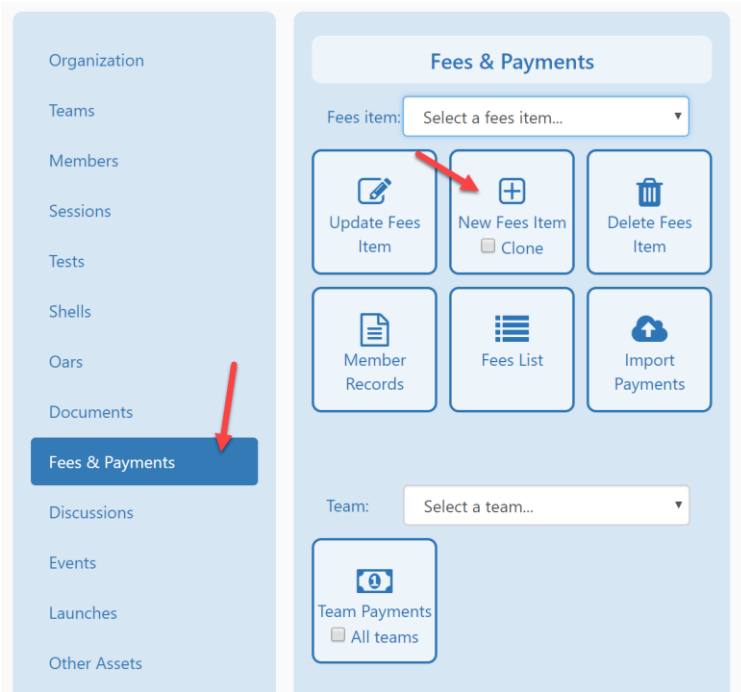


## iCrew and PayPal Integration Instructions

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.

### Step 1 – Create a Fees Item in iCrew

From the **Coach's Home Page** in **iCrew**, on the **Fees & Payments** tab, click the **New Fees Item** button.








**NOTE:** This is a multi-page document due to the many screen shots, so please continue on.

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.

