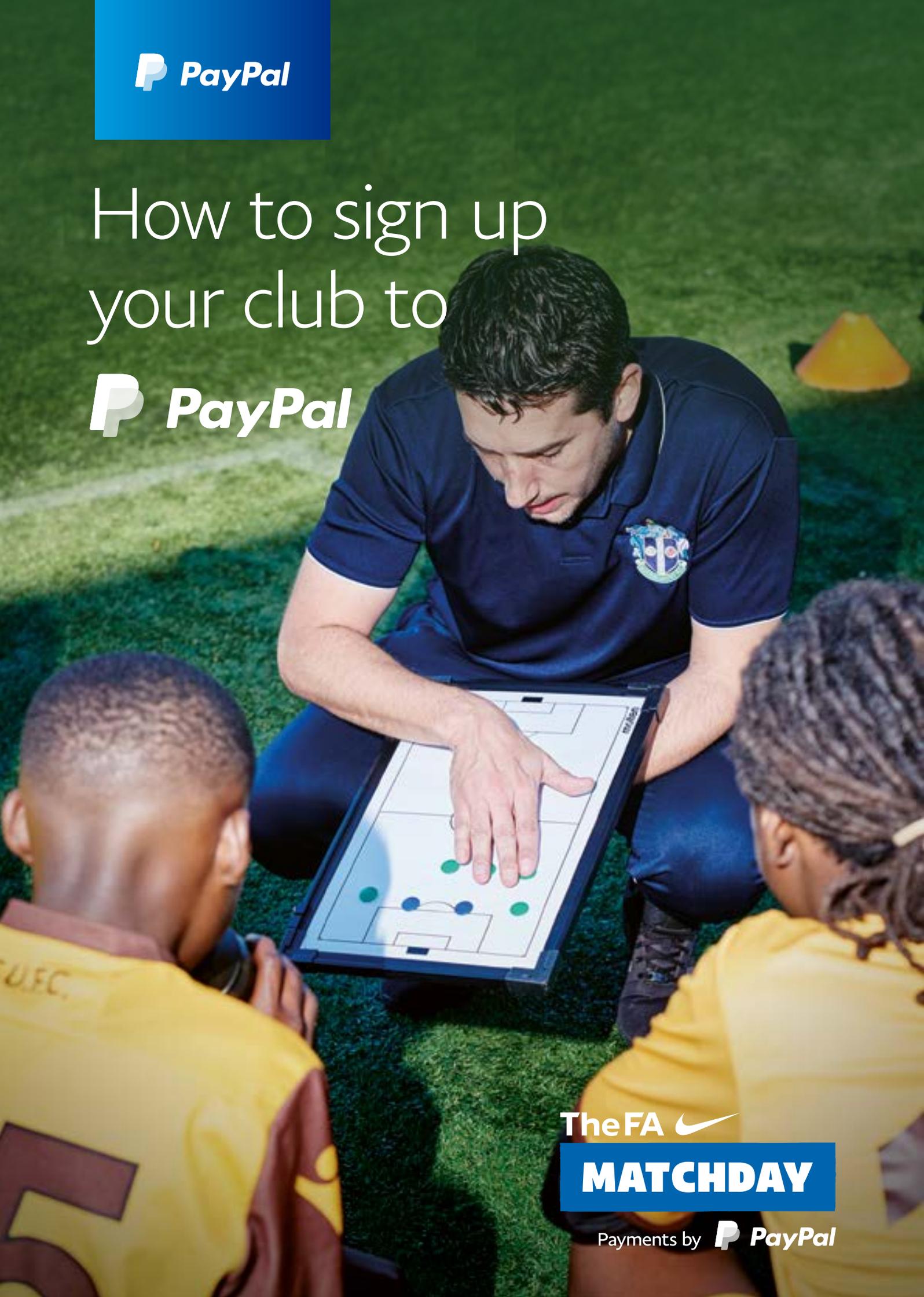




How to sign up
your club to



TheFA 

MATCHDAY

Payments by  **PayPal**

Purpose of this guide

This document will guide your club chairperson, secretary, or treasurer 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 business 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
- ❖ To have access to your club's account in the Whole Game System
- ❖ To have access to your club's banking information and documentation in order to verify your club's details (see page 15)

