

A photograph of two women playing soccer, overlaid with a blue tint. One woman is in the foreground, kicking the ball, while the other is behind her, ready to defend. The background is a solid blue color.

# HOW TO SIGN UP YOUR CLUB TO PAYPAL

# Purpose of this guide

This document will guide your club secretary through the process of setting up a PayPal business account within the Whole Game System for your FA/CFA affiliated football club.

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

## What you'll need

**In order to complete the steps needed to open a PayPal business account, you'll need:**

- ✦ to be the Chair, Secretary or Treasurer of your football club
- ✦ have access to your club's account in the Whole Game System
- ✦ have access to your club's banking information and documentation in order to verify your club's details (see page 9)

## Steps to be completed

- ① Understanding your club's status
- ② Create your club's PayPal account
- ③ Verify your club's PayPal account

# STEP 1 Understanding your club's status

## Part 1

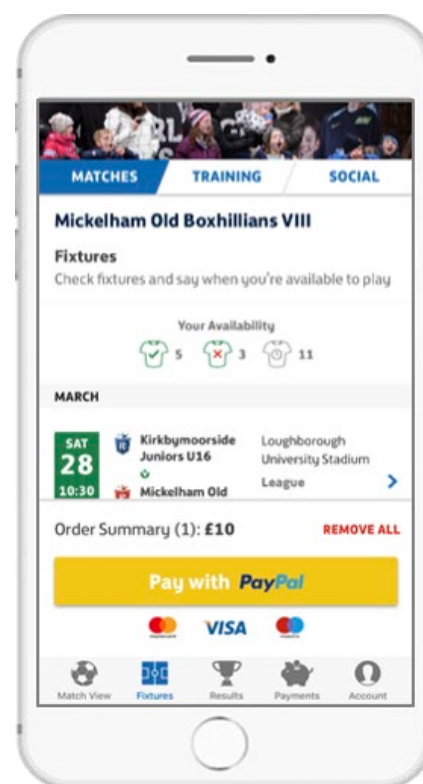
Before we kick off, here's what you'll need to consider before creating your club's PayPal account and receiving payments in the FA Matchday App:

### CHECK YOUR CLUB IS ELIGIBLE TO USE THE FA MATCHDAY APP.

To be eligible, your club must:

- ❖ participate in a league that uses 'Full-Time' to play fixtures
- ❖ have all your Team Managers' and players' email addresses registered and assigned to teams in 'Whole Game System'

For further help on how to get access to the FA Matchday App, please contact [matchday@thefa.com](mailto:matchday@thefa.com)



# STEP 1 Understanding your club's status

## Part 2

You'll need to create a PayPal business account for your club in order to process payments on the FA Matchday App.

- ❖ Your club will be classified as a business entity by PayPal when receiving payments from players in the FA Matchday App, so you'll need to **create a PayPal business account for your club**
- ❖ You may already have your own personal PayPal or business account - but your club **will need its own PayPal business account**
- ❖ You'll need to create your PayPal business account using **an email address that isn't already associated with any other PayPal account**

## Part 3

Understand what bank account your club needs to open a PayPal business account

- ❖ **If your club has 9 or more teams**, you will **require a bank account in the club's own name before you can create a PayPal business account (\*see page 5)**
- ❖ **If your club has 8 or fewer teams**, you can set up a PayPal account either with a bank account in the club's name, or a personal bank account that you must link to the club's PayPal business account

# STEP 1 Understanding your club's status

## Part 3

Set up the correct PayPal business account type for your club.

Please follow the below guide to understand what account type to select when creating your PayPal business account:



### \*Setting up a bank account for your club

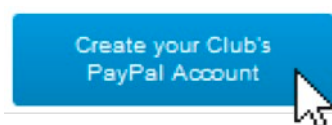
As a large club of 9 or more teams, you require a verified bank account in your club's name in order to comply with banking regulations when you open a PayPal business account.

Once you have set up a bank account for your club, you'll be able to create a PayPal business account quickly and easily.

## STEP 2 Create your club's PayPal account

### Part 1

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 your Club's PayPal account' button on the Finances page.



You'll then begin the PayPal business account setup.

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

### 1 GET STARTED

- ❖ Enter your club's email address that will be linked to the club PayPal 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

Get started  
Enter an email address to sign up or log in

Email address

Select a country  
United Kingdom

Next

# STEP 2 Create your club's PayPal account

## Part 1

### 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 the person who will be responsible for the club's PayPal account e.g. Treasurer/Club Secretary
- ❖ **Business name:** Enter the name of your football club
- ❖ **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

The screenshot shows the 'Sign up for a business account' form. It includes a 'Create a login' section with an email address field (pre-filled with 'yourclubemail@address.com'), a password field with a red warning triangle, and a 'Re-enter password' field. Below this is the 'Tell us about your business' section, which contains fields for 'First name', 'Last name', 'Business name', 'Business phone' (with a country code dropdown), 'Business address', 'Town/City', and 'County (Optional)'.

