



# A guide to signing up your club to PayPal

For clubs that are **FA Chartered Standard**



Payments by  PayPal



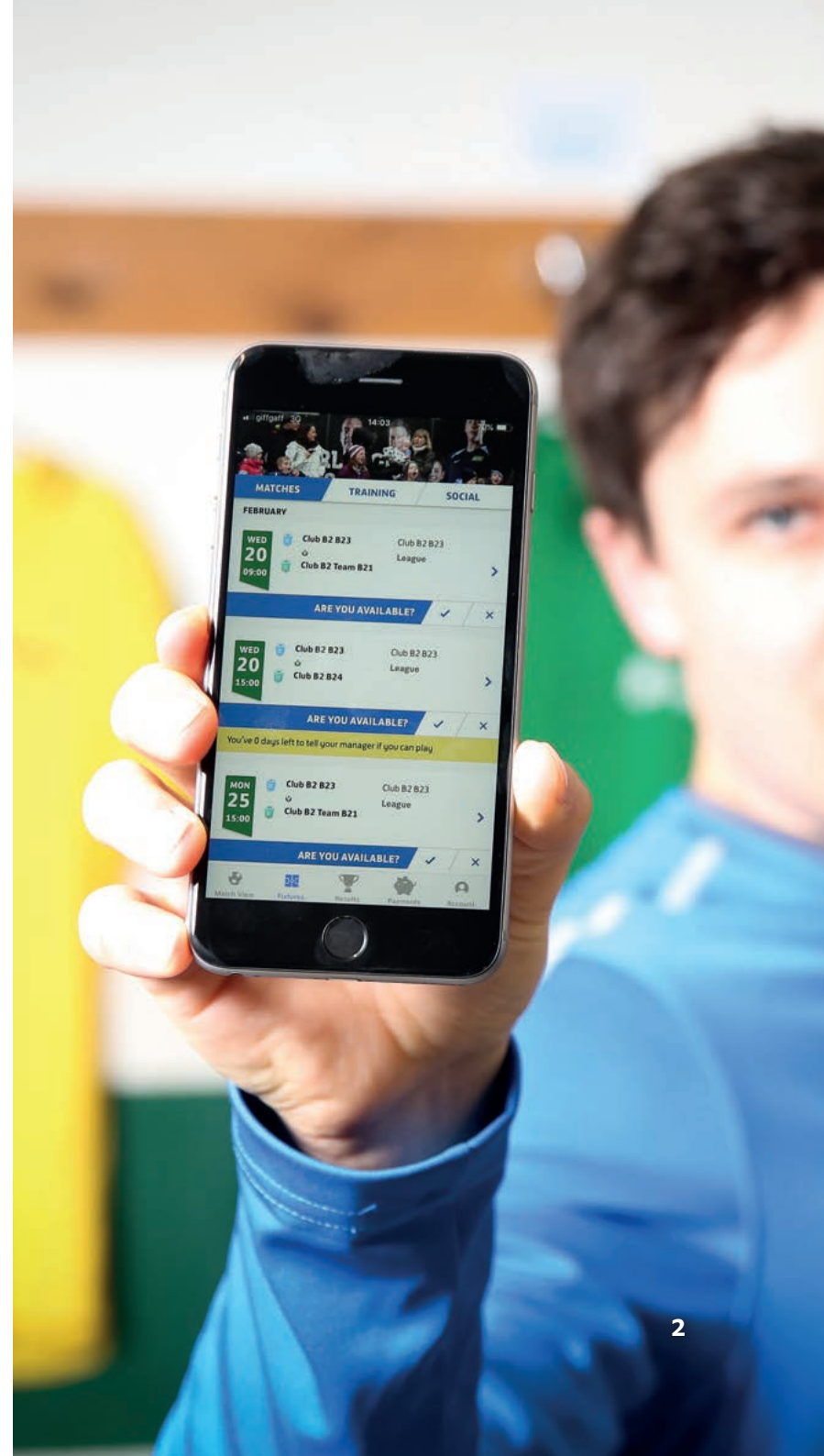
# Purpose of this guide

This document will guide your club treasurer through the process of setting up a PayPal Not-For-Profit (NFP) business account within the Whole Game System (WGS) for your FA Affiliated Club.

