

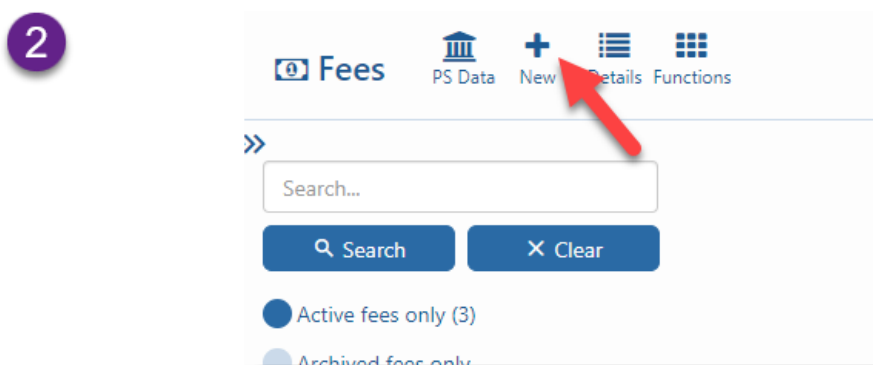
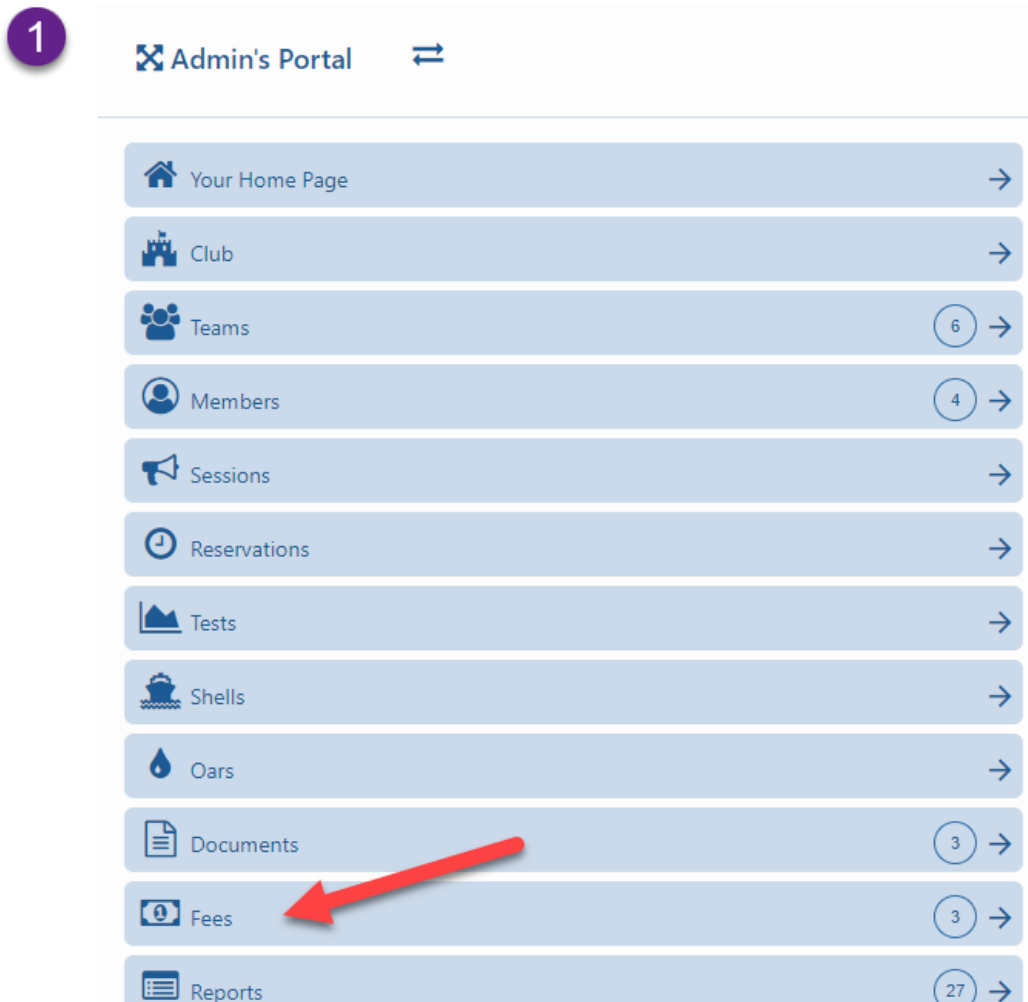
iCrew and PayPal Integration Instructions

