

Dear District Chairs:

In an effort to increase entries for your District tournament and to make it easier for golfers and parents to register for an Optimist qualifier, District Chairs are encouraged to set up a PayPal account. Districts that participate will be able to offer online registration for their qualifier via the Optimist International website for a reasonable fee. Then, Districts can easily transfer funds from their PayPal account into their District's checking account. Please read below for basic information and refer to the attached pages for details on how to set up a PayPal account.

Summary Steps (detail steps are on the attached pages)

It is relatively easy to set up a PayPal account using the user-friendly set up wizard.

- Step 1 – Set up a PayPal account at www.paypal.com.
- Step 2 – Create your own custom “Buy Now” button.
- Step 3 – Email your button's code to the Optimist Junior Golf office.

Once your District's “Buy Now” button is placed online, you will be able to accept online registrations. Then, you will be able to easily transfer funds from your PayPal account to your District's bank account.

PayPal Fees

As with any credit card processing service, there is a fee for this convenience. A summary of the fees are included below followed by some examples to give you an idea of the impact on your qualifier.

Golfer/Parent pays using a PayPal account or bank transfer: FREE

Golfer/Parent pays with a major credit card: 2.9% plus \$0.30 USD

Examples: here are a few examples of the fees that PayPal charges based on some typical Optimist qualifier entry fees:

Qualifier Entry Fee	PayPal Fee	Total Net Revenue
\$35	\$1.32	\$33.68
\$50	\$1.75	\$48.25
\$75	\$2.48	\$72.52
\$100	\$3.20	\$96.80

Information Collected

PayPal allows you to collect the following information: golfer's name, parent's name, mailing address, phone number, e-mail address, golfer's date of birth and age division.

Optimist District Example

To view an example of the end result, please visit the East Missouri Optimist District page at golf.optimist.org/emo.

