



# Payment with stripe

## Setting up an event

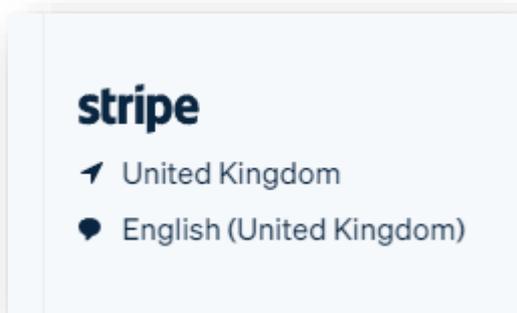
Stripe is a simple solution for events with individual registration to let the athletes pay with card directly when the registration is done.

## BACKGROUND

In order to use **Stripe** to charge registration fees, the club must create an account with the supplier Stripe ([www.stripe.com](http://www.stripe.com)) and link it to the club. When an account is configured, it is possible to select **Stripe** as a payment method on a Payment event (until **Stripe** is configured correctly, **Stripe** does not appear at all in the list of possible Payment methods).

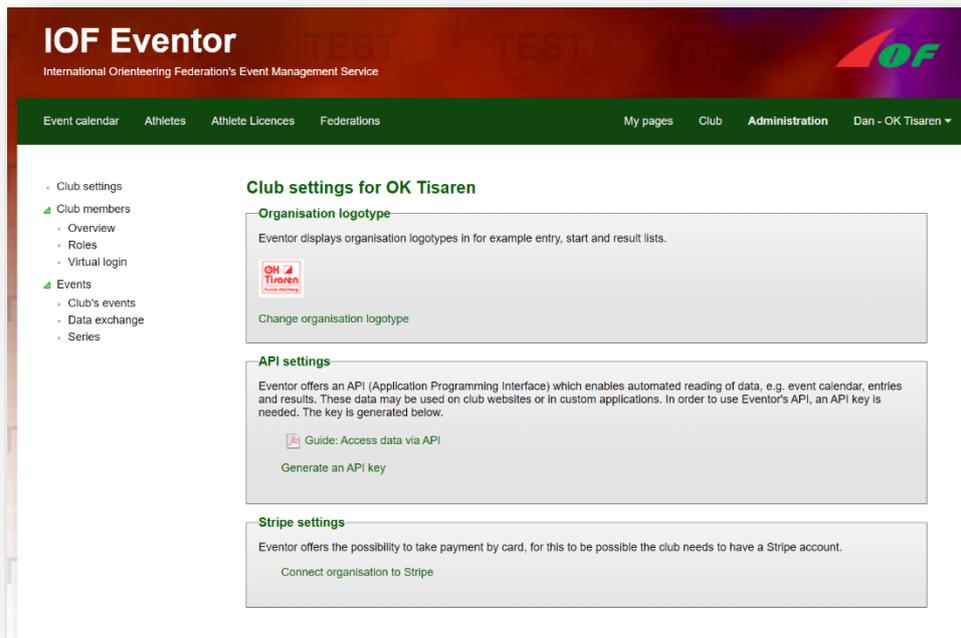
The organiser club/federation give their account in the setup so IOF is not involved in the financial transaction.

To see the fees for using Stripe go to [www.stripe.com](http://www.stripe.com) and change to the correct county on the bottom of the page



## CLUB SETTINGS IN EVENTOR

Configuration of the **Stripe** account in Eventor is done for the club under **Administration->Club settings** and the **Stripe settings** section



To start configuring **Stripe**, you click on the link **Connect organization to Stripe**, which navigates you to **Stripe's** page for onboarding new accounts. When you start the configuration, you get an account id that is stored in Eventor, but you have to complete a correct registration with **Stripe** before you can continue in Eventor and choose **Stripe** as the Payment method for a Payment event.

If the organization has not created an account with **Stripe** and connected it to the club, the link **Connect organization to Stripe** is displayed, if there is an account connected, the club's Stripe account Id is displayed.

The screenshot shows the IOF Eventor administration interface for the club 'OK Tisaren'. The page is titled 'Club settings for OK Tisaren' and is divided into three main sections: Organisation logotype, API settings, and Stripe settings. The left sidebar contains a navigation menu with options like 'Club settings', 'Club members', 'Events', and 'Series'. The main content area includes a description of the organisation logotype, a link to 'Change organisation logotype', a section for 'API settings' with a 'Generate an API key' button, and a 'Stripe settings' section with a 'Complete onboarding to Stripe' link. The footer of the page reads '© International Orienteering Federation'.

If the club has not completed the entire registration with Stripe, the link **Complete onboarding to Stripe** is displayed, which starts configuration at the step where information is needed.

