

# Setting up PayPal dues payment for Toastmasters clubs

7/7/2016 update, for PayPal details

Hi fellow Toastmaster members,

I have set up several Toastmasters PayPal accounts (for a region, a district and several clubs) to enable online registration and online dues payment. It is very useful to have an online payment option, and it's not difficult to set up PayPal to do it. Over time, I have learned some techniques that make the accounts easier to manage and use. So if you are setting up a new PayPal account for a Toastmasters group, use these tips to save time and make it easier to use.

## PayPal for clubs

Providing a way for club members to pay dues online is easy, and handy. Even if most members pay the treasurer in person at a club meeting, having an online option is very useful for when a member is unable to attend meetings for a while, or simply prefers the convenience of online payment. A club can set up a PayPal account at no charge, and put a payment screen on their website. It's secure because the member enters credit card info only on PayPal's secure site, not your club website.

The cost for an approved non-profit (which Toastmasters is) is per-transaction: 30 cents plus 2.2% of the gross charge (all figures are USD, as of late 2012). If you add the transaction fee amount to the dues total as a "convenience fee", then each member who uses online payment is covering the cost of his/her charge. The cost is modest; as an example, for a club with \$6 club dues, the total due to TI is  $\$36 + \$6 = \$42$ . Add \$1.22 to the amount due for a total online charge of \$43.22. ( $0.30 + .022 * 42.00 = \$1.22$ , approximately). That's not much higher than an envelope and stamp, and a lot more convenient!

It's easy enough to set up an account on PayPal, but there are a few things you can do to make it work better for a TM club, where leadership changes every six to twelve months. Here are my suggestions, learned from setting up a number of PayPal accounts for several different TM entities (clubs, district, and region). There are three aspects to setting up a PayPal account for a Toastmaster club, covered below:

- 1) Setting up the email accounts to be used with the account
- 2) Opening the PayPal account
  - a. Linking it to your bank account and obtaining the non-profit discount
  - b. Set up the treasurer's account
  - c. Setting up the payment page
- 3) Using the PayPal account

Note: these suggestions apply to U.S.-based clubs; I am not familiar with online payment requirements for other countries, but please share anything you learn about it.

## 1. Email accounts

Don't use your personal email address to setup the main admin PayPal account. Instead, create a free Gmail account which forwards to you, then use that address to create the PayPal account. Other free email services could be used, but as you will see below, we can take advantage of certain gmail features for using PayPal for a club.

Why use a separate account? First, the new address isn't linked to some other PayPal account (which would cause PayPal to reject the address), but also, it is exceedingly simple to have the account forward to someone different next year. Just change forwarding on the gmail account, so you don't confuse PayPal 😊

And, while you're at it, create another gmail account for the treasurer, and set it up to forward to him/her. More on this later.

## 2) Opening the PayPal account

a) On the PayPal site, open an account using the master gmail address you created.

The site explains how to link a bank checking account to your PayPal account, and verify it. Once this is done, you can transfer funds from PayPal to the club's bank account with just a few clicks.

To get the non-profit rate, you need to upload or send in some documentation, including the IRS ruling on TI as a non-profit. For U.S. clubs, the IRS doc you need is at:

[http://www.toastmasters.org/IRS\\_Letter.aspx](http://www.toastmasters.org/IRS_Letter.aspx)

or possibly:

<https://www.toastmasters.org/~media/C02FC0BDF3CC4E489E61EBCFACA9F7A9.ashx>

Note: If the link to the document no longer works, just search the TI website for IRS Letter.

You will also need to write up a brief document describing Toastmasters (borrow a few words from the TI website), what will be purchased with the account (club dues payments), and the specific request for the lower fees, which have already been granted to other TM clubs.

b) Treasurer's account

Unless the webmaster and club treasurer are the same person, now and forever, it makes sense to set up a second user within the PayPal account, with treasurer/accountant privileges (see the balance and transactions, transfer funds, etc). No new email is required, just an ID. The treasurer can now do his/her work (mostly transferring funds) independently.

Here's how to arrange for the treasurer to receive notifications of payment, etc. Even if you register a second email for the treasurer with PayPal, they won't receive important notifications, like who just paid. That's inconvenient, so we will go around them by tweaking the gmail settings of the main admin account (I told you gmail is handy :-)

Here's the trick, only mildly techie: login again to the gmail (not PayPal) account that is your main admin account. Now go to Settings/Filters and program this filter: **transfer OR payment** to send copies of messages that pass the filter to the treasurer's preferred email. Messages regarding just transfers or payments will now be forwarded to the treasurer's gmail account so he/she will see key transactions but not be burdened with any other administrative messages. Feel free to get creative with the filters :-)

**Don't forget** to send a copy of all the gmail accounts and all passwords, including the PayPal password, to the club president or another trusted club member so they can still use it if you leave the club or forget them.

c) Setting up the Payment page on your website.

It is not strictly required, but it is convenient for your members to have the payment page on your club website. A handy way to do that is to put PayPal's snippet of code, which points to one of their icons, on your website payment page. Here's a somewhat detailed step-by-step process, in case you need it.

Login to your PayPal account, and follow these steps (these menu choices are as of April 2016 and subject to change):

Tools->Business Services->On Your Website (Add Payment buttons)  
That takes you to the PayPal Payments Standard Setup page.  
Choose Option 1, Create a button

Now you should be on their "Create PayPal payment button" page.

Choose the Buy Now Option and fill in the Item name and Price (these will show up on the actual payment page). Check out the other options available on that page to see if they apply.

Finally, click the Create Button at the bottom to go to the page that has the code snippet you need.

Follow the directions to Copy the code. Best practice: First, Paste it into a file using a plain text editor (like Notepad, NOT Microsoft Word) and save it "just in case".

Now follow the directions for your website to insert that code into your Pay Dues page. The FreeToastHost support docs may be helpful. The basic idea is, while editing a page, switch to source code editing view to insert the code from PayPal.

<http://support.toastmastersclubs.org/doc>

### 3) Using the PayPal account.

#### a) Paying Dues

Each time a member pays online, they will be taken to the secure PayPal site to enter their credit card info. They DO NOT have to have a PayPal account to make payment, although the PayPal site encourages them to get one.

Accepting payments: PayPal has a card reader, which plugs into the audio jack on your mobile device. They also have an app. Check these out to see if they would apply to your club.

Once they have paid, the amount will soon appear in the PayPal balance. Funds can be transferred to the club's bank account any time at no cost, and typically takes three to four business days.

#### b) Change in Officers

Whenever the officers change, there is no need to change the PayPal account, as it is a cumbersome procedure. Instead, simply log into the gmail accounts that were set up, and change the forwarding to point to the new officer's own email accounts.

For "best practices" also change the passwords when the new officers take office.

Any questions? I'm happy to help if I can.

George Marshall/DTM, District 57 (Northern California), Star Search Club/5067

Was this document useful to you? Check out my Tools for Toastmasters website for very helpful tools to extract and summarize Toastmasters award, DCP and other types of information:

<http://www.marshalls.org/tmtools/>

gdmarshall [at] gmail [dot] com