

# 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
- FROM A COMPUTER, go to [www.payballsports.com](http://www.payballsports.com) and click the Login button
- If you have not signed up on Payball before click the Sign Up button and select the option “Create or Join Organization” option
- Follow the Set Up Wizard to create your profile and then create your organization and connect its bank account to WePay by Chase.

## 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 payment application called Payball. The app is simple, fast and free for you to use and receive payments! Payments will be sent as an ACH transfer from our bank directly to yours which will clear into your bank account within 1-3 business days and require no additional steps from you.

We're very excited about this improvement and we hope you feel the same!

**Please Sign Up now on Payball by clicking the Login button at [www.payballsports.com](http://www.payballsports.com).**

- Choose the option to “Sign Up as a Free Agent to Receive Payments for Services” and follow the Setup Wizard.
- Note, if you are Under 18, you will need to fill out the personal information of YOUR PARENT/GUARDIAN.

**Then download the app on the [App Store](#) or [Google Play](#) so you can receive payments from your smartphone!**

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

Looking forward to a great season!!

[personal close]