Once you have successfully created your club's PayPal account, been verified and set up your club's fees in the payments portal, your club will be able to receive payments from players using PayPal in The FA Matchday App.

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# Before you get started

It is only the treasurer who should open the PayPal account and complete the compliance verification. Your football club must also participate in a league that uses **Full Time (FT)** to play fixtures.

## Please ensure you have

- ✓ Access to your club's account in WGS in order to benefit from a quicker verification process when setting up your club's PayPal account
- ✓ Access to your club's banking information and documentation
- ✓ An email address not associated with any other PayPal account (or you can upgrade / link existing PP account, so long as it will solely be used for your club)
- ✓ All Team Managers' and Players' email addresses registered and assigned to teams in WGS

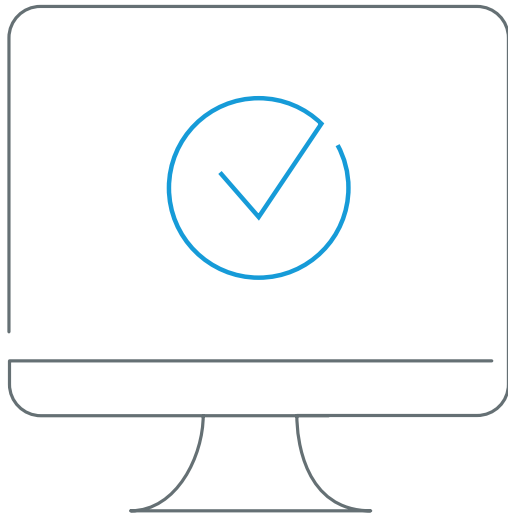




## Step 1

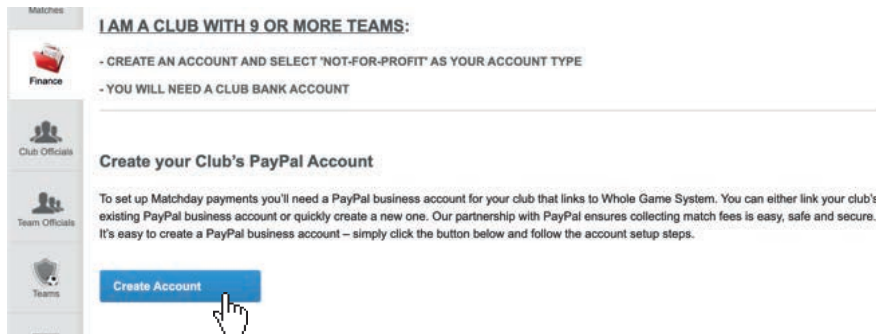
### Before you get started

You must use a device that uses **Windows** or **Mac OS** for sign up. We also recommend that you use a desktop device rather than mobile, for the easiest experience.



# Create your club's PayPal account

When you're ready to set up your club's PayPal account, simply log into the Whole Game System (<https://wholegame.thefa.com>) and click on the 'Create account' button on the **Finances side tab**.



You'll then begin the **PayPal NFP business account setup**.

Follow the step-by-step guide on the next three pages to successfully create your club's PayPal business account.

