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## Purpose

This guide has been designed for Clubs who will be managing 100% of their Memberships online.

GoMembership is the National Membership and Events Portal for Surfing Australia, State Associations and their Boardrider Clubs and Surf Schools.

The following guide has been developed by Surfing Australia to assist Clubs with the setup of their profile, memberships and emails.

## Support

Need further support on this area or any other area in GoMembership? Contact your local Go! Membership support person:

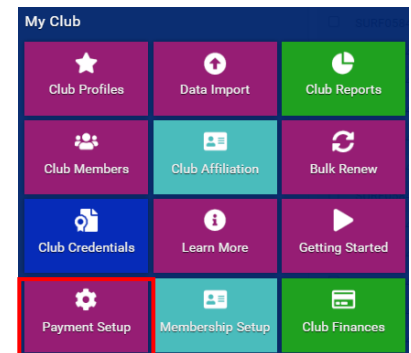
Location	Contact Name	Phone Number	Email
Surfing Western Australia	Katja Verreydt	0451 099 943	<a href="mailto:katja.verreydt@surfingwa.com.au">katja.verreydt@surfingwa.com.au</a>
Surfing New South Wales	Alicia Higgs	0452 271 532	<a href="mailto:alicia@surfingnsw.com.au">alicia@surfingnsw.com.au</a>
Surfing Victoria	James Wilson-Browne	0431 248 474	<a href="mailto:james@surfingvic.com">james@surfingvic.com</a>
Surfing Queensland	Shanice Ryder	0451985207	<a href="mailto:shanice@surfingqueensland.com.au">shanice@surfingqueensland.com.au</a>
Surfing South Australia	Noni Lubans	02 6671 0000	<a href="mailto:noni@surfingaustralia.com">noni@surfingaustralia.com</a>
Surfing Tasmania	Noni Lubans	02 6671 0000	<a href="mailto:noni@surfingaustralia.com">noni@surfingaustralia.com</a>

## Stripe Account Set-Up

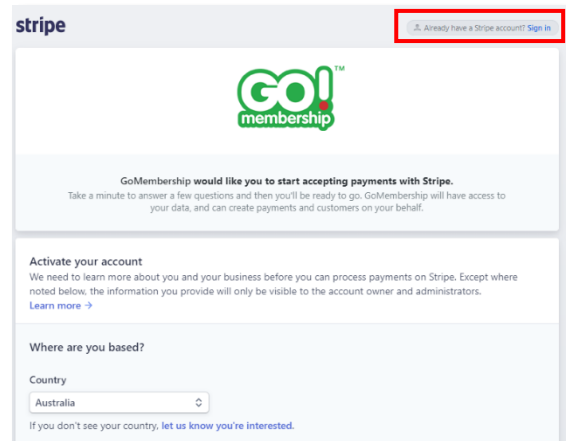
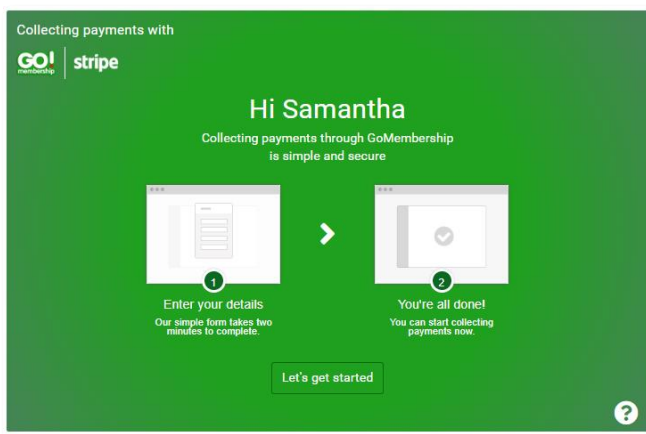
Stripe is the integrated third-party software used by GoMembership (**GoM**) to enable payments through the Paddle Australia Membership and Events Portal. Clubs are provided with detailed payment reconciliation reports via GoM as well as the ability to provide full or partial refunds.

### 1. Set-Up Via Gomembership Database

After logging into your GoMembership account, from the Menu, click on the **“Payment Setup”** tile under the My Club section.



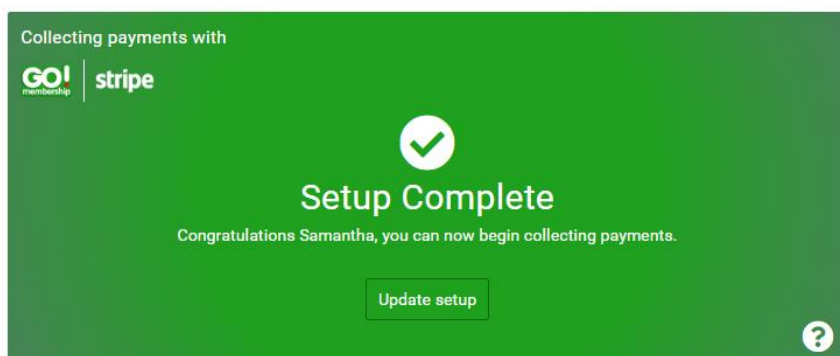
On the new screen, click on **“Let’s Get Started”** at the bottom. This will direct you out to a Stripe Webpage where you can either select the **“Sign In”** button to the very top right if you have already setup your Club Stripe account, or you can complete the form below to create a new account and link it to your Club’s GoM Portal for payments.



Complete all Mandatory fields on the screen. You need to also ensure that you enter the Clubs Bank Details otherwise the set-up will not be completed.

When you have completed all fields, click on the **“Authorize access to this account”** button at the bottom of the screen.

**Authorize access to this account**



When you have successfully completed the linking of the accounts, you will be redirected back to the Payment Setup screen where the screen image will have changed to a **“Setup Complete”** confirmation screen. There is nothing further that you need to do to enable your Club to accept payments online.