Call if you have any questions

(800) 500-8130 ext. 207
Or email golf@optimist.org

Optimist Golf District Chairs

How to Set up Online Registration Using PayPal

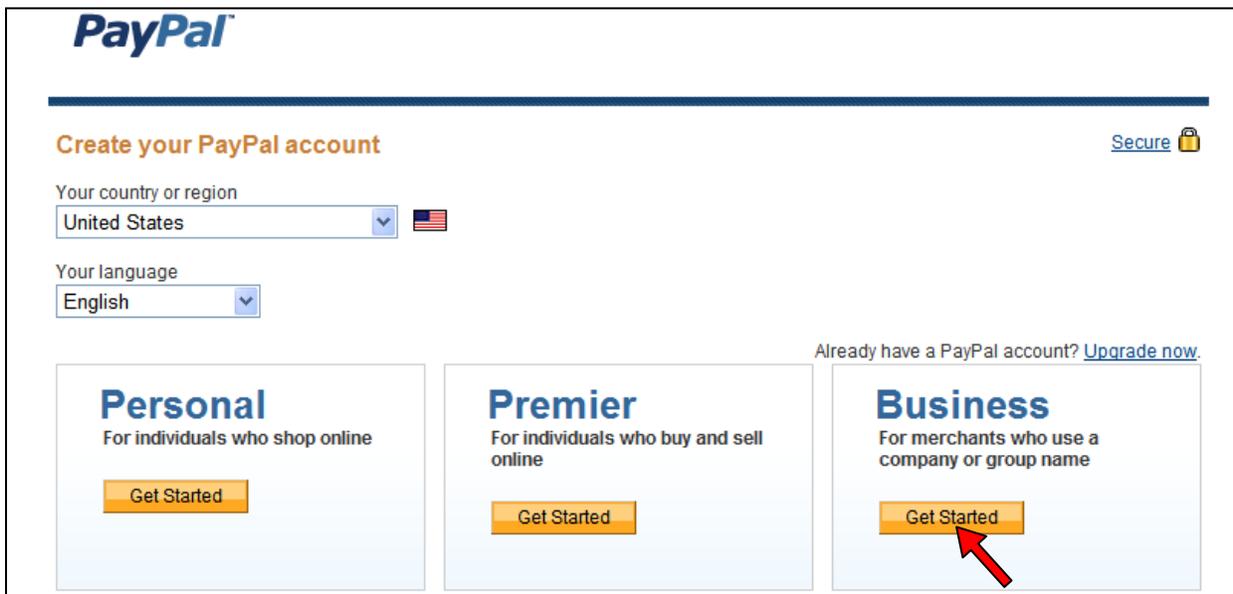
Step 1 – Create a PayPal Account

A. Go to www.PayPal.com and click on “Sign up” where it says “New to PayPal?”



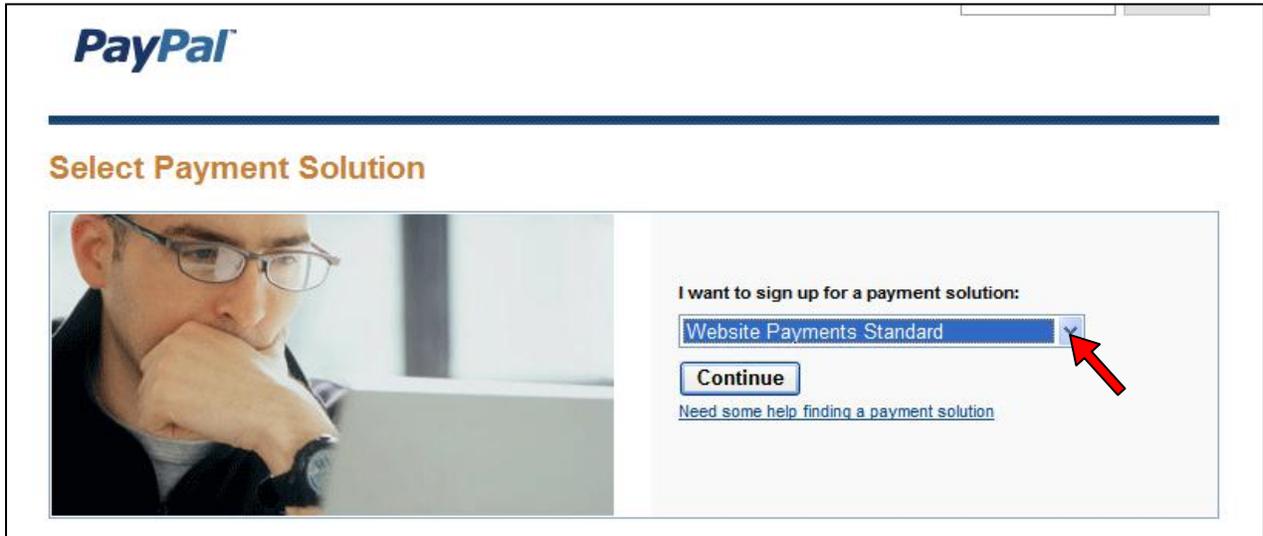
The screenshot shows the PayPal homepage. At the top left is the PayPal logo. To the right is a language dropdown menu set to "English". Below the logo is a navigation bar with tabs for "Home", "Personal", "Business", and "Developers". Underneath is a secondary navigation bar with links for "How PayPal Works", "Pay Online", "Send Money", "Get Paid", and "All Products & Services". On the left side, there is an "Account login" section with a lock icon. It contains a text input for "Email address" with the value "andy.hudson@optimist.org", a text input for "PayPal password", a "Go to" dropdown menu set to "My account", a "Log In" button, and links for "Forgot your email address or password?" and "New to PayPal? Sign up.". A red arrow points to the "Sign up" link. To the right of the login section is a large blue banner that says "WELCOME TO PayPal" and "The world's most-loved way to pay and get paid. Learn More". Below this is a "PayPal Shopping" banner featuring a woman holding a gift box and the text "I wish... GREAT DEALS CAME WITHOUT THE CROWDS." and "Get up to 30% off this holiday season." with a "FIND GIFTS" button.

B. Click on the “Get Started” button in the Business section.



The screenshot shows the "Create your PayPal account" page. At the top left is the PayPal logo. To the right is a "Secure" icon with a lock. Below the logo is the heading "Create your PayPal account". There are two dropdown menus: "Your country or region" set to "United States" with a US flag icon, and "Your language" set to "English". To the right of these is a link: "Already have a PayPal account? Upgrade now.". Below this are three account type options, each with a "Get Started" button. The "Business" option is highlighted with a red arrow. The "Business" option is described as "For merchants who use a company or group name".

- C. Select “Website Payments Standard” from the drop down menu and click on the “Continue” button.