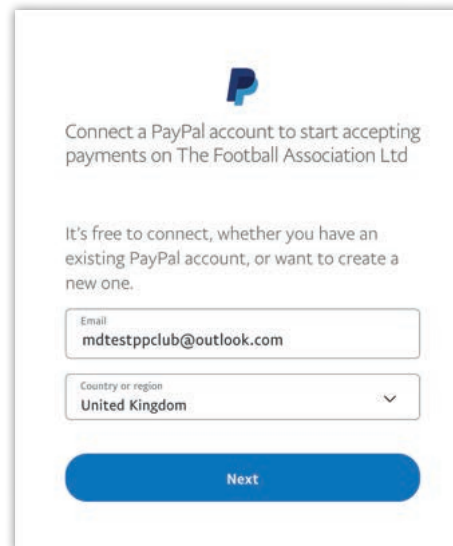
Signing your club up to PayPal



## Create your club's PayPal account

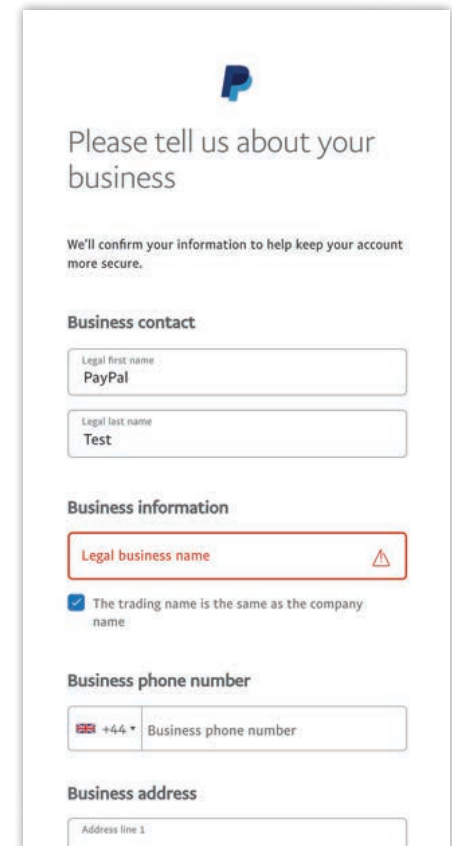
### 1 GET STARTED

- Enter your club's email address that will be linked to the club PayPal account (or upgrade your existing account)
- N.B. This email address must not be linked to any other PayPal account. If you have an existing PayPal account, we also advise clearing your cookies on your internet browser when signing up
- PayPal know you are an FA affiliated football club, but in order to use their payments functionality, they request you set up a business account



### 2 SIGN UP FOR A BUSINESS ACCOUNT

- Here you'll be signing up your club for a PayPal business account
- **First and last name:** Enter the details of person who will be responsible for the club's PayPal account, in this case the club's Treasurer
- **Business name:** Enter the name of your football club exactly as it appears in WGS
- **Business address:** Enter your club's address. If your club is not registered to an address, enter the address of the person who will be responsible for the PayPal account

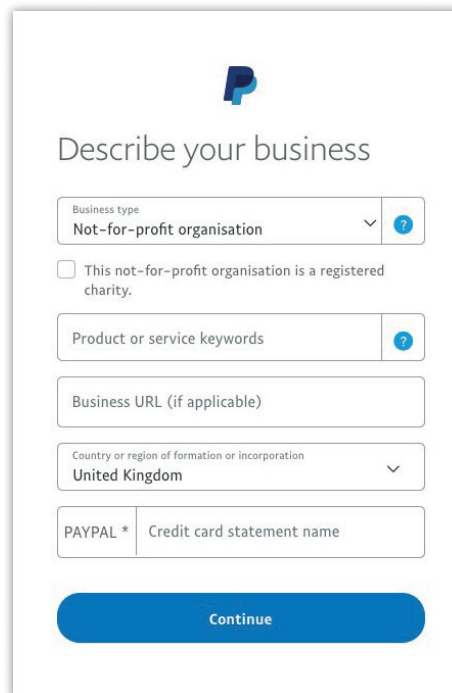


## Create your club's PayPal account

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### MORE ABOUT YOUR BUSINESS

- **Business type:** Enter your club's business classification as '**Not-for-profit-organisation**'
- **Product or service keyword:** Type and select 'Membership Clubs (Sports, Recreation... etc.)'
- **Business URL:** Enter your club's website URL, if applicable
- Credit card statement name: It's unlikely you'll need to use this but complete it using the first nine characters of your club name