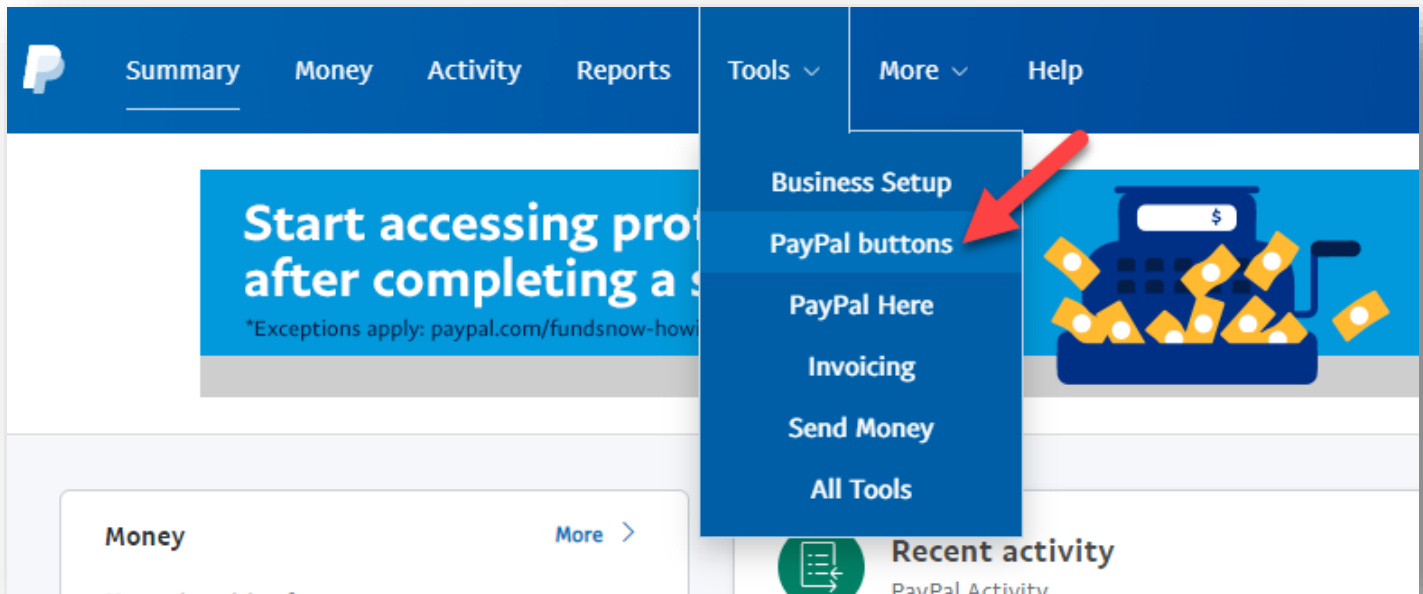
## Create Fee Item

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

*Name:	<input type="text" value="Masters Winter 2020 Training"/>
*Description:	<input type="text" value="Winter training fee for all Masters rowers"/>
*Amount due:	<input type="text" value="275"/>
*Due date: 	<input type="text" value="2020-01-01"/>
Effective start date: 	<input type="text" value="2020-01-01"/>
Effective end date: 	<input type="text" value="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: 	<input type="text"/>
PayPal check-out target URL: 	<input type="text" value="https://www.icrew.club/pppaymentack.php?crewDoc=bd831ec6-866c-3271-1cac-e7e75ec5bdfa"/>
Fee record ID:	<input type="text" value="bd831ec6-866c-3271-1cac-e7e75ec5bdfa"/>
Related doc or fees record:	<input type="text" value="(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, select **PayPal buttons** from the **Tools** menu.



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.

The screenshot displays the PayPal 'Make a PayPal Button' interface. At the top, there is a navigation bar with links for Summary, Money, Activity, Reports, Tools, More, and Help, along with a Log out button. The main heading is 'Make a PayPal Button' with a link to 'View your saved buttons'. Below this, a question asks 'Which button would you like to add?' followed by a subtext: 'Select the one you need and we'll guide you through an easy set up.' The interface features a grid of eight button options, each with a title, description, and a 'NEW FEATURES' tag. A red arrow points to the 'Buy Now' button.

Button Type	Description	Additional Info
Smart Buttons	Smart Payment Buttons™ give customers the option to pay with PayPal, Venmo, PayPal Credit*, and major credit cards on almost any device.	NEW FEATURES
Sell on Social	Sell items with ease on your social media accounts. Just tell us a few details about your item, upload a photo, and you're all set.	NEW FEATURES
Buy Now	Make it easy to buy one or more of a single item.	(Includes inventory tracking and item description options.)
Add to Cart	Sell multiple items with one payment button.	(Includes a View Cart button.)
Donate	Accept donations and contributions on your site.	
Subscribe	Set up recurring charges of the same amount for your goods and services.	
Installment Plan	Give customers the option to pay in installments for up to one year.	
Automatic Billing	Bill customers for goods and services that change in price monthly.	

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 text field with a name of **Admin Info (do not change)**, then click the **Done** button.
- Tap on **Customize text or appearance** and change the button text to be **Pay Now**.


▼ Step 1: Choose a button type and enter your payment details

Choose a button type [Which button should I choose?](#)

Buy Now ▼

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

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

Masters Winter 2020 Training bd831ec6-866c  Paste value from clipboard here

Price Currency

275 USD ▼ [Need multiple prices?](#)

**Customize button**

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

☐ Add drop-down menu [Example](#)

☒ Add text field [Example](#)

Enter name of text field (up to 30 characters)

Admin Info (do not change)

Done Cancel

▼ [Customize text or appearance](#) (optional)

☒ PayPal button

☐ Use smaller button

☒ Display credit card logos

Country and language for button

United States - English ▼

Select button text

Pay Now ▼

☐ Use your own button image [What's this?](#)

**Your customer's view**

Admin Info (do not change)

Pay Now

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

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: ?	<code>https://www.icrew.club/pppaymentack.php?crewDoc=bd831ec6-866c-3271-1cac-e7e75ec5bdfa</code>
Fee record ID:	bd831ec6-866c-3271-1cac-e7e75ec5bdfa

Back in **PayPal**, tap on the **Step 3** banner, check the **Take customers to this URL when they finish checkout** checkbox and paste in the value in the clipboard that you had copied from the fees item in iCrew. Now tap **Create Button** at the bottom of the page.