Here are instructions for integrating **iCrew** and **PayPal** to offer a fees/dues payment process that can be initiated from **iCrew**, but works with your organization's **PayPal** account to receive funds from your members.

IMPORTANT: Please follow these instructions to get **PayPal Instant Payment Notifications** (IPNs) hooked up: [PayPal IPN Instructions](#)

Step 1 – Create a Fee Item in iCrew

From the **Admin Portal** in **iCrew**, tap on **Fees**, then tap the **New** icon as shown here.










NOTE: This is a multi-page document with many screen shots, so please continue reading.

On the **Create Fees Item** page, enter all the information as shown below. Leave the **PayPal button or Payment URL** value blank for now. Tap the **Fee record ID** value to copy it to the clipboard.

Create Fee Item

Enter the fees item information, then click the **Save** button.

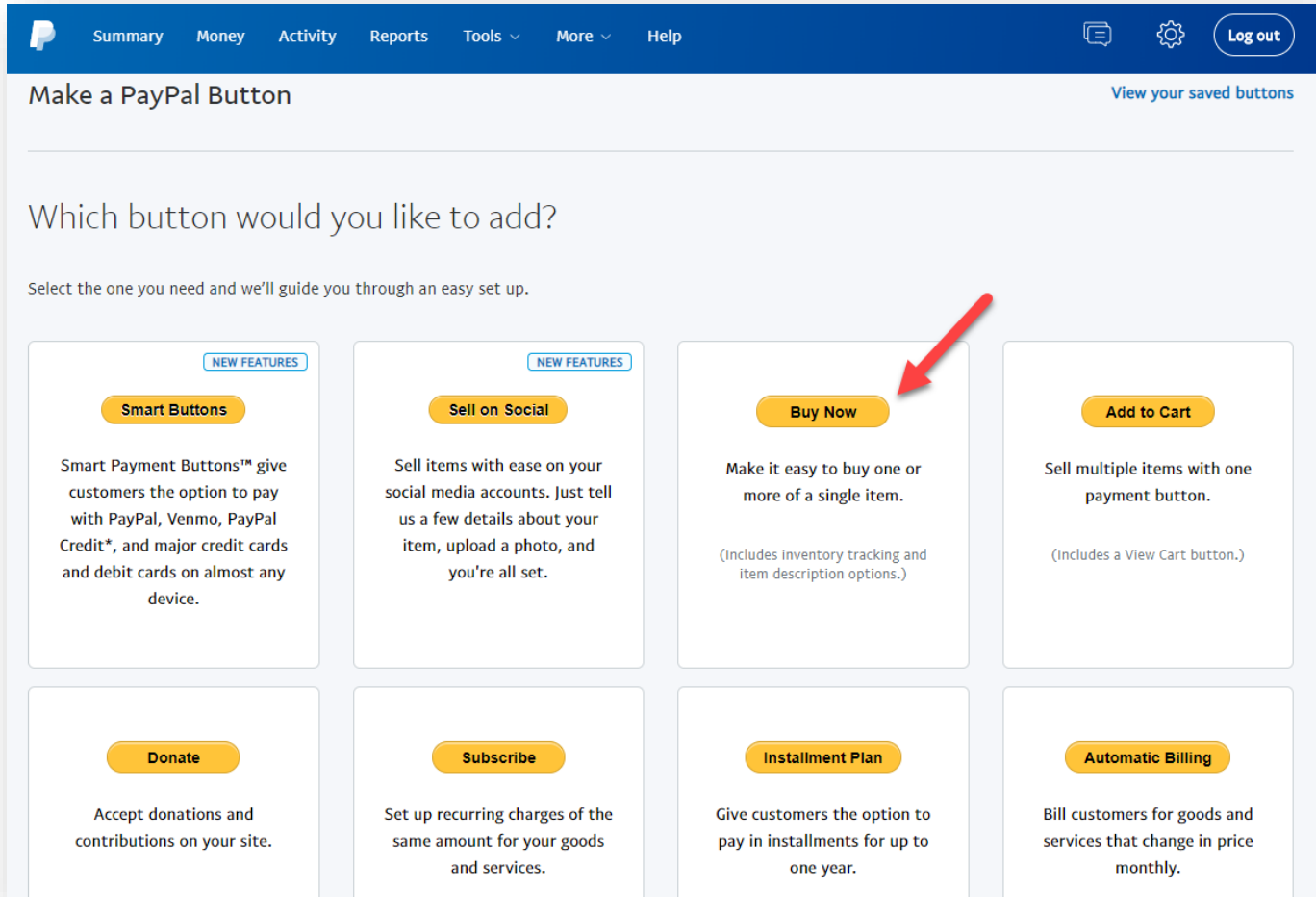
| | |
|---|---|
| *Name: | Masters Winter 2020 Training |
| *Description: | Winter training fee for all Masters rowers |
| *Amount due: | 275 |
| *Due date:  | 2020-01-01 |
| Effective start date:  | 2020-01-01 |
| Effective end date:  | 2020-03-21 |
| Multiple amount options: | <input type="checkbox"/> |
| Send payment reminder: | <input checked="" type="checkbox"/> |
| Send notification when paid: | <input type="checkbox"/> |
| PayPal button or Payment URL:  | <div></div>  |
| PayPal check-out target URL:  | https://www.icrew.club/pppaymentack.php?crewDoc=bd831ec6-866c-3271-1cac-e7e75ec5bdfa |
| Fee record ID: | bd831ec6-866c-3271-1cac-e7e75ec5bdfa  |
| Related doc or fees record: | (no related item) ▼ |