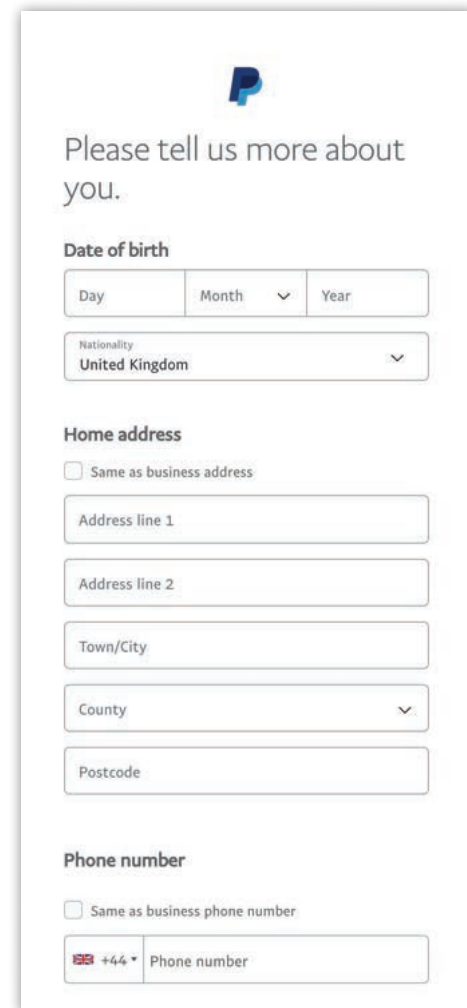


The screenshot shows the 'Describe your business' form on the PayPal website. It includes the PayPal logo at the top. The form fields are: 'Business type' (a dropdown menu with 'Not-for-profit organisation' selected), a checkbox for 'This not-for-profit organisation is a registered charity.', 'Product or service keywords' (a text input field), 'Business URL (if applicable)' (a text input field), 'Country or region of formation or incorporation' (a dropdown menu with 'United Kingdom' selected), and 'PAYPAL \* Credit card statement name' (a text input field). A blue 'Continue' button is at the bottom.

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### PROVIDE INFORMATION FOR YOUR PAYPAL ACCOUNT HOLDER

Enter the nationality, date of birth, and home address of the person who will be responsible for the club's PayPal account. We recommend that this is the treasurer of the club.



The screenshot shows the 'Please tell us more about you' form on the PayPal website. It includes the PayPal logo at the top. The form fields are: 'Date of birth' (a section with 'Day', 'Month', and 'Year' input fields), 'Nationality' (a dropdown menu with 'United Kingdom' selected), 'Home address' (a section with a checkbox for 'Same as business address', and input fields for 'Address line 1', 'Address line 2', 'Town/City', 'County', and 'Postcode'), and 'Phone number' (a section with a checkbox for 'Same as business phone number' and a field for 'Phone number' with a country code dropdown set to '+44').



## Create your club's PayPal account

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### MORE ABOUT YOUR COMPANY

Answer the questions about your company.

Even though we use the word company, we know you are a football club. Please fill in this section by answering the questions on screen.

#### Please tell us more about your company

To comply with tax laws, we're required to ask our customers specific questions about their organisations. [Learn more](#)

In 2019, did your organisation earn 50% or more of its gross income from dividends, interest, rents, royalties or similar sources?

☐ Yes ☒ No

Are 50% or more of your organisation's assets held in real estate, bank accounts, shares, stocks, bonds, intellectual property or similar income-producing investments?

☐ Yes ☒ No

Is your organisation a not-for-profit that meets all of these requirements?

- It operates only for religious, charitable, scientific, artistic, cultural or educational purposes.
- It's exempt from income tax.
- It has no owners who are entitled to its income or assets, even if it is dissolved.

☐ Yes ☒ No

Continue

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### BENEFICIAL OWNERS

For this section, the Treasurer should be considered as the beneficial owner.

