

# Administration

Manage Stripe Account

- Create
- Login

**Foireann**

- Home
- Profile
- Family
- Events
- Teams & Groups
- Membership
- Administration**
- Help Portal
- Logout

**Administration** LGFA Foireann Rovers Austin McKenna (AM)

**OVERVIEW** PAYMENT HISTORY REPORTS VETTING APPLICATIONS

### Manage Account

No available balance

Your club does not currently have an online payments account

**CREATE ACCOUNT**

### Request Payout

Recent changes to your Stripe account have paused the ability to request a payout. Please contact [compliance@gaa.ie](mailto:compliance@gaa.ie) to enable this feature.

### Request Topup

No Payment Methods

You won't be able to topup your account until you add a payment method

**ADD PAYMENT METHOD**

### Executive Committee

Position	Assignee
Chairperson	⚠ Not assigned

### Places

My Club's Places

You have not created any places yet

### Organization Information

# Setting Up Stripe

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See Foireann Help Portal

[Setting up a Foireann-linked Stripe account – Gaelic Athletic Association \(zendesk.com\)](#)

## 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



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# Create the Stripe Account on Foireann

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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

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- 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

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- 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. 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.
  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

# Requesting a Pay-out or Topping up Stripe

The screenshot shows the Stripe dashboard interface. On the left is a dark navigation menu with the following items: Home, Profile, Family, Events, Teams & Groups, Membership, Administration (highlighted with a red box), Help Portal, and Logout. The main content area has three tabs: OVERVIEW (selected), PAYMENT HISTORY, and REPORTS. Under the OVERVIEW tab, there are three panels:

- Manage Account:** Shows 'Available' and 'Pending' status with a progress bar. A green checkmark indicates 'Your club's Stripe Account is set up to receive online payments'. A 'VIEW ACCOUNT' button is at the bottom.
- Request Payout:** The title 'Request Payout' is highlighted with a red box. It shows 'EUR AIB BANK (3020)'. A green checkmark indicates 'You can request payouts from your club's Stripe account's available balance to the above bank account(s)'. A 'REQUEST PAYOUT' button is at the bottom.
- Request Topup:** The title 'Request Topup' is highlighted with a red box. It shows 'No Payment Methods'. A red 'x' icon indicates 'You won't be able to topup your account until you add a payment method'. An 'ADD PAYMENT METHOD' button is at the bottom.

[Adding funds to your Foireann-linked Stripe account – Gaelic Athletic Association \(zendesk.com\)](https://zendesk.com)

Payment Types - €uro	Sterling
Card	Card
SEPA Credit Transfer	SEPA Credit Transfer
SEPA Direct Debit	BACS Direct Debit

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



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# When are Funds Available in Your Stripe Account

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- 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.