- D. Follow the three steps indicated. You will need the following information to complete all three steps:
- i. Account/business owner's name, address, and email (as District Chair, you can use your name, address and email).
 - ii. Business name and address (for example, the name of your District or Club...whatever organization will be receiving the funds for the District qualifying tournament).
 - iii. Customer service information (an e-mail address and phone number that someone can use to contact someone with questions, for example the District Chair's contact information).
 - iv. Bank name for your District checking account.
 - v. The account and routing number for your District's checking account.
 - vi. The name associated with the bank account.

The screenshot shows the PayPal website interface for signing up for a business account. At the top left is the PayPal logo. Below it is the heading "Sign up for a Business Account - Getting Started". Underneath is the text "Follow these steps to start accepting payments with PayPal". There is a three-step process diagram with steps: 1. Sign up for a PayPal Business account, 2. Verify your information, and 3. Set up your preferred payment solution. Below the diagram is a table with columns: Step, Info Required, Time, and Status. The first row is "1 Sign up for a Business Account." and the second row is "Sign up now" with a list of required information: "Account/business owner's name, address, and email", "Business name and address", and "Customer service information". The time for this step is "5-10 minutes". There is a "Go" button with a red arrow pointing to it. Below the table is a section titled "Why is a PayPal Business account good for my business?" with two bullet points: "Use it to accept credit cards, bank transfers, and PayPal balances" and "Save money and sell more with our merchant solutions".

Step	Info Required	Time	Status
1 Sign up for a Business Account.			
Sign up now	<ul style="list-style-type: none"> Account/business owner's name, address, and email Business name and address Customer service information 	5-10 minutes	Go

Why is a PayPal Business account good for my business?

- Use it to accept credit cards, bank transfers, and PayPal balances
- Save money and sell more with our merchant solutions

E. Complete Business Account Setup section – Use the sample below to complete the information on your District.

Business Information

*Business Type: Non Profit Organization ← **Select "Non Profit Organization" here**

*Business Name: ABC District

*Address Line 1: 123 Main Street

Address Line 2: ← **Type in your address, city, state, phone number, etc. as indicated.**

*City: Anytown

*State:

*ZIP Code: 12345

Country: United States

*Work Phone: 555-123-4567 ext.

*Category: Nonprofit

*Subcategory: Other

*Average Transaction Price: \$50 USD-\$100 USD

*Average Monthly Volume: Less than \$5,000 USD

*Sales Venue(s): eBay
 Other Marketplace
 My Own Website:

 Other

Please describe your business below:

*Percentage of annual revenue from online sales: Less than 25%

*Date Business Established: 01 / 2010
mm / yyyy

Customer Service Contact Information

*Customer Service Email: Joe Sample

*Customer Service Phone: 555-123-4567 ext.

