



# A guide to signing up your club to PayPal

For clubs that have **8 teams or fewer**

TheFA 

**MATCHDAY**

Payments by  PayPal



# Purpose of this guide

This document will guide your club treasurer through the process of setting up a PayPal 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

We recommend that the treasurer of your club completes all PayPal processes. You can be Chairperson or Secretary but we may request more information from you later on. 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
- ✓ 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

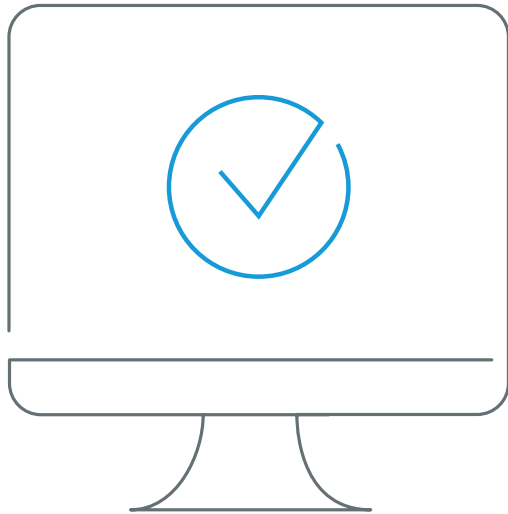


## Step 1

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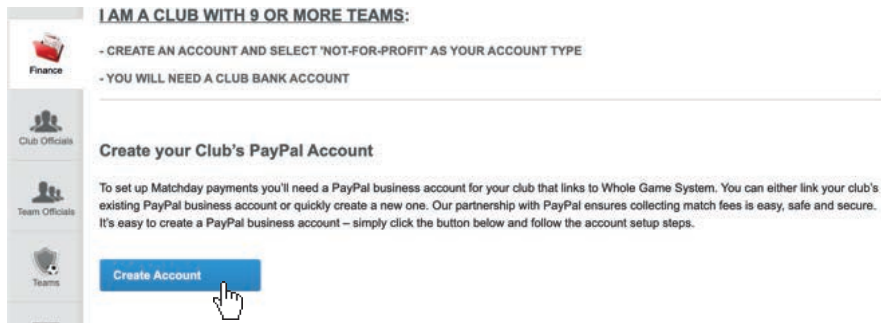
### Before you get started

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 business account setup**.

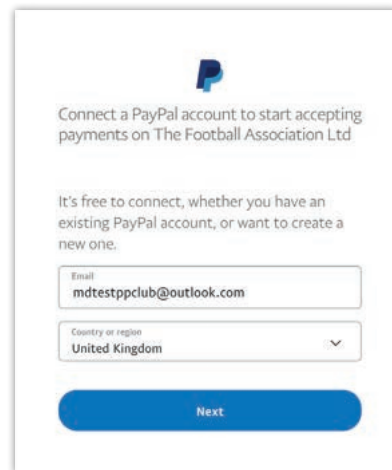
Follow the step-by-step guide on the next three pages to successfully create your club's PayPal business account.



## Create your club's PayPal account

### 1 GET STARTED

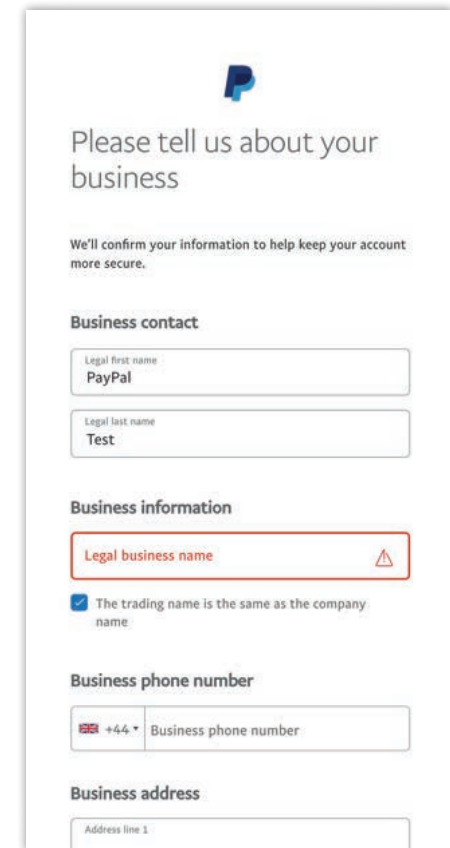
- Enter your club's email address that will be linked to the club PayPal account (or upgrade your existing account)
- N.B. This email address must not be linked to any other PayPal account. If you have an existing PayPal account, we also advise clearing your cookies on your internet browser when signing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



The screenshot shows the PayPal 'Connect a PayPal account' screen. At the top is the PayPal logo. Below it, the text reads: 'Connect a PayPal account to start accepting payments on The Football Association Ltd'. A sub-heading says: 'It's free to connect, whether you have an existing PayPal account, or want to create a new one.' There are two input fields: 'Email' with the value 'mdtestppclub@outlook.com' and 'Country or region' with a dropdown menu showing 'United Kingdom'. A blue 'Next' button is at the bottom.

