'Get your API keys' (which is highlighted with an orange arrow). Under 'Get your API keys', there are tabs for 'Test API Keys' and 'Live API Keys'. The 'Live API Keys' section displays a 'Publishable key' (pk_live_51Iw0DEIq6Lyr...), a 'Secret key' (weqihtrbqriutr345Dvere-36089ai1mYiZx), and a 'Reveal live key' button. A dark button labeled 'Click to copy' is positioned to the right of the secret key, with an orange arrow pointing to it.