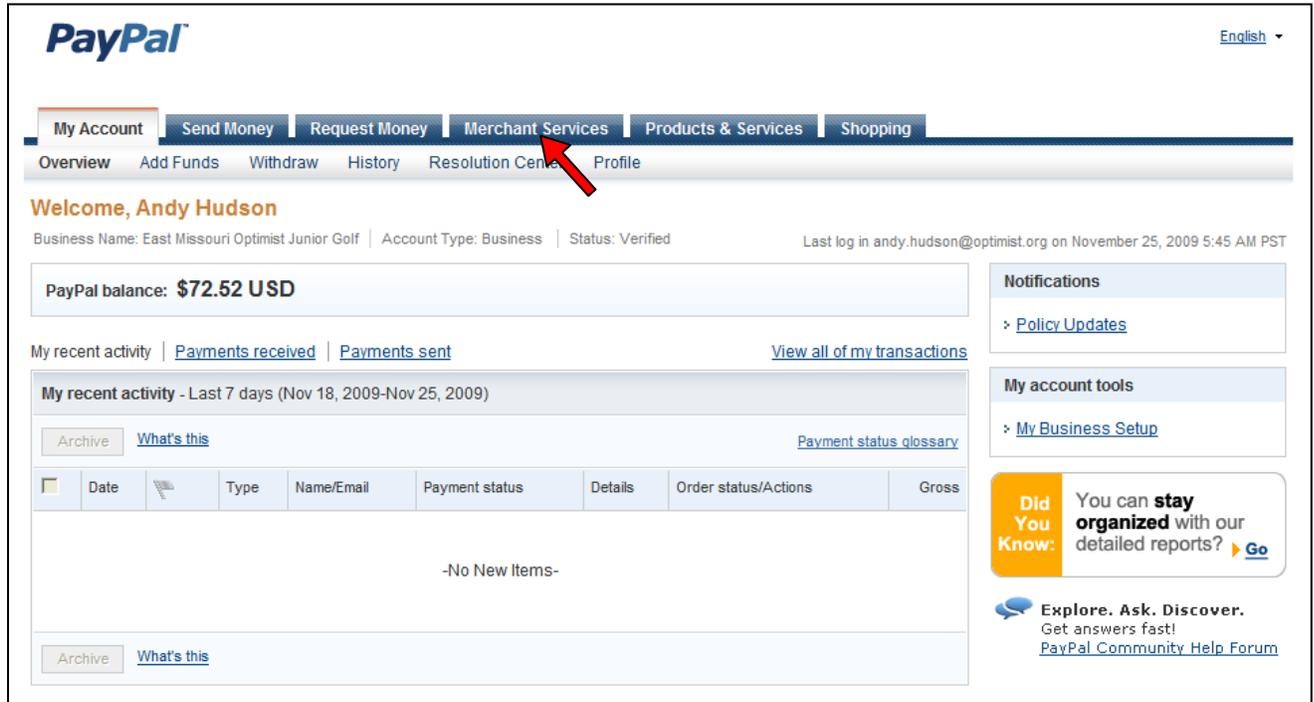
Providing us with this information about your business helps ensure the security of your account and allows us to serve your business needs better. Please make sure that the information you provide is accurate. [Learn more](#)

Note: This information will not be shared with your customers.

Customers will see your customer service contact information during payment, so they can contact you regarding questions about their purchase.

