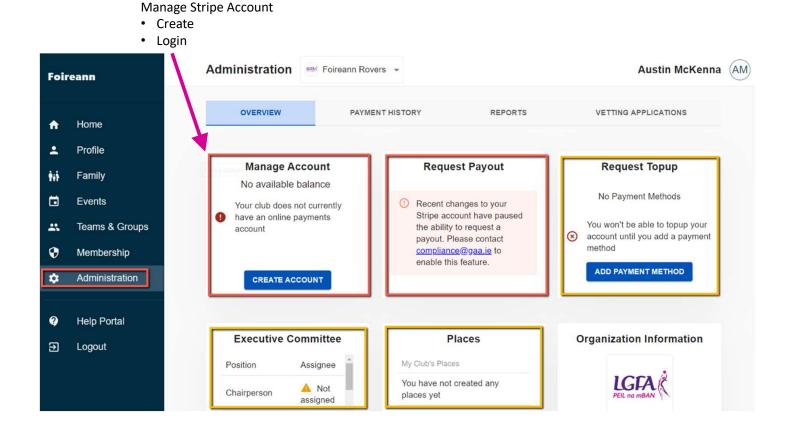
Administration





Setting Up Stripe

See Foireann Help Portal

<u>Setting up a Foireann-linked Stripe account – Gaelic Athletic Association (zendesk.com)</u>

Steps to Creating A Stripe Account

Create the Stripe Account on Foireann

Fees Associated with the Stripe Account

Requesting a Pay-out or Topping up Stripe Account

When are Funds Available in your Stripe Account



Create the Stripe Account on Foireann

Within Administration section on Foireann you will see an option to set-up a Stripe account.

A Club admin must be a Finance admin as well to have access to the Administration section on Foireann.

- 1. Have the following information ready before starting, (Bank Details, Sort Code & IBAN number)
- 2. Details on Club Treasurer; Name, Email Address, Date of Birth, Home Address & Phone Number, Identification
- 3. Details on Club Secretary; Name & Email Address or Club Chairperson.
- 4. During the process a verification code will then be sent to the phone number used in the set-up.
- 5. You will be asked to enter details of **Business Representatives**, recommended here the treasurer is used. Details entered must be accurate and matches details listed in an Identification document.
- 6. You will be asked to enter details of Business Directors, its highly recommended you add Club Secretary or Chairperson.
- 7. To complete the business details a verifiable document will be requested, you will be presented with a list of
 document options which are not applicable to a club. So, we recommend that they select 'Other' and then they
 can upload a bank statement/utility bill.



Creating Stripe Account

- 8. The system will also request verifiable identification (Drivers licence/passport) of the named person on the
 account (as stated recommended Treasurer, Secretary or Chairperson). Please ensure the address matches the
 document provided.
- 9. These two documents can take up to 24hrs and if rejected please contact stripe.
- 10. You will see these documents have been approved when the tick turns from red to a green tick.
- N.B. The stripe account will be enabled initially without the two verification documents. You will be able to
 receive payments but not withdraw until the account is verified. After a period of time where the two
 documents are not verified, the account will become restricted and not allow acceptance of payments.



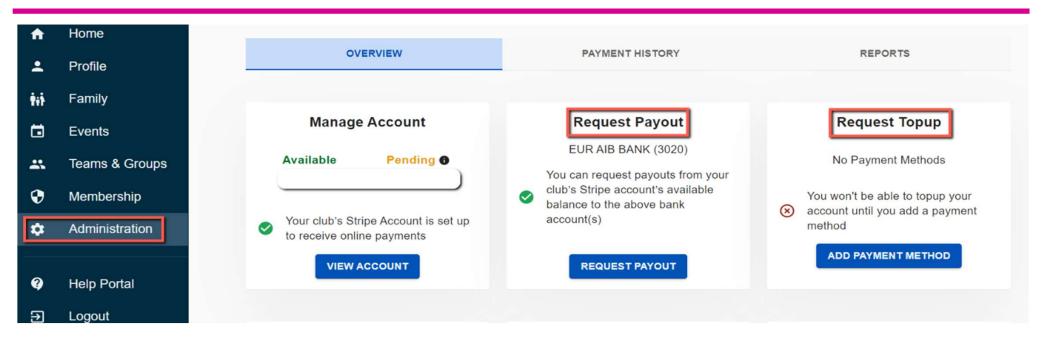
Fees Associated with the Stripe Account

- 1. There is no subscription or annual cost for using the Foireann system however online payments do incur a charge from the payment provider (Stripe), this is the case for any online payment using a Credit or Debit Card.
- 2. Each transaction made with a standard Irish or UK Credit or Debit Card incurs an online payment charge of 1.35%.
- 3. A club can top-up their stripe account, and the following charges are applicable
- €uro Topping up (1.35% charge unless otherwise stated)
 - 1. By card
 - 2. SÉPA Credit transfer, the system gives you the details of the German Stripe Bank Account (IBAN) for you to input when you log into your own online bank account and you input these details to transfer money to the stripe account.
 - 3. SEPA Direct Debit, the system pulls the money from your Bank Account and it tells the finance admin what the charges are.
- - Sterling Topping up (1.35% charge unless otherwise stated)
 - 1. By card
 - 2. BACS Direct Debit (recommend option for a sterling transfer)
 - 3. SEPA Credit transfer, the system gives you the details of the German Stripe Bank Account (IBAN) for you to input when you log into your own online bank account and you input these details to transfer money to the stripe account.
- A bank may also apply its own charges in addition to the above.
- 4. No Fee for registering members.
- 5. Stripe Pay-out to your Bank Account No Fee



The Sport for Females, The Game for Fun, The Place for Community

Requesting a Pay-out or Topping up Stripe



Adding funds to your Foireann-linked Stripe account – Gaelic Athletic Association (zendesk.com)

Payment Types - €uro Sterling
Card Card

SEPA Credit Transfer SEPA Credit Transfer SEPA Direct Debit BACS Direct Debit

Note: Stripe <u>Top-Up's and Pay-Out's</u> must be approved by a second <u>Clubs Financial Administrator</u> as explained in the above help document.



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When are Funds Available in Your Stripe Account

- If a member pays directly by card into the club via their Foireann account, it will show pending for approx. 3 days and once cleared it will then appear in your stripe account and will be available to complete a registration.
- If Clubs are doing a bank transfer from their Bank account, it will take approx. four days to clear into stripe and an additional three days to clear on stripe so can take approx. seven working days before funds are available to use to pay for registrations.
- Note you can only use funds that are showing available if they are still pending, they cannot be used to register members.
- It is therefore important if there are not sufficient funds in the stripe account, funds must be transferred well in advance of the required registration date.