Steps to be completed

1

Understanding your club's status

2

Create your club's PayPal business account

3

Verify your club's PayPal business account



Getting matchday ready

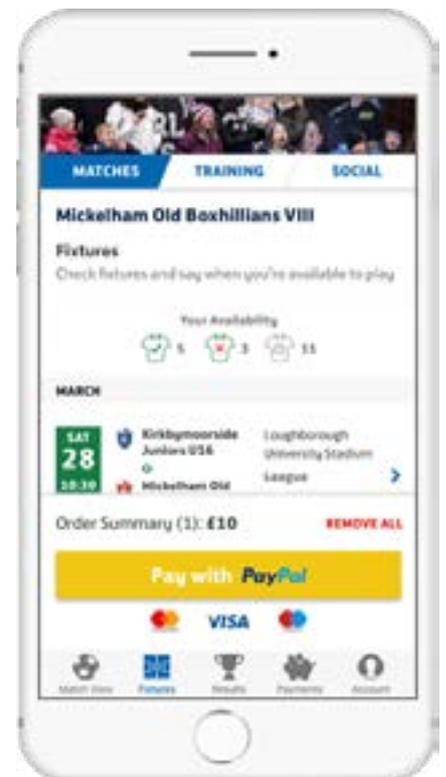
Before we kick off, here's what you'll need to consider before creating your club's PayPal business account and receiving payments in the FA Matchday App:

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



Understanding your club's status

Part A

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 can upgrade or link an existing PayPal account, so long as it will solely be used for your club
- ❖ You'll need to create your PayPal business account using **an email address that isn't already associated with any other PayPal account**

Part B

SETTING UP THE CORRECT PAYPAL BUSINESS ACCOUNT TYPE FOR YOUR CLUB

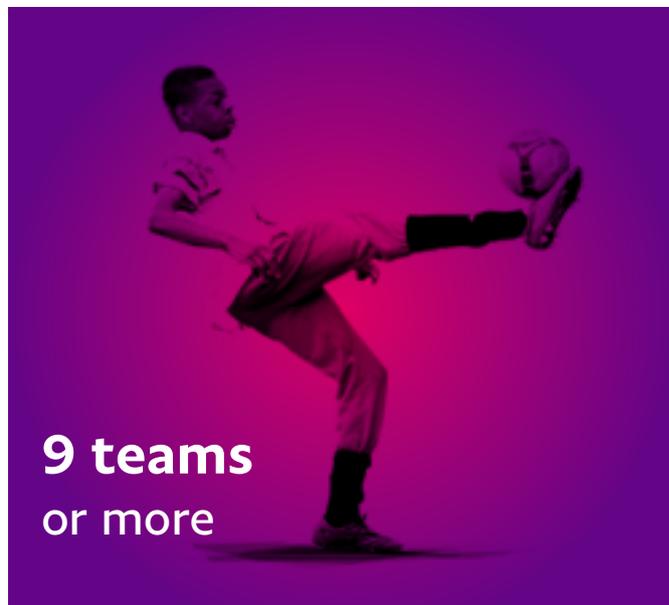
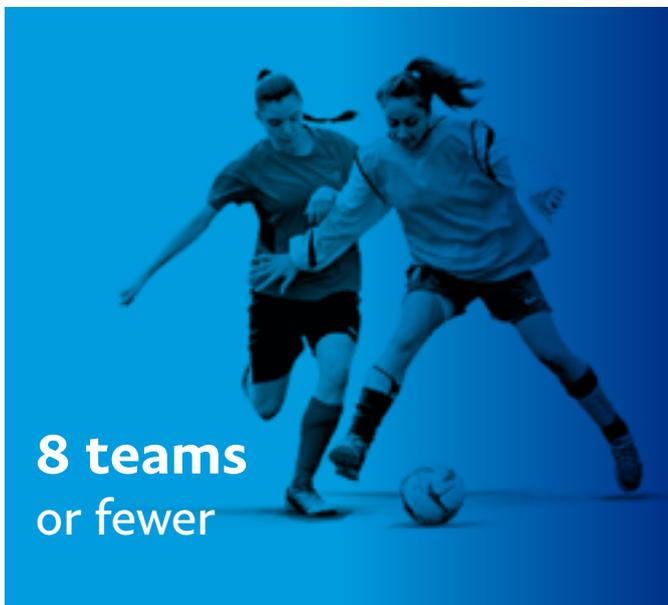
No matter how big or small your club may be, the PayPal business account will be able to support your team. Spend less time on unnecessary admin and more time on the game you love.

