

# Payball Setup – 3 Steps

The following outlines the 3 steps to set up your organization and onboard everyone involved.

1. **Create your organization**
2. **Add others to your organization** (optional)
3. **Email “Payees” with signup instructions**

You can learn more on the *FAQ* page found on our website at [www.payballsports.com/faq](http://www.payballsports.com/faq).

## 1. Create Your Organization

- Click [here](#) to watch a How To video
- Download the mobile app from the [App Store](#) or [Google Play](#) and Sign up
- Create your Organization (tap the + button on the My Organizations page)
- Set your single-transaction spending limit (tap on your name under Members and tap the Edit button)
- Tap the **Set Up Stripe Payer Account** button and fill out the Stripe form, including the organization’s Bank Routing Number, Account Number (take care to enter these numbers carefully)
  - Stripe will attempt to validate the bank information by sending two tiny randomly selected deposits to it as a test (called *Micro-Deposits*). It will take 1-3 business days for the deposits to show up in your account.
  - Once the deposits are in the bank account, come back to the same page in Payball, tap the Set Up Stripe Payer Account button again and enter the 2 amounts to complete the validation process. *You can now make payments*

## 2. Add other Directors and Members to Your Organization

Directors share administrative access to your organization and can view/export the payment log; Members can only send/approve payments

- Have your other Directors and Members sign up on the app, go to the My Organizations page, find your organization, select it and tap the **Request to Join** button
- You will receive a message in the app for each request...Approve each request
- Update their role and per-transaction spending limit by going to the organization page and tap on each of their names in the Members list to edit their member record
- Now you can share the admin responsibilities with your Directors and all Members who have a spending limit can now send payments.

### 3. Email Officials with sign up instructions

Here is a sample email to use.

[personal intro]

Starting this season, in order to better manage our payments, we will be using a mobile payment solution called Payball. The app is simple, fast and free for you to download and receive payments! Also, with Payball, unless you earn over \$20k per year and receive over 200 payments through the app, you will not need a 1099! Payments will be sent as an ACH transfer from our bank directly to yours which will clear into your bank account within 5-7 business days and require no additional steps from you. We're very excited about this improvement and we hope you feel the same!

**Please follow these simple instructions to sign up prior to your first game so you receive your payment as quickly as possible.**

- Click [here](#) to watch a How To video
- Download the mobile app from the [App Store](#) or [Google Play](#) and Sign up
- On your Profile page tap the **Set Up Stripe Receive Account** button and fill out the registration form (if you already have a Stripe account, you can link it here). *Stripe treats you as a small business and needs to verify your account – in order to avoid confusion and payment delays, **please follow these instructions when filling out the form:***

#### **If you are 18 or older...**

- **Business Details:**
  - **Business Address** = your personal address
  - **EIN** = your Social Security Number
  - **Business Website** = use the url of your social media profile so Stripe can verify who you are; if you don't have one enter [www.payballsports.com](http://www.payballsports.com)
  - **Business Description** = in the drop-down select "Entertainment and recreation", then "Other entertainment and recreation"; then explain your role as a description (e.g. Youth Soccer Official paid by local soccer clubs using Payball app)
  - **Select "No"** for selling physical goods and select "Within one day" in the drop-down asking how long your customers typically receive services after getting paid
  - **Job title** = your role (e.g. Game Official, Coach, Scorekeeper, Event Staff, Counselor, etc.)

- **Personal Details** - should be straight-forward
- **Credit Card Statement Details:**
  - **Statement Descriptor** = your first and last name
  - **Customer Support Phone** = your mobile phone #
- **Bank routing and account numbers:** this is where your payment will be routed (take care to enter these numbers carefully). Note that you must use a checking account, as Stripe needs the ability to automatically credit *and* debit an account which only checking accounts allow.

**If you are UNDER 18 - use your GUARDIAN'S information for most fields...**

- **Business Details:**
  - **Business Address** = your **GUARDIAN'S** personal address
  - **EIN** = your **GUARDIAN'S** Social Security Number
  - **Business Website** = use the url of your **GUARDIAN'S** social media profile so Stripe can verify who you are; if you don't have one enter [www.payballsports.com](http://www.payballsports.com)
  - **Business Description** = in the drop-down select "Entertainment and recreation", then "Other entertainment and recreation"; then explain **YOUR** role as a description (e.g. Youth Soccer Official paid by local soccer clubs using Payball app)
  - **Select "No"** for selling physical goods and select "Within one day" in the drop-down asking how long your customers typically receive services after getting paid
  - **Job title** = **YOUR** role (e.g. Game Official, Coach, Scorekeeper, Event Staff, etc.)
- **Personal Details** - your **GUARDIAN'S** personal details
- **Credit Card Statement Details:**
  - **Statement Descriptor** = **YOUR** first and last name
  - **Customer Support Phone** = **YOUR** mobile phone #
- **Bank routing and account numbers:** this is where your payment will be routed (take care to enter these numbers carefully). Note that you must use a checking account, as Stripe needs the ability to automatically credit *and* debit an account which only checking accounts allow. You may use your own bank account or your Guardian's bank account – whichever you'd prefer.

You can learn more about Payball on their website @ [www.payballsports.com](http://www.payballsports.com).

Looking forward to a great season!!

[personal close]