Step 2 – Create a Payment Button in PayPal

Time to log onto your **PayPal** account to create a payment button. After logging into your organization's **PayPal** account, go to <https://www.paypal.com/buttons/>.

Now click anywhere on the **Buy Now** card.

NOTE: A **Subscribe** button can be used to allow your members to make monthly payments for a particular fee item.



Change the button settings to match all the **items tagged** as shown here.

- The button type should be **Buy Now**
- The **Item name** and **Price** should be set appropriately for the fees item you created in iCrew.
- Paste the value from the clipboard into the **Item ID** field.
- Add a message box with the name **Admin Info (do not change)**.
- Tap on **Optional settings**.

Buy Now

Let customers quickly buy a single item.

[Create a different button](#)

Tell us about your product

Your customers will see these details on the checkout page and their receipt.

- ☐ Allow my customers to enter their own product price
- ☐ Allow my customers to enter their own product quantity

Paste iCrew **Fee record ID** here

| | | | |
|---|--------------|-------|---|
| Product name Masters Winter Training | Price 275 | USD ▼ | Product ID (optional) a4f6ec39-3a91-5b35-ed48-9c8d3f4fa8 |
|---|--------------|-------|---|

Customize your button's appearance

Button size ☐ Small ☒ Large

Select button text

Country and language

Show accepted card logos ☒

Use a custom button image ▼

Product descriptions and pricing (optional)

+ Add a drop-down menu

Example: "Size", "Color", or "Material".

+ Add a message box for custom requests

Name your message box
Admin info (do not change)

Example: engravings, or a special message to seller

+ Add a message box for custom requests (1 of 2)

Example: engravings, or a special message to seller.

Button Preview

This is what your customer will see on your site.

Admin info (do not change)

Buy Now

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Optional tracking ▼

Track inventory, profit & loss

Optional settings ▼

Includes tax, shipping and more.

Now go back to the **Fee Item** page in **iCrew** and tap the **PayPal check-out target URL** value to copy it to the clipboard.

PayPal check-out target URL: ?

