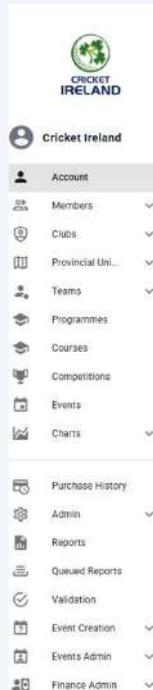


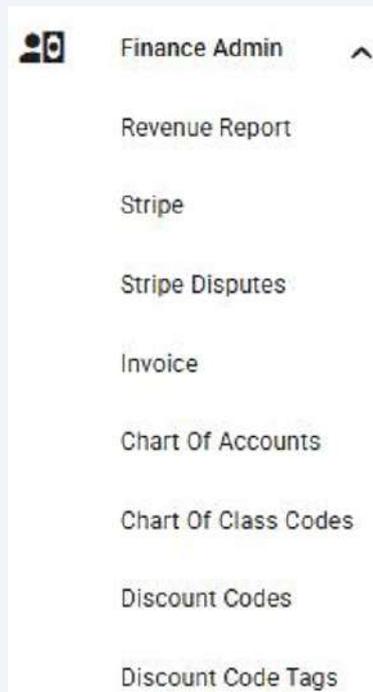
How to set up a Stipe Account on Sport 80

1

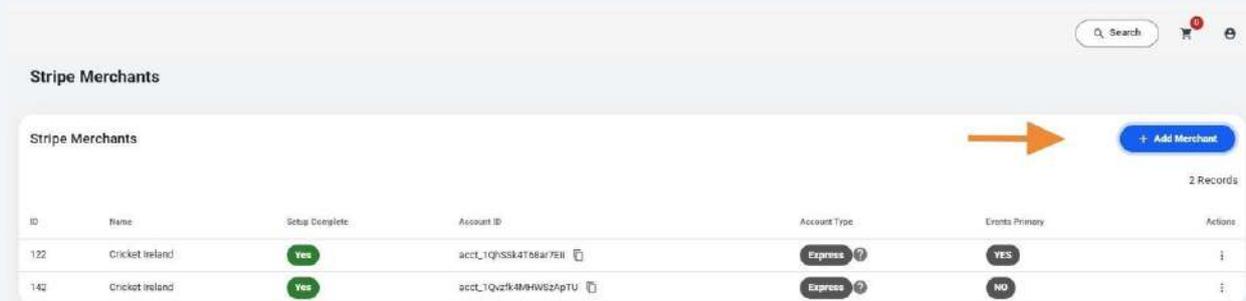
Sign into your Sport 80 account with Admin credentials - you will see a menu. Click Finance Admin.



2 This gives you your Finance Menu. Click Stripe to set up Stripe.



3 If you already have a Stripe account it will be linked here. If you do not this will be empty and you need to click "add merchant".



4

Clicking Add Merchant will give you this dialogue box. Unless you are a registered company it will be easier to select Individual/Sole Trader when asked in Stripe. Click ok. This will automatically open Stripe.

Confirmation

In order to setup a Stripe account, you will be required to select a business type. If you select 'Company' or 'Non-Profit' you will be required to provide evidence of your business status. If you do not have sufficient evidence your account will not be verified by Stripe and you will not be able to collect payments. If you are unsure about the status or whether you will have the required evidence, select 'Individual/Sole-Trader'.

Cancel

OK

5

Please enter your email address.

 Sport:80 LTD

Sport:80 LTD partners with
Stripe for secure payments and
financial services.

[← Return to Sport:80 LTD](#)

Powered by  [stripe](#) ⓘ

[Contact](#)

[Terms](#)

[Privacy](#)

[English \(GB\)](#) ⓘ

Let's get started

Fill in a few details below.

Email address

Submit →

6

If your email address is already linked to a Stipe account it will send you a six digit code (see next page). If not, you will then be asked to enter a phone number. Please remember to change the country code as you will need to receive a text code.

Let's get started

Fill in a few details below.

Email address

Phone number

We'll text this number to verify your account. Message and data rates may apply. By continuing, you agree to our [Terms of Service](#) and [Privacy Policy](#).

Submit →

[Use a different email address](#)

7 Enter the six digit code

Verify your login

Enter the verification code we sent to your number ending in 3148.

 -

[Resend code](#)

[Use a different phone number](#)

8 You will then be asked about your business. Please choose Individual / Sole Trader unless you have registered with the relevant company registration agency. If you are a company please select that. NPO offers no difference at this stage even if you are a NPO that is a company.

Sport:80 LTD partners with Stripe for secure financial services.

