



SETTING UP TOURNAMENT PAYMENTS THROUGH STRIPE

General Information

Club/Tournament Directors are able to self-configure a payment account with AES using the merchant gateway, STRIPE. Payments will be sent directly to the bank account that you designate. Neither AES nor NCR will have access to any club financial information.

In addition, you can set up the treatment of credit card processing fees charged by the merchant gateway by either covering the cost yourself or by charging a "convenience fee" back to participating teams.

The convenience fee charged for each team registration will equate to 2.90% (of the team fee) to cover credit card processing + \$.30 transaction fee (if a club registers and pays for more than one team, they are still only charged \$.30 for the transaction).

Setting Up STRIPE Payments

Once your event has been sanctioned by NCR and created in AES, the Club/Tournament Director can access the event in AES and set up a STRIPE payment account.

Onboarding Steps

- 1) Log into AES and click on your event. If you have multiple events, choose the first one.
- 2) On the left navigation bar within the event build, click "Payments"
- 3) Click the red circle by the word "Stripe" – you will then be taken through setting up your account ("onboarding").

Please have the following information available when you begin this step!

- Official Name on Organization's Tax-Exempt Form
 - Employee Identification Number (EIN)
 - Bank Account Number
 - Bank Routing Number
- 4) Once a Stripe account is set up in your first event, you will be able to go into each additional event and repeat step 2 then click "Connect With Stripe". You WILL NOT need to input your account info again - it will have been saved.

Important - STRIPE recognizes the individual who logged into AES and set up the initial account. The system identifies that this person has already completed onboarding. If 1) another person wants to set up a STRIPE account for an event or 2) the club wants funds going to different bank accounts for different events, onboarding will need to take place again.