<https://icrew.club/pppaymentack.php?crewDoc=7fe01c80-91fb-fcbd-cab7-72cbe40e4107>

Back in **PayPal**, paste the value into the **Return URL** field.

Customize your checkout pages

☐

Don't request a customer shipping address

Note: Select this for products that are electronically delivery. Example: photos, music, etc.

Return URL

Enter the webpage address where you'd like to redirect your customers after they successfully complete checkout.

<https://www.website.com>

<https://icrew.club/pppaymentack.php?crewDoc=7fe01c80-91fb-fcbd-cab7-72cbe40e4107>

Canceled Checkout URL

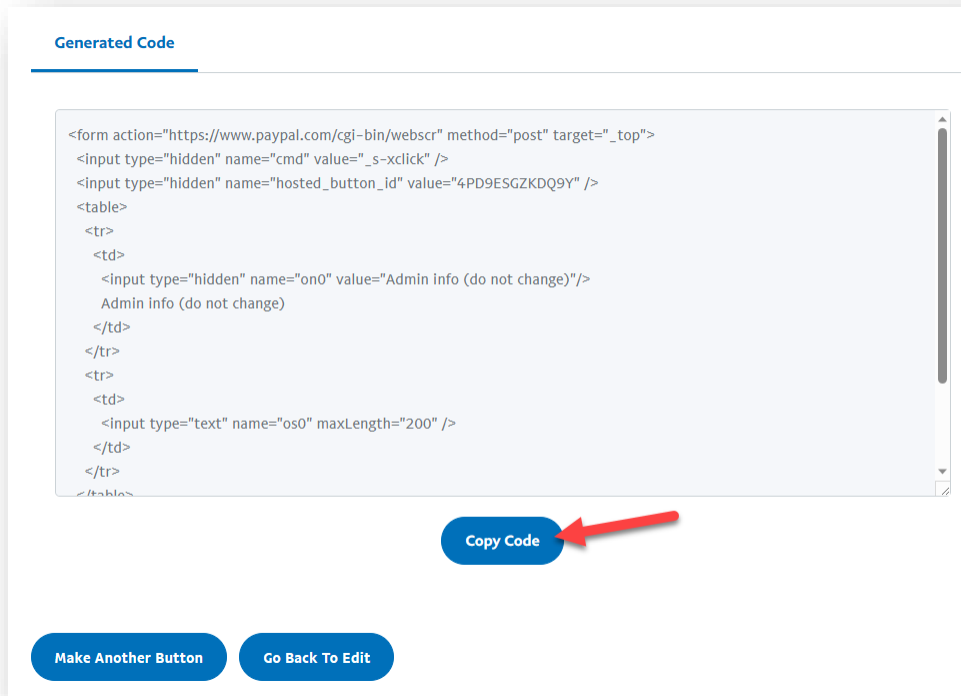
Enter the webpage address where you'd like to redirect your customers if they cancel their transaction.

Tap the **Save and Create Button** button.

Step 3 – Copy the Button’s HTML Code Back into the Fees Item in iCrew

You’ve now created a payment button in **PayPal**. Time to get the button code over into iCrew.

Tap the **Copy Code** button to place the button’s HTML code into the clipboard.



Now paste the value in the clipboard into the **PayPal button or Payment URL** field in iCrew. Check the box for all the teams the fee item applies to, then click the **Save** button at the bottom of the page.



Payment Flow

Here is the flow when a member makes a payment. When they initiate payment, the **PayPal** button is presented to them in **iCrew** as shown below. Once they click on the **Pay Now** button, they will be taken over to PayPal where they complete the payment process.

Make a Payment

Masters401 fee: Head of the Lake

Masters401 payment tracking for Head of the Lake event

Admin Link (do not change)

<https://www.icrew.club/cr>

Pay Now



You paid \$2.00 USD

Paid with
BANK OF AMERICA, N.A. (SFNB;

Shipped to
Kevin Goyena

United States

Purchase details
Receipt number: 232862691C987071V
We'll send confirmation to:

Merchant details

Return to Merchant