[Return to Sport:80 LTD](#)

Business type Test mode

Tell us about your business

Type of business

Individual / Sole Trader

- Individual / Sole Trader
- Company
- Non-profit organization (NPO)

9

If you selected Individual/Sole Trader then please enter your details (Company details further on in this guide, starting at step 15). Ideally this would be the person looking after the finances of the Club.

The screenshot shows a web form titled "Personal details" with a "Test mode" button. The main heading is "Verify your personal details". Below this is a paragraph explaining that the information is collected for identity verification and account safety, with a link to the "Privacy Policy". The form contains several input fields: "Your legal name" (with sub-fields for "Legal first name" and "Legal last name"), "Email address" (with the example "you@example.com"), "Date of birth" (with a "DD / MM / YYYY" format), "Home address" (with a dropdown for "Ireland", and sub-fields for "Street address", "Flat, unit, or other", "City", "County" (dropdown), and "Eircode"), and "Phone number" (with a dropdown for "IE" and the example "+353 85 012 3456").

10

For industry type, please select Other Membership Organisations. Please enter your website. If you do not have a website please click No URL, otherwise click Continue

The screenshot shows a web form titled "Business details" with a "Test mode" button. The main heading is "Business details". Below this is a paragraph asking for details about how the user earns money, with the example "Sport:80 LTD". The form contains two main sections: "Industry" (with a dropdown menu showing "Please select your industry...") and "Your website" (with a text input field showing "www.example.com"). Below the website field is a paragraph explaining that the website should provide information about products and services, and that generic URLs or websites under construction are not supported, with a link to "Learn more about the businesses we support". At the bottom of the form is a "No URL?" link and a prominent red "Continue" button.

11

If you clicked No Url you will be asked to enter some details of what the Club is. Then click Continue.

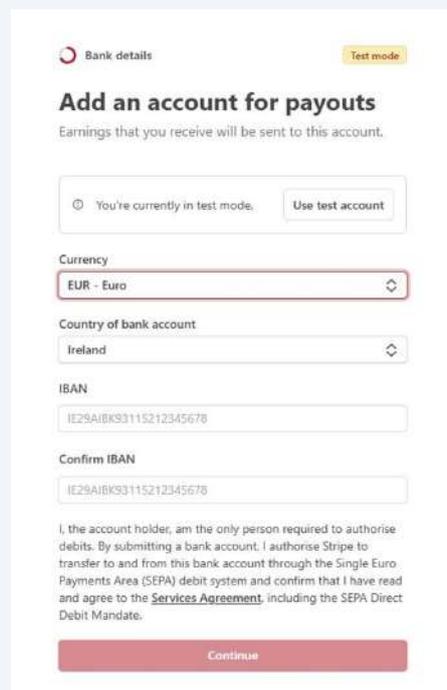
Product description

Example: I sell new and slightly used children's clothing, toys, and accessories for ages 0-10. I sell these items through my website and on Instagram.

Tell us which products or services you provide and when you charge customers.

12

Please then add in your bank details



The screenshot shows the Stripe 'Bank details' page in 'Test mode'. The main heading is 'Add an account for payouts' with a subtext: 'Earnings that you receive will be sent to this account.' Below this, there is a toggle for 'Test mode' and a 'Use test account' button. The form fields are: 'Currency' (set to EUR - Euro), 'Country of bank account' (set to Ireland), 'IBAN' (IE29AIBK93115212345678), and 'Confirm IBAN' (IE29AIBK93115212345678). A red 'Continue' button is at the bottom. A disclaimer at the bottom states: 'I, the account holder, am the only person required to authorise debits. By submitting a bank account, I authorise Stripe to transfer to and from this bank account through the Single Euro Payments Area (SEPA) debit system and confirm that I have read and agree to the [Services Agreement](#), including the SEPA Direct Debit Mandate.'

13

You will then be asked to review and submit. If there are any details missing this will be indicated as Incomplete in red writing beside the Edit links and you will need to complete the missing fields before you can click continue.

Test mode

Review and submit

Take a moment to review your information.

Professional details

Your website [Edit](#)

Other information provided
Industry

Personal details

Douglas McLellan [Edit](#)

Email address
douglas.mclellan@cricketireland.ie

Date of birth
Born on 21 January 1977

Address
75 wd-rive
Portrane Road
Donabate
Co. Dublin
K36 AC91
IE

Other information provided
Phone

Payout details

STRIPE TEST BANK EUR Instant-eligible [Edit](#)

1100000000 1 ****5078

[Add bank account](#)

14

This completes the setup for Stripe and you will be taken back to the Merchants page. Under Setup Complete it may be marked Submitted/Pending rather than Complete. When Stripe have completed their actions, it will change to Setup Complete being marked Yes.