- Please select the tick box
- **Ownership Percentage:** If asked for an ownership percentage, type in '0'

#### Beneficial owners

A beneficial owner is the natural person who ultimately owns or controls (including through voting rights) the company. Please provide the details of the beneficial owners, including anyone owning more than 25% of the shares or interests in the company. If your company has no beneficial owner(s), please provide the details of the senior managing official(s) responsible for taking key executive decisions for the company.

☐ Jim Bobson, the primary authorised user, is also a beneficial owner.

[+ Add a beneficial owner](#)

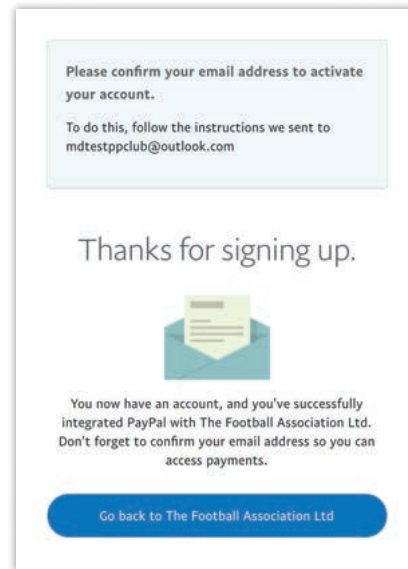
Submit



## Create your club's PayPal account

### 7 CONFIRM YOUR EMAIL

You'll then receive an email with a link to activate your account. Click the link to complete the set-up process.



# Verify your club's PayPal account

2 to 3 days after opening your account, you will need to verify it in order to get the PayPal fee pricing of 1.4% + 20p.

To do this, ensure you have:

- 1) Confirmed your email address by following the link in the email you received after opening your account.
- 2) Linked your bank account by going to the 'pay and get paid' tab in your online PayPal account. Click 'add new bank account' and follow the onscreen instructions.

After doing this, as you are a Chartered Standard club, you will benefit from simpler compliance verification.

To make signing up as quick and easy as possible, make sure you've got the following information available:

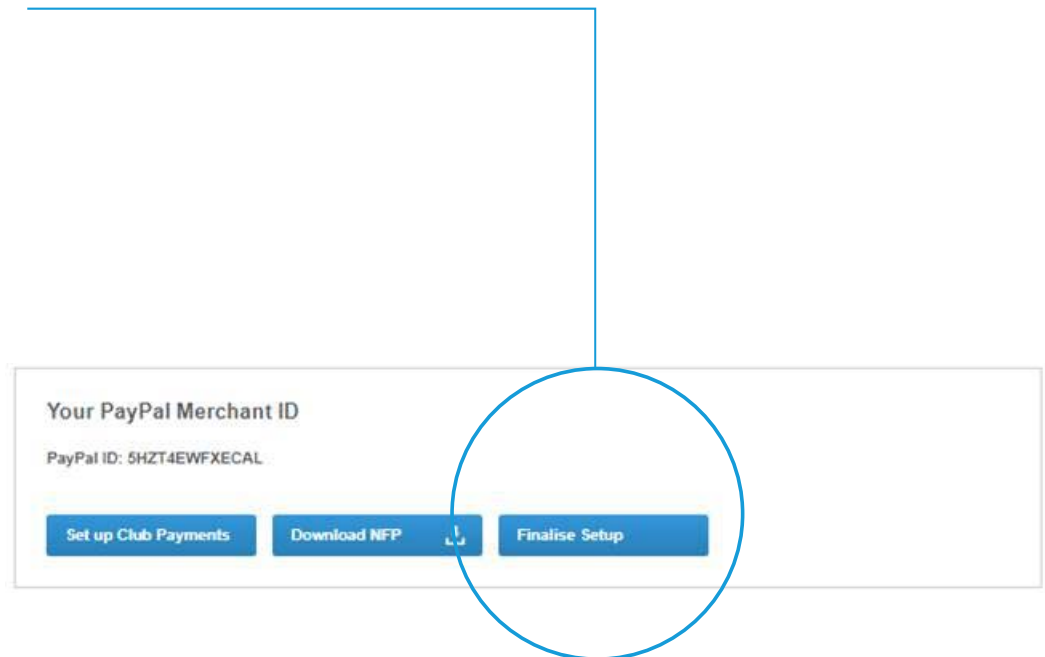
- ✓ Passport or driving licence of the person who has opened the PayPal account
- ✓ Business Registration Number (if you don't have one it's 00-00-00)



