Notes on Setting up your tournament PayPal account.

How do I setup Online Payment with PayPal for online entries?

PLEASE NOTE: Our certificate has been renewed on 22 April 2015. Please follow the below procedure again if you have completed the procedure before 22 April 2015.

It is possible to accept online payments for your online entries. Players can pay their entry fee using their PayPal account or using a PayPal supported Credit Card. Players do not need a PayPal account to pay online using a Credit Card. You do need a PayPal account to accept payments.

Please mind that you can only use this option when your PayPal account is known as Business or Premium customer.

How do I setup Online Payment using PayPal?



Visit PayPal.com to setup your account. You will need to have a <u>Verified account</u> to allow encrypted payments. If you are accepting lots of payments it is advised to raise your account limit. Please be aware this may take several days.

To allow us to accept payments for your PayPal account in a secure way you need to setup the encrypted payment settings. There are some additional steps you will need to take to set up Encrypted Website Payments with PayPal. To allow us to accept payments for your account, you need to add a certificate to your PayPal account. PayPal uses this certificate to identify our website (tournamentsoftware.com) if a payment is received for your account.

- 1. For a verified account you need to have the account email address verified with PayPal and have attached a bank account (they will send your bank account 1p to activate). It might be helpful to add a second person's phone number to the 2-factor authentication ie. treasurer and secretary both able to log into PayPal independently. Select the appropriate topics from the left-hand menu on the PayPal account settings page. As below.
- 2. Right click on 'Save Target As' and save to desktop or a folder for your tournament. This is the VR certificate that PayPal uses to identify the Tournament Software site to receive payments.

Setup Encrypted Payments in PayPal:

- Please download the Visual Reality certificate by clicking your right mouse button and selecting 'Save Target As': click here with your right mouse button
- 2 Login at the PayPal website.
- 3 Go to the 'Profile/Settings' tab.
- 4 Click the 'Account Settings' submenu.
- 5 Click on the 'Website payments' section.
- 6 Click on 'Update' at 'Encrypted payment settings'.

Continue with buttons 2-6 as outlined and on screen shot below.

Account Settings		Your Profile	hat you th
Q Search	Website payments	4	
CCOUNT & SECURITY	My automatic payments	Manage the subscriptions, automatic payments, and installment plans that I offer my customers.	Update
Account access			
Account preferences	PayPal buttons	Manage payment buttons.	Update
Payment preferences	Website preferences	Bring customers back to my website after they pay with	Update
USINESS PROFILE		Раугаі.	
Business information	API access	Manage API credentials to integrate your PayPal account with your online store or shopping cart.	Update
Account owner information			
Money, banks and cards	Instant payment	Integrate PayPal payment notifications with your website.	Update
Notifications			
RODUCTS & SERVICES	Encrypted payment	Dynamically encrypt your Website Payments	Update
Website payments 5			

Press the 'Add' button to add our Certificate.

Click browse and select the 'VisualRealityPayPal_PublicCertificate.pem'. Click 'Add' to add the selected certificate.

	Website Payme	ent Certi	ficates			Back	to My Profile		
	Dynamically encrypt your Website Payments by downloading PayPal's public certificate and provide PayPal your public certificate. You will need to dynamically encrypt Website Payments with your own code to use this feature. Learn more								
	For added protection, you may also block payments that are made using non-encrypted buttons by setting this option on the Website Payment Preferences page.								
	You can create simple encrypted Website Payments without downloading keys by using the PayPal Button Factory								
	PayPal Public Certi	ficate							
	PayPal requires that contents. Click the D	you use the ownload b	e PayPal Publi utton below to	c Certificate with download the P	n your code to encry ayPal Public Certifi	ypt buttons so that only PayPal can decipher the cate.	encrypted		
	Download								
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	PayPal will use your	public certit	ficate to deciph	ner the encrypte	d content of your w	ebsite buttons. You may add up to 6 different ce	ertificates.		
	Cert ID		Certifying Author	rity		Exp	piration Date		
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			2						

Our certificate is now displayed in a list, together with a Cert ID. It would be something like 'RPGZVQWTKVMN4'.

10 You need to specify this Cert ID (displayed in front of the certificate) in the Tournament Planner on the Online Payments Tab of the Publish Tournament window.

You need to download and save the PayPal Public certificate. Use the download button as shown in

the above window. Make a note of the ID Cert (13 character code) – you can use it for future tournaments that use this PayPal account to accept payments.

Now go back to tournament planner and enter the information for your PayPal account. When complete click Publish. You then get directed to the PayPal site where you have to pay the service fee to use Online Payment. Currently £30.55 per tournament (@March 2023).

Go to the Online Payments Tab of the Publish Tournament window. Fill-in your PayPal account and the Cert ID created in the step 2.

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General	Online Entry	Online	Entry Options	Events	Regulations	Confirmation	Payment
Onl	line Payments I	Paypal		~			
Online Payments:		Required		~			
Currency:			EUR		~		
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What you need to know

- The entry fee comes directly into your PayPal account.
- We are not a bank and do not accept money for your online entries, we only facilitate payments to your PayPal account.
- PayPal charges you transaction costs for receiving payments.
- We charge you a fee per tournament when accepting Online Payments for these tournaments.
- We cannot access your PayPal account. So we cannot refund Online Entry fees if needed. You will need to do this yourself.