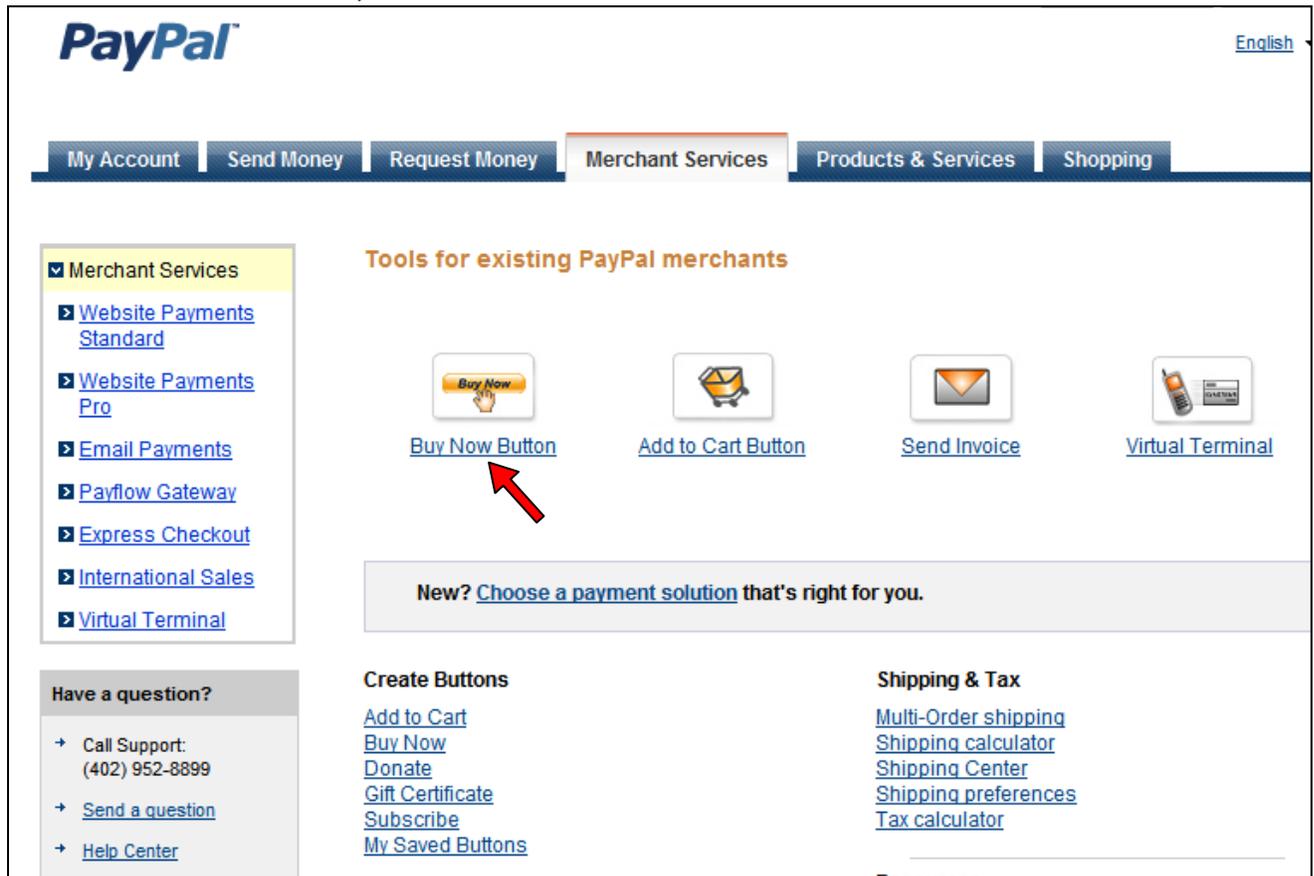
Step 2 – Create a “Buy Now” Button

A. Once you have successfully setup a PayPal account, click on the “Merchant Services” tab.



The screenshot shows the PayPal account dashboard for Andy Hudson. The top navigation bar includes tabs for My Account, Send Money, Request Money, Merchant Services (highlighted with a red arrow), Products & Services, and Shopping. Below the navigation bar, the user's name and business name are displayed. The main content area shows the PayPal balance as \$72.52 USD and a table for recent activity with the message "-No New Items-". A sidebar on the right contains notifications, account tools, and a "Did You Know?" section.

B. Now, click on the “Buy Now Button” link.



The screenshot shows the PayPal Merchant Services page. The Merchant Services tab is highlighted in the top navigation bar. The main content area is titled "Tools for existing PayPal merchants" and features four icons: Buy Now Button (highlighted with a red arrow), Add to Cart Button, Send Invoice, and Virtual Terminal. A sidebar on the left lists various merchant services, and a bottom section provides links for creating buttons and shipping & tax information.

C. Next, set up the button by following the steps indicated.

Create PayPal payment button

Accept payments with no start-up fees. Check the [Website Payments Standard Overview](#) page for more information.

Create payment buttons for your website below. The button designer won't automatically place the button code on your website, but you can easily copy and paste the button code into your website's HTML code.

▼ Step 1: Choose button type and enter payment details

Accept payments for
Services

Note: [Go to My saved buttons](#) to create a new button similar to an existing one.

Do you want your customers to buy multiple products before they check out?
 Yes; create an "Add to Cart" button. [Learn more](#)
 No; create a "Buy Now" button. [Learn more](#)

Item name
2010 ABC District Qualifier

Item ID (optional) [What's this?](#)

Select "Services" here

Type in the name of your District qualifier here

2010 ABC District Qualifier

Type in "Registration Fee" here

Customize button

Add drop-down menu with price/option [Example](#)

Name of drop-down menu (ex.: "Colors," "Sizes")
Registration Fee

Menu option name	Price	Currency
Player Entry Fee	50.00	USD

[Add option 2](#)

Done Cancel

Buyer's View

Registration Fee
Player Entry Fee - 50.00

Age Division
Boys 10-11

Buy Now

MasterCard VISA Discover iPay BANK

Type in "Player Entry Fee" here and then type in the amount of your tournament entry fee. If you have multiple entry fee options, click on "Add option 2" and type in other amount. Repeat as necessary.

Customize button

- Add drop-down menu with price/option [Example](#)

Name of drop-down menu (ex.: "Colors," "Sizes")

Registration Fee

Menu option name Price Currency

Player Entry Fee 50.00 USD

[Add option 2](#)

Done

[Cancel](#)

- Add drop-down menu without prices [Example](#)

Name of drop-down menu (ex.: "Colors," "Sizes")

Age Division

Menu option name

Boys 10-11

Girls 10-11

Boys 12-13

Girls 12-13

Boys 14-15

Girls 14-15

Boys 16-18

Girls 16-18

[Add option 9](#)

Done

[Cancel](#)

Buyer's View

Registration Fee

Player Entry Fee - 50.00

Age Division

Boys 10-11

Golfer's Name (First, Last)

Golfer's Birthdate (MM/DD/YY)

Buy Now



Type in "Age Division" here and then type in the age divisions offered at your District qualifier. Click "Add option 2," "Add option 3," etc. as necessary.