### 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

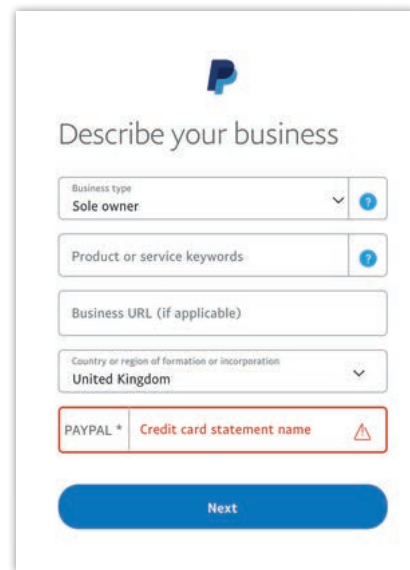


The screenshot shows the PayPal 'Please tell us about your business' sign-up screen. At the top is the PayPal logo. Below it, the text reads: 'Please tell us about your business'. A sub-heading says: 'We'll confirm your information to help keep your account more secure.' There are three sections: 'Business contact' with 'Legal first name' (PayPal) and 'Legal last name' (Test) fields; 'Business information' with a 'Legal business name' field (highlighted in red with a warning icon) and a checked checkbox 'The trading name is the same as the company name'; and 'Business phone number' with a field containing '+44' and 'Business phone number'. At the bottom is the 'Business address' section with an 'Address line 1' field.

## Create your club's PayPal account

### 3 MORE ABOUT YOUR BUSINESS

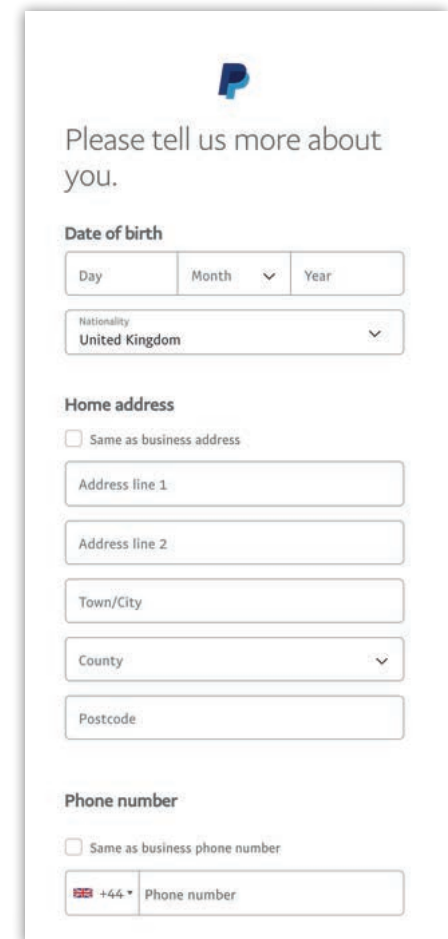
- **Business type:** Enter your club's business classification as **'Sole Owner'**
- **Product or service keyword:** Type and select 'Membership Clubs (Sports, Recreation... etc.)'
- **Business URL:** Enter your club's website URL, if applicable
- **Credit card statement name:** It's unlikely you'll need to use this but complete it using the first nine characters of your club



The screenshot shows the 'Describe your business' form on the PayPal website. It includes the following fields: 'Business type' (dropdown menu with 'Sole owner' selected), 'Product or service keywords' (text input), 'Business URL (if applicable)' (text input), 'Country or region of formation or incorporation' (dropdown menu with 'United Kingdom' selected), and 'PAYPAL \* Credit card statement name' (text input with a warning icon). A blue 'Next' button is at the bottom.

### 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. We recommend that this is the treasurer of the club.

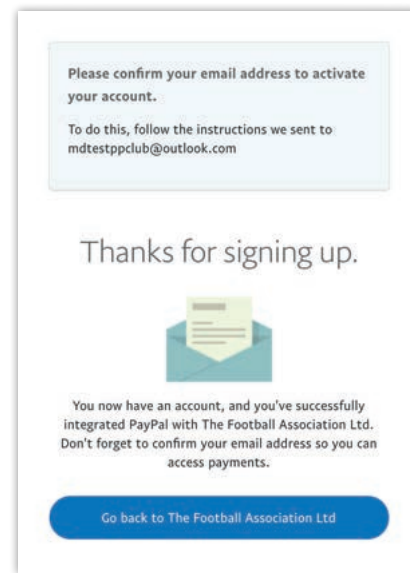


The screenshot shows the 'Please tell us more about YOU' form on the PayPal website. It includes the following fields: 'Date of birth' (Day, Month, Year dropdowns), 'Nationality' (dropdown menu with 'United Kingdom' selected), 'Home address' (checkbox for 'Same as business address', Address line 1, Address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

## Create your club's PayPal account

### 5 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

5 to 10 days after opening your account, you will need to verify it in order to get the PayPal fee pricing of 1.4% + 20p.