▶ Step 1: Choose a button type and enter your payment details

▶ Step 2: Track inventory, profit & loss (optional)

▼ Step 3: Customize advanced features (optional)

### Customize checkout pages

If you are an advanced user, you can customize checkout pages for your customers, streamline checkout, and more in this section.

Do you want to let your customer change order quantities?

☐ Yes  
☒ No

Can your customer add special instructions in a message to you?

☒ Yes  
Name of message box (40-character limit)  
  
☐ No

Do you need your customer's shipping address?

☒ Yes  
☐ No

☐ Take customers to this URL when they cancel their checkout  
  
Example: `https://www.mystore.com/cancel`

☒ Take customers to this URL when they finish checkout  
  
Example: `https://www.mystore.com/success`

[Advanced variables](#) [What's this?](#)

### 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 **Select Code** button, then copy the HTML code into the clipboard (right-click, Copy or Ctrl-C).

#### Add your button code to your webpage

You just created customized HTML code for your button. The final step is to copy the code from this page and paste it into your website editor.

**Copy the button code:**

1. Click **Select Code**.
2. Right-click and copy the selected code.

If you're working with a website developer, you can paste the button code into an email and send it to your developer now.

**Paste the button code in your website editor:**

The code must be pasted in the "code" view, where you can view and edit HTML.

1. In your website editor or admin page, open the page where you want to add your button.
2. Look for an option to view or edit HTML.
3. Find the section of the page where you want your button to appear.
4. Right-click and paste your button code into the HTML.
5. Save and publish the page. (The preview function in your editor may not display the button code correctly.)
6. Test the button to make sure it links to a PayPal payment page.

Need more help? [Click here](#) for additional information.

Website

```
<form action="https://www.paypal.com/cgi-bin/webscr" method="post" target="_top">
<input type="hidden" name="cmd" value="_s-xclick">
<input type="hidden" name="hosted_button_id" value="DBP89SFUBQYWS">
<table>
<tr><td><input type="hidden" name="on0" value="Admin Info (do not change)">Admin Info (do not change)</td></tr><tr><td><input type="button" value="Buy Now" /></td></tr></table>
</form>
```

Select CodeGo back to edit this button

Buyer's View

Admin Info (do not change)

Buy Now

VISA

MasterCard

Discover

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.

Send notification when paid: ☐

PayPal button or Payment URL: ?

```
<form action="https://www.paypal.com/cgi-bin/webscr" method="post" target="_top">
<input type="hidden" name="cmd" value="_s-xclick">
<input type="hidden" name="hosted_button_id" value="DBP89SFUBQYWS">
<table>
<tr><td><input type="hidden" name="on0" value="Admin Info (do not change)">Admin Info (do not change)</td></tr><tr><td><input type="button" value="Buy Now" /></td></tr></table>
</form>
```

paste value from the clipboard here

https://www.icrew.club/pppaymentack.php?crewDoc=bd831ec6-

## 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**





**IMPORTANT:** After making the payment, your members should be instructed to click the **Return to Merchant** button as shown below.



You paid **\$2.00 USD**

to Equussentials, LLC  
[Details](#)

**Paid with**

BANK OF AMERICA, N.A. (SFNB) x-8650 \$2.00 USD

**Shipped to**

Kevin Goyena  
5615 52nd Ave S, Seattle, WA 98118  
United States

**Purchase details**

Receipt number: 232862691C987071V

We'll send confirmation to:  
kgoyena@hotmail.com

**Merchant details**

Equussentials, LLC  
info@equussentials.com

**Return to Merchant**



Clicking the **Return to Merchant** button will take the member back into **iCrew** where the pending payment will get marked immediately as PAID. The member will see an acknowledgement as shown here.

## Organization: MBC

### PayPal Payment Acknowledgement

Thanks for your payment of 2.00 for Masters401 fee: Head of the Lake.

Close

**NOTE:** You will still want to import the payments from a PayPal export on a regular basis since you'll likely get some members not clicking the **Return to Merchant** button. But hopefully, most payments will get marked as paid in iCrew immediately.