

Setting up Club Organiser to use Stripe for payments

Updated August 9th 2023

Once you have added some sections and uploaded your members you might want to start taking payments from members for Account Balances, Fixtures*, Events or Merchandise using Credit or Debit Cards.

Setting this up is very straightforward, and can be done quickly by following the instructions below.

* - Fixtures only available for swimming clubs within Club Organiser.

Set up instructions for Stripe

If you haven't already done so then go to www.stripe.com and register a basic Stripe account for your club. You'll need a club email, and your bank account details (so they know where to pay any money you receive). We recommend Stripe as it is more cost effective than PayPal, with a current, lower transaction fee of 1.5% + 20p on each transaction. (as of July 2023)

Once you've registered, and confirmed your new account with Stripe, log in and go to your Stripe Dashboard, then do the following:

- 1) Open another browser page and sign into your Club Organiser account (you must be a Super User - if your access level is less than Super User, you'll need to get it upgraded before proceeding) and click on Super User, followed by **Club Parameters** from the drop down box. You will be looking to fill in the following fields in order to set up credit card payments via Stripe and Club Organiser.
 - Stripe Secret Key
 - Stripe Publishable Key

To achieve this, within your Stripe Dashboard, click on **API** on the left hand side menu.

- 2) Copy and paste the **Stripe Secret Key** and **Stripe Publishable Key** field contents into the respective fields in the Club Organiser Club Parameters screen.
- 3) Click **Update Parameters** in Club Organiser and you're done.

NEW – From 2nd September 2019

All Clubs need to perform the following steps to ensure that any credit/debit payments do not get lost, if a member accidentally closes their browser window before the payment has gone through fully:

- 1) Within Club Organiser, click on **Super Users...Club Parameters** and make a note of your Club Number.
- 2) Within Stripe, click on **Developers** then **Webhooks**
- 3) Click on the **Add endpoint** button and enter the following details:
 - Endpoint URL** - <https://www.cluborganiser.co.uk/stripe/xx/webhook.php> (xx is your Club Number from point 1 above)
- 4) Click **+ Select events**, expand **Checkout** and then tick the **checkout.session.completed** checkbox and click the **Add events** button
- 5) Click the **Add endpoint** button