To get your club set up correctly, we'll need to determine the right '**Business type**' for your PayPal account. Please do this by selecting the number of teams in your club on the following page.

STEP
1

Understanding your club's status

CLICK THE BUTTON OR GO TO THE PAGE THAT APPLIES TO YOU:



8 teams or fewer



Understanding your club's status: 8 teams or fewer

SETTING UP THE CORRECT PAYPAL BUSINESS ACCOUNT TYPE FOR YOUR CLUB

If your club has 8 teams or fewer, you can set up a PayPal business account – either with a bank account in the club's name or use a personal account. When creating your PayPal account, you will need to select '**Sole Trader**' as your business account type.



Bank account in club's name or a personal bank account not in club's name



Sign up to PayPal as a
Sole Trader

9 teams or more



Understanding your club's status: 9 teams or more

SETTING UP THE CORRECT PAYPAL BUSINESS ACCOUNT TYPE FOR YOUR CLUB

If your club has 9 teams or more, you'll require a bank account in the club's own name before you can create a PayPal business account.

1

Bank account in club's name



Sign up to PayPal as a
Not-For-Profit

2

No bank account in club's name



Set up a club bank account first*

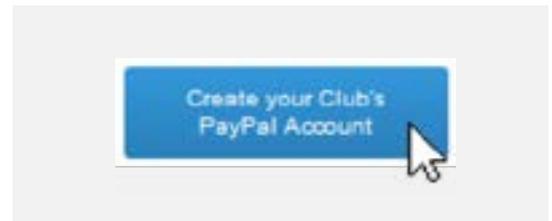
*Setting up a bank account for your club

To comply with banking regulations, as a club with 9 or more teams, you'll require a verified bank account in your club's name. Once you have set up a bank account for your club, you'll be able to create a PayPal business account, quickly and easily.



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 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:*

*We recommend using either a Windows or MAC OS device for the sign-up process.

A Get Started

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

Create your club's PayPal account

B 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

C More about your business

- ❖ **Business type:** Enter your club's business classification, either 'Not-for-profit Organisation' or 'Sole Trader' – (see page 6 for help)
- ❖ **Product or service keyword:** Type and select 'Membership Clubs (Sports, Recreation... etc.)'
- ❖ **Business URL:** Enter your club's website URL, if applicable

Create your club's PayPal account

D 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 the following fields:

- Nationality: A dropdown menu with "United Kingdom" selected.
- Date of birth: A date input field.
- Home address: A section with a checkbox "I have a home address in my own or business name" (checked), followed by an "Address" input field.
- Postcode: An input field.
- Country: A dropdown menu with "Great Britain" selected.
- A "Continue" button at the bottom.

