

# *Using PayPal on Virtual Communities*

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# Use PayPal on a Virtual Community to Process Meeting Registrations

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## PayPal Simplifies Meeting Registrations

If you aren't using it already, you may want to consider using PayPal to process your meeting registrations. Getting started is simple if you follow the instructions below.

### Create a PayPal Account

- Go to [www.paypal.com](http://www.paypal.com) and select the business option at the top of the page.
- Select the option that best fits your chapter's needs: Standard, Advanced, or Pro and select the "Get Started" button underneath that option.
- Follow the steps toward creating an account.

You will need to know the following information:

- Federal tax payer ID
- Date of chapter charter
- Bank account information

Once you create a PayPal account, you will be provided with an HTML code, which is to be used when posting your PayPal account on your chapter virtual community.

### Add a New Event

- Go to the calendar, and click the "Add New Event" link.
- Type a title for the new event (this is a required field).
- Type a description for the new event.
- Select the start date and time from the pull-down menus.
- Select the finish date and time from the pull-down menus.
- Select the event type from the pull-down menu (this is a required field).
- Select if the event is recurring from the pull-down menu.
- Type in location information and/or directions for this event.
- If there is a URL associated with this event, type the link into the box.
- Click "Finish."

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## Create a Registration Form

- Go to the page where you want to create the form.
- Select “Add Content.”
- Choose the link for “New Form” on the lower right under the Form Builder heading.
- Give the form a title.
- Add the email address (or addresses) of the person who will receive an email after the forms are submitted.
- Add a message the user will see as a confirmation after the form has been completed.
- Select “Finish.”
- Select “Edit Form.”
- Select “Add Form Field.”
- Add each form field in turn by choosing a question name (label) and type of response area. Also choose the required field option if that is a mandatory question. You will need to repeat this step for each additional question.
- For drop-down lists or check boxes, use the “Edit Options” link below the form field to add choices. You will see the edit option after you click Finish.
- When you are finished adding to the form, simply click the page title to view and test the form.

## Add PayPal to a Form

- Go to the created form and select the “Modify Form Settings” option.
- Below where it says setup, you will see a note that reads “This is the message users will see after the form is submitted.”
- In that box, there are multiple text options that look similar to Microsoft Word. In the center line, towards the right, there is an option that says HTML. Click on the HTML option.
- Paste the HTML code provided by PayPal into the box that pops up and select the update button when you are finished.
- If there are alternate payment options (cash, check), you can use this box to add additional information about that as well.
- Click “Finish” (The PayPal option will only appear after they have submitted their registration form. Because the virtual communities are not connected to your PayPal Bank Account, please make sure that each registrant has paid.)