### 3 MORE ABOUT YOUR BUSINESS

- ❖ **Business type:** Enter your club's business classification – either 'Not-for-profit Organisation' or 'Sole Trader' – (see page 5 for help)
- ❖ **Product or service keyword:** Type and select 'Membership Clubs (Sports, Recreation... etc.)'
- ❖ **Business URL:** Enter your club's website URL, if applicable

The screenshot shows the 'More about your business' form. It features a 'Business type' dropdown menu with 'Not-for-profit organisation' selected. There is a checkbox for 'This not-for-profit organisation is a registered charity'. Below these are fields for 'Product or service keyword' and 'Business URL (if applicable)'. A blue 'Continue' button is at the bottom.

# STEP 2 Create your club's PayPal account

## Part 2

### 4 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 e.g. treasurer/ club secretary

The screenshot shows a form titled "Provide information for PayPal Account Holder". It includes a "Nationality" dropdown menu with "United Kingdom" selected, a "Date of birth" text input, a "Home Address" section with a checkbox for "Home address is the same as business address", an "Address" text input, "Town/City" and "County (Optional)" dropdown menus, and a "Postcode" text input. A blue "Continue" button is at the bottom.

### 5 STAKEHOLDERS

- ❖ Beneficial owners include any person with an ownership or senior management role in the football club
- ❖ Please enter the details of all persons with this role within your football club
- ❖ If the PayPal account holder is the only stakeholder within the club, enter the PayPal account holder's information again here
- ❖ **Ownership Percentage:** Enter '0' for all beneficial owners entered

The screenshot shows a form titled "Stakeholders". It includes a definition of a Beneficial Owner, a "Beneficial Owner" section with "First name" and "Last name" text inputs, a "Nationality" dropdown menu, "Ownership percentage", "Date of birth", and "Country" dropdown menus, and "Address", "Postcode", "County", and "Town/City" text inputs. A blue "Continue" button is at the bottom.

### 6 CONFIRM YOUR CLUB'S EMAIL ADDRESS

- ❖ Once you've accepted PayPal's Terms and Conditions, you'll have successfully created your club's PayPal account
- ❖ Don't forget to confirm your email address to activate your account
- ❖ You'll then be able to see your club's PayPal account in the payments section in Whole Game System

The screenshot shows a confirmation page titled "Thanks for signing up!". It includes a message: "Please confirm your email address to activate your account. To do this, follow the instructions we sent to sales@footballassociation.com". Below this is a "Go Back to The Football Association Ltd" button.



## STEP 3 Verify your club's PayPal account details

Once you've verified your account, we'll need to confirm the identity of the PayPal business account holder. This is a simple process and a final security step to comply with regulations.



A member of PayPal's support team will contact you directly by email or phone within 7 business days.

N.B. This number may appear as an Irish telephone number (beginning in +353)

**You'll be asked to submit a photocopy of these documents to PayPal:**

### 1. Proof of identity for club stakeholders

- ❖ A passport or drivers' licence of the registered PayPal account holder
- ❖ A passport or drivers' licence of all stakeholders and beneficial owners entered

### 2. Verification of your football club:

- ❖ A recent statement of the bank account in the name of the football club (if registered as a not-for-profit organisation), or in the name of the PayPal account holder (if registered as a sole trader)
- ❖ A declaration form which states that all funds raised in the club are utilised to foster and promote grassroots football must be signed by the Club Chair and Secretary
  - ❖ You can download this declaration form on the Whole Game System payments portal

PayPal will review and confirm your club's verification within 10-12 working days.

#### PayPal Transaction Fees

As an FA/CFA affiliated club, you could be eligible for PayPal's low fee of 1.4% + 20p per transaction. Once you've completed your club's PayPal account verification, your approved pricing will be applied to your PayPal account within 14 working days. \*For domestic transactions in the UK using £GBP. Transaction fees and other fees may apply when using PayPal. <https://www.paypal.com/uk/webapps/mpp/paypal-fees>

A photograph of two female soccer players in action, competing for a ball. The image is overlaid with a blue tint. The player on the right is in the foreground, leaning forward with her right foot near the ball. The player on the left is slightly behind her, also leaning forward. Both are wearing soccer kits and cleats.

THANKS FOR SIGNING UP  
YOUR CLUB TO PAYPAL

Should you have any general queries regarding setting up a PayPal account for your club, please contact [customerservicesemail@paypal.com](mailto:customerservicesemail@paypal.com) or visit [www.paypal.com/uk/smarthelp/contact-us](http://www.paypal.com/uk/smarthelp/contact-us)