### Step 3

## Verifying your club's PayPal account

When you're ready log in to your club's account on the **Whole Game System**, and click finalise set up on the dashboard. This can also be done by logging in to your club's PayPal account online and clicking on the notifications on the dashboard.





## Verifying your club's PayPal account

### 1 ENTER YOUR DETAILS

Fill in your full name as it appears on your identity document, date of birth, home address and phone number.

**Confirm identity for Alan Thomas Grimsley**

To comply with local laws, we need up-to-date and accurate information for Alan Thomas Grimsley

First name  
Alan Thomas

Last name  
Grimsley

Date of birth

**Residential address**

Country of Residence  
United Kingdom

Flat number (optional)

Building name (optional)

Building number

Street name

House number (optional)

Town/City

County

Postcode

Next

### 2 UPLOAD YOUR PROOF OF IDENTITY

If prompted, upload your proof of identity by clicking in the drag and drop box.

- An easy way to upload your documents is to take a picture of them with your phone and email them to yourself
- We may be able to identify you electronically at this stage. If this happens, we won't need your proof of identity
- Check that your document is fully visible and clearly shows your full name, date of birth, date of issue and expiry, along with the document number

**Upload proof of identity for Alan Thomas Grimsley**

Please provide one of the following documents to help confirm your identity.

First name  
Alan Thomas

Last name  
Grimsley

Date of birth

Nationality  
United Kingdom

Select document

Drag and drop a file

**Make sure your files:**

- Are legible and the most current version
- Include the name used on your PayPal account
- Don't exceed a total size of 5MB
- Are in JPG, GIF, PNG, or PDF format

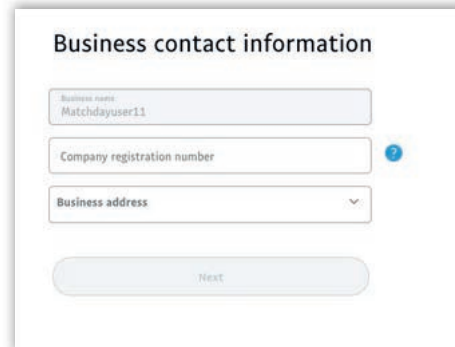
Next

## Verifying your club's PayPal account

### 3 BUSINESS CONTACT INFORMATION

Fill in your club's details and use the address attached to your club's bank account.

- You must type six zeros (000000) into the business registration box

A screenshot of a web form titled "Business contact information". It contains three input fields: "Business name" with the text "Matchdayuser11", "Company registration number" with a blue question mark icon to its right, and "Business address" with a dropdown arrow. Below these fields is a "Next" button.

### 4 COMPANY DIRECTORS

Use your details in this section and fill out the details on screen by clicking on the provide information button.

Your details may be autopopulated, if not then type them in again.

- The information we need is: full name, Date of birth, nationality and home address

A screenshot of a web form titled "Director information". It includes a descriptive text: "A board of directors is a body of elected or appointed members who oversee your business." Below this, there is a list with one entry: "1. Kenny Daglish". To the right of this entry is a button labeled "Provide information".



# There goes the final whistle!

Now you may be taken to a screen to confirm your bank account information. Simply click '**confirm**'

And that's it. Your account should be verified by PayPal in 2 to 3 days. All you need to do now is log back in to your Whole Game System account and set your match fees if you haven't done so already

## Need Help?



If you have any questions on the FA Matchday app email: [matchday@thefa.com](mailto:matchday@thefa.com)



Payments by  **PayPal**