Stripe Merchants [+ Add Merchant](#)

3 Records

ID	Name	Setup Complete	Account ID	Account Type	Events Primary	Actions
122	Cricket Ireland	Yes	acct_1QhS3k4T68a7EII	Express	YES	
142	Cricket Ireland	Yes	acct_1Qz2fK4MHWSz9pTU	Express	NO	
149	Cricket Ireland #149	Yes	acct_1Qe4Yf6mtsCK6fe	Express	NO	

15 For Clubs set up as a Company

If you are a Company then when you chose that option you will be then asked for your Structure. Choose Private Company.

 Business type

Test mode

Tell us about your business

Type of business

Company

Business structure

Private company

Please choose an option

Limited Partnership

General Partnership

Private company

Other/I'm not sure

16

You will then be asked to add in details about your business.

Business details Test mode

Tell us about your business

This information is collected to better serve your business and comply with regulators and financial partners, as indicated in the [Terms of Service](#).

Legal business name

The name you provide must exactly match the name associated with your tax ID.

Company number

We only need your 6-digit company number. Don't have one yet? [Apply online](#).

Business name Optional

The operating name of your company, if it's different than the legal name.

Business address 📍

Street address

City

County

17

Under your phone number you will be asked about company ownership, role and management control. If you are on the Board you can click that you are a director. If you one of the key managers you can click that.

Phone number

- I own 25% or more of the company.
- I'm a director of the company or member of the governing board.
- I have significant management control over the company.

Continue

18

You will then be asked about who owns the business. As a company limited by guarantee this will be no-one so click continue with no owners.

Business owners Test mode

Business owners

Due to regulatory guidelines, we're required to collect and verify information on anyone who has significant ownership of your business. Please make sure you enter this information correctly, as we may verify this information with that in the [Companies Registration Office \(CRO\)](#) and may need to report discrepancies to them. [Learn more](#)

Please add any individual who owns 25% or more of Cricket Ireland.

[Add a business owner](#)

Continue with no owners

19

If you are a director please enter your details here. You will need to be listed as a company director at either the CRO or Companies House. Stripe will confirm these details in the background prior to approving the account set up. Only add one director.

Business directors Test mode

Business directors

Due to regulations, we're required to collect information about a company's directors. Please make sure you enter this information correctly, as we may verify this information with that in the [Companies Registration Office \(CRO\)](#) and may need to report discrepancies to them. [Learn more](#)

Please list all individuals who are members of the governing board of Cricket Ireland.

[Add a director](#)

Continue with no directors

20

If you have chosen to progress as a manager of the business then you may need to have letter from one of the directors listed at the CRO or Companies House authorising you to act on behalf of the company. It may be better to only add one executive at this stage.

Business executives Test mode

Business executives

We're required to collect information about any executives or senior managers who have significant management responsibility for this business. Please make sure you enter this information correctly, as we may verify this information with that in the [Companies Registration Office \(CRO\)](#) and may need to report discrepancies to them. [Learn more](#)

Please list all business executives from Cricket Ireland.

Douglas McLellan Remove
douglas.mclellan@cricketireland.ie

[Add another executive](#)

Continue

21

You will then be given a summary - any section will be marked as Incomplete in red. Please click edit and enter the missing data.

Business details

Cricket Ireland Edit
URL
www.cricketireland.ie
Address
75 wdrive
Portrane Road
Donabate
Co. Dublin
K36 AC91
IE
Other information provided
Company number, Phone, Industry

Management and ownership Add someone new

Douglas McLellan Incomplete Edit
Role
Account representative and Executive
Email address
douglas.mclellan@cricketireland.ie
Date of birth
Born on 21 December 1975
Address
75 Walkinstown Drive
Dublin
Co. Dublin
K36 AC91
IE
Other information provided
Job title

22 Click Agree and Submit.

Payout details

 STRIPE TEST BANK EUR Instant-eligible Edit
|| 1100000000 || ****5678

Add bank account

By clicking Agree and submit, you agree to the Connected Account Agreement, to receiving auto-dialled text messages, and you certify that the information you have provided is complete and correct.

Agree and submit

23 You will then be advised that the account has been connected.



Stripe account successfully connected,
you are ready to start receiving
payments



24

There will now be a Stripe link in Merchants. If Stripe are seeking to do extra verification the Setup will be marked as Pending as opposed to Yes under Setup Complete.

Stripe Merchants + Add Merchant

3 Records

ID	Name	Setup Complete	Account ID	Account Type	Events Primary	Actions
122	Cricket Ireland	Yes	acct_1Qh5Sgk4T68ar7Eli 	Express 	YES	
142	Cricket Ireland	Yes	acct_1QvzR4MHWSz9pTU 	Express 	NO	
149	Cricket Ireland #149	Yes	acct_1Qx4YfAmtsCK6fe 	Express 	NO	