E 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

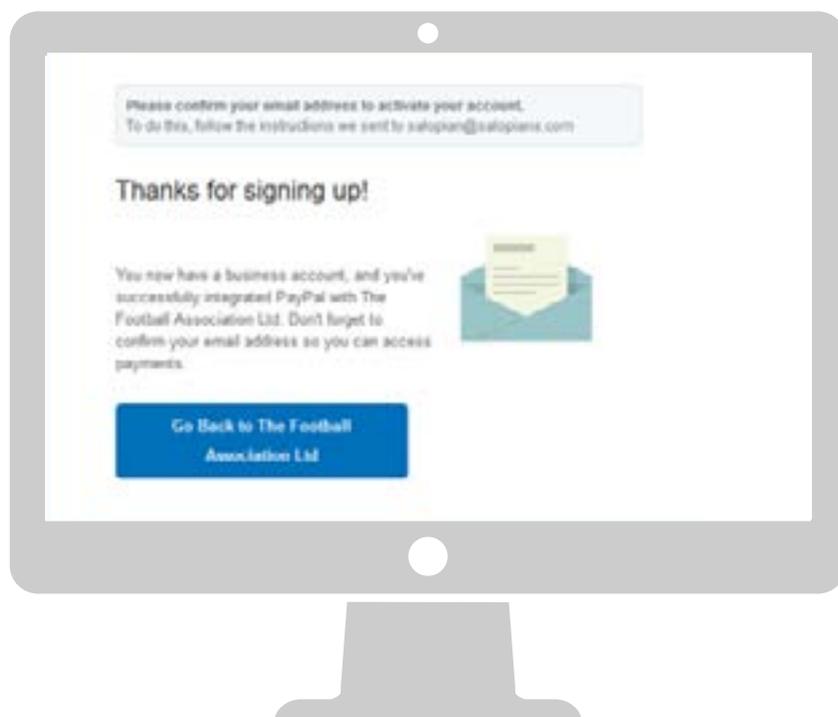
The screenshot shows a form titled "Stakeholders". It includes the following fields:

- A definition of a Beneficial Owner: "A Beneficial Owner is the natural person who ultimately owns or controls (including through other legal entities) the club. Please provide the details of the Beneficial Owners, including anyone managing the club, if the club is a limited liability company. If your club is not a limited liability company, please provide the details of the senior managing officials responsible for having day-to-day decisions for the business."
- Beneficial Owner section:
 - First name and Last name: Input fields.
 - Nationality: A dropdown menu.
 - Ownership percentage: An input field.
 - Date of birth: A date input field.
 - Country: A dropdown menu.
 - Address: An input field.
 - Postcode, County, and Town/City: Input fields.
 - A "Continue" button at the bottom.

Create your club's PayPal account

F 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



Verify your club's PayPal account details

Once you've created your PayPal account, we'll need to confirm the identity of the business account holder. This is a final security step to comply with regulations and will ensure there is no interruptions to your account.

Please head to our Know Your Customer procedure that can be found on here (<https://www.paypal.com/policy/hub/kyc>). Enter the required information to complete the verification process.

FOR 8 TEAMS OR FEWER, YOU'LL NEED TO SUBMIT A PHOTOCOPY OF THESE DOCUMENTS TO PAYPAL:

- ❖ A passport or driving licence of the registered PayPal account holder
- ❖ A recent statement of the bank in the name of the football club or in the name of the PayPal account holder

Verify your club's PayPal account details continued

FOR 9 TEAMS OR MORE, YOU'LL NEED TO SUBMIT A PHOTOCOPY OF THESE DOCUMENTS TO PAYPAL:

1 Proof of identity for club stakeholders:

- ❖ A passport or driving licence of the registered PayPal account holder
- ❖ A passport or driving 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
- ❖ 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
- ❖ Your club's business registration number – if you don't have one, please enter: 000000

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>

TheFA 

MATCHDAY

Payments by  PayPal



And that's it, you're done!

Thank you for signing up your club to PayPal - you can now start using The FA Matchday App straightaway.