When the account with **Stripe** is ready to be used for payment, you can proceed by choosing **Stripe** as the payment method for the competition

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# IOF Eventor

International Orienteering Federation's Event Management Service

Event calendar   Athletes   Athlete Licences   Federations   My pages   Club   Administration   Dan - OK Tisaren

- Club settings
- Club members
  - Overview
  - Roles
  - Virtual login
- Events
  - Club's events
  - Data exchange
  - Series

## Club settings for OK Tisaren

### Organisation logotype

Eventor displays organisation logotypes in for example entry, start and result lists.



[Change organisation logotype](#)

### API settings

Eventor offers an API (Application Programming Interface) which enables automated reading of data, e.g. event calendar, entries and results. These data may be used on club websites or in custom applications. In order to use Eventor's API, an API key is needed. The key is generated below.

[Guide: Access data via API](#)

[Generate an API key](#)

### Stripe settings

Eventor offers the possibility to take payment by card, for this to be possible the club needs to have a Stripe account.

Stripe account: [acct\\_1Lu9t9Qoixwbk3Wt](#) | [Stripe dashboard](#)

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# CONFIGURATION OF STRIPE ACCOUNT



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Test mode

### Get started with Stripe

If you're completing this form on behalf of a business, it must be completed by the business owner or someone with significant management responsibility of that business.

Email

Have a Stripe account? You can use the same email.

[Continue →](#)

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Test mode

### Let's start with some basics

Choose your location and business type to get started.

Registered business address

If your country isn't listed, please sign up for updates about availability.

Type of business

Business structure

[Continue →](#)

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**Test mode**

### Tell us more about your business

Stripe collects this information to better serve your business and help meet the requirements of regulators, financial partners, and our [Services Agreement](#).

**Organization number**

We only need your business ID number. Don't have one yet? [Apply online](#).

**VAT number (Momsnr.)** Optional

**Registered business address**

Address line 1  
Address line 2  
Postal code  
Town or City



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**Test mode**

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Test mode

### Add your business owners

Due to regulatory guidelines, we're required to collect information on anyone who has significant ownership of your business. [Learn more](#)

Please add any individual who owns 25% or more of OK Tisaren.

+ Add a business owner

Continue with no owners →

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Test mode

### Business directors

Due to regulations, we're required to collect information about a company's directors. [Learn more](#).

Please list all individuals who are members of the governing board of OK Tisaren.

Dan Larsson ×  
danlarsson73@gmail.com

+ Add another director

Done, continue →

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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 list all business executives from OK Tisaren.

Dan Larsson  
danlarsson73@gmail.com

+ Add another executive

Done, continue →



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Test mode

### Add public details for customers

This information may be visible in payment statements, invoices, and receipts.

**Statement descriptor**

YOUR BUSINESS NAME	\$20.00
YOUR BUSINESS NAME	\$340.00
YOUR BUSINESS NAME	\$63.00

Your statement descriptor shows up on your customers' bank or credit card statements. It should be 5-22 characters.

**Shortened descriptor**

BUSINESS* TSHIRT	\$20.00
BUSINESS* TSHIRT	\$340.00
BUSINESS* TSHIRT	\$63.00

You may provide more specific details about a charge with dynamic suffixes. When a suffix is used, it is combined with the shortened descriptor on card statements.

Customer support phone number

## CONFIGURE STRIPE AS PAYMENT METHOD IN EVENT

When Stripe is configured for the club, you can choose it as the Payment method for a Payment event. The only thing you need to configure at the event is that you want to use Stripe and between which dates it should be active.

The screenshot shows the Stripe configuration interface. At the top, there is a section for "Other persons with access" with an "Add" button. Below this, the "Payment receiver" is set to "Sodertälje Nykvarn Orientering" and the "Application" is set to "Event entry". There are two text input fields for "Text on invoice" and "Text on receipt". Below these are three color selection dropdowns for "Text color on invoices/receipts", "Header fore color on invoices/receipts", and "Header back color on invoices/receipts". A "Logotype on invoices/receipts" section has an "Upload file" button. The "Payment methods" section lists "PayPal", "International bank transfer", "Stripe" (checked), and "PayEx". The "Stripe" method is configured with an "Activation time" of "17/10/2022 00:00" and a "Deactivation time" of "31/10/2022 00:00". At the bottom right, there are "Save", "Delete", and "Cancel" buttons. The footer contains the text: "© International Orienteering Federation | version 14/10/2022 08:46 local time (UTC+2) | Sessions: 1, logged-in users: 1 + 0 = 1".

## PAY WITH STRIPE

When it is set up the athlete be able to chose to pay with Stripe together with the other offered payment methods.



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