Customize button

- Add drop-down menu with price/option [Example](#)

Registration Fee: Player Entry Fee

[Edit](#) | [Delete](#)

- Add drop-down menu without prices [Example](#)

Age Division: Boys 10-11, Girls 10-11, Boys 12-13, Girls 12-13, Boys 14-15, Girls 14-15, Boys 16-18, Girls 16-18

[Edit](#) | [Delete](#)

[Add another drop-down menu](#)

- Add text field [Example](#)

Enter name of text field (up to 30 characters)

Golfer's Name (First, Last)

[Done](#)

[Cancel](#)

Enter name of text field (up to 30 characters)

Golfer's Birthdate (MM/DD/YY)

[Done](#)

[Cancel](#)

[Customize appearance](#)

Buyer's View

Registration Fee

Player Entry Fee - 50.00

Age Division

Boys 10-11

Golfer's Name (First, Last)

Golfer's Birthdate (MM/DD/YY)

[Buy Now](#)



Click "Add text field" and then type in "Golfer's Name (First, Last)" here.

Type in "Golfer's Birthdate (MM/DD/YY)" here.

- Add drop-down menu with price/option [Example](#)

Registration Fee: Player Entry Fee

[Edit](#) | [Delete](#)

- Add drop-down menu without prices [Example](#)

Age Division: Boys 10-11, Girls 10-11, Boys 12-13, Girls 12-13, Boys 14-15, Girls 14-15, Boys 16-18, Girls 16-18

[Edit](#) | [Delete](#)

[Add another drop-down menu](#)

- Add text field [Example](#)

Golfer's Name (First, Last)

[Edit](#) | [Delete](#)

Golfer's Birthdate (MM/DD/YY)

[Edit](#) | [Delete](#)

▶ [Customize appearance](#)

Registration Fee

Player Entry Fee - 50.00

Age Division

Boys 10-11

Golfer's Name (First, Last)

Golfer's Birthdate (MM/DD/YY)

Buy Now



Shipping

USD

Note: [Log in](#) to access settings in your profile.

Tax rate

%

Note: [Log in](#) to access settings in your profile.

Email address to receive payments

Note: [Log in](#) if you already have a PayPal account.

When you are satisfied with your button, type in your e-mail address here and then click on the "Create Button" link below.

▶ [Step 2: Track inventory, profit & loss \(optional\)](#)

▶ [Step 3: Customize advanced features \(optional\)](#)

Create Button

You've created your button

[Log in](#) or [sign up](#) for a PayPal Business account to protect your button. [What's this?](#)

1. Click **Select Code** to select all the button code.
2. **Copy** the code (CTRL+C for Windows, CMD+C for Mac -- or right-click and choose Copy).
3. **Paste** the code into your own code (CTRL+V for Windows, CMD+V for Mac -- or right-click and choose Paste).

[Tutorial](#)

Website

```
<form action="https://www.paypal.com/cgi-bin/webscr" method="post">
<input type="hidden" name="cmd" value="_xclick">
<input type="hidden" name="business"
value="andy.hudson@optimist.org">
<input type="hidden" name="lc" value="US">
<input type="hidden" name="item_name" value="2010 ABC District
Qualifier">
```

Select Code [Go back to edit this button](#)

Buyer's View

Registration Fee
Player Entry Fee - 50.00

Age Division
Boys 10-11

Golfer's Name (First, Last)

Golfer's Birthdate (MM/DD/YY)

Buy Now

Now, click on the "Select Code" button. Then, copy the code by using the Ctrl+C keystroke shortcut. Next, paste the code (using the Ctrl+V keystroke shortcut) into an e-mail and send to golf@optimist.org.

Once the e-mail has been received by Optimist International, your registration button (like the "Buyer's View" example above) will be added to your District webpage on the Optimist International website. Once added, golfers and parents will be able to register for your District qualifier online!