Before doing this, make sure you've confirmed your email address and verified your financial information. You can do this by following the steps in the emails you received from PayPal after opening your account.

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



## Bank statement

You must have a bank statement dated from within the last 12 months. Your bank statement may be a personal one that you use for club business, or a bank statement from the club's own account.



## Proof of identity

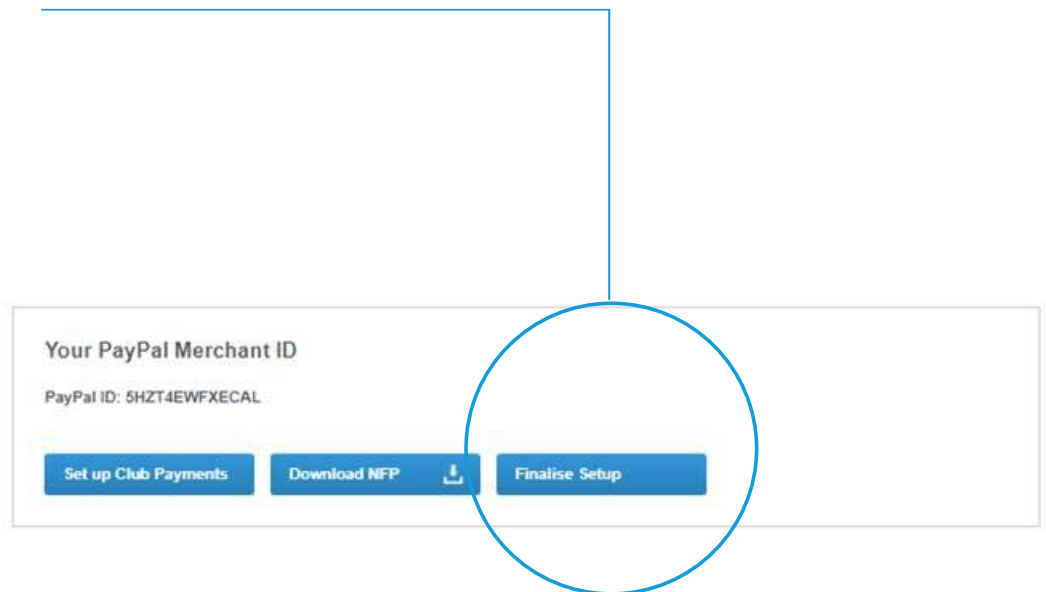
A passport, photo driver's licence or other government- issued photo ID will do.



### 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.



## Verify 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 Jim Jones**

To comply with local laws, we need up-to-date and accurate information for Jim Jones

First name  
Jim

Last name  
Jones

Date of birth  
09/02/1979

**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 PROOF OF ADDRESS

If prompted, upload your proof of address 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 then email to yourself
- We may be able to identify you electronically at this stage. If this happens, we won't need your proof of identity and proof of address

**Upload proof of address for Jim Jones**

Please provide one of the following documents to confirm your residential address.

**Residential address**

Country of Residence  
United Kingdom

Flat number (optional)

Building name (optional)

Building number  
14

Street name  
Windermere Avenue

House number (optional)

Town/City  
London

County  
London

Postcode  
N4 3YY

Select document

[See samples for accepted documents](#)

Drag and drop a file

## Verify your club's PayPal account

### 3 UPLOAD PROOF OF IDENTITY

Upload your proof of identity by clicking in the drag and drop box

The screenshot shows a form titled "Upload proof of identity for Jim Jones". It includes fields for "First name" (jim), "Last name" (JONES), "Date of birth" (09/02/1979), and "Nationality" (United Kingdom). There is a "Select document" dropdown menu and a large dashed box labeled "Drag and drop a file". Below the form, there are instructions: "Make sure your files:" followed by a list: "• Are legible and the most current version", "• Include the name used on your PayPal account", "• Don't exceed a total size of 5MB", and "• Are in JPG, GIF, PNG, or PDF format." A "Next" button is at the bottom.

### 4 CONFIRM BANK ACCOUNT

You may be prompted to confirm your bank account or card.

Click on the button to get started and follow the steps.

If your club has verified their banking information previously, you may not need to do this.

The screenshot shows the PayPal "Money" dashboard. It displays a balance of "£0.00 GBP Available". Under "Currencies", it shows "British Pound PRIMARY" with a "Convert currency" button. In the "Banks" section, there is a card for "STARLING BANK LTD" with a card number "\*\*\*\*2679" and a status of "Confirmation pending". A blue circle highlights this card, and a blue line points from the text in the adjacent column to it. There is also a "Add a new bank account" button. In the "Cards" section, there is a "Add a new card" button.



# 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 7 to 14 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)

TheFA 

**MATCHDAY**

Payments by  **PayPal**

