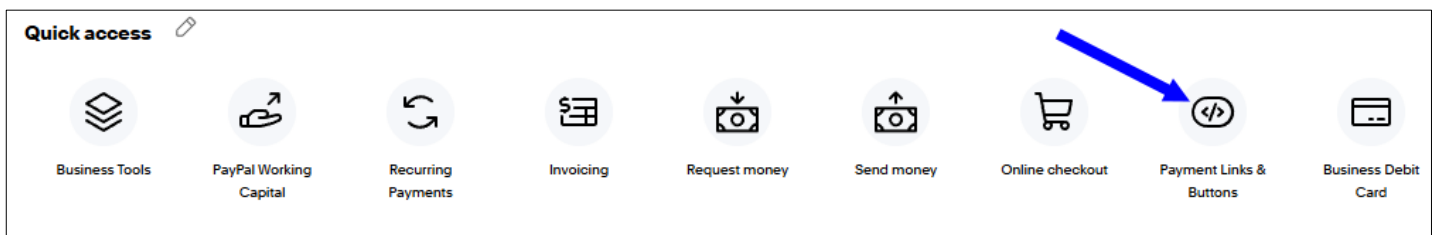


First, you have to select a company to work with for your payment processing. There are many companies that offer “Payment Buttons” with no monthly fee including PayPal, Square, Google Pay, and others. A relatively small fee is deducted per transaction. No use = no cost. While we are not advocating for any one solution, we have heard good reports back from council experiences with PayPal’s processes and their support services.

Whichever one you choose, they should enable you to easily create the HTML code for your payment button or provide you with a link to a payment page. We had to select one service to use for these instructions, and we selected PayPal because they are the most popular and the feedback on the assistance they provide has been consistently positive.

Two important points. Councils have wasted a lot of time trying to create non-profit accounts. Those are specifically for 501(c)3 charities. Councils are 501(c)8 entities. Second, you may have a challenge trying to sell raffle tickets. Some councils are successful; others have been stymied because raffles were flagged as gambling. We have found no reason for the difference. Their algorithms may pick up language on the page, but we don’t know for sure.

These processes can vary, even within Pay Pal. Following is how most councils create their payment buttons. Log into your Pay Pal Account and click Payment Links and Buttons. You will see that in the Quick Access bar which is under your balance



Then click to build your payment tool.



There will be several variables here depending upon which kinds of buttons you would like to create. You can create buttons to collect dues, collect dues plus donations, sell dinner/dance tickets, sell single items or offer a menu of multiple items.

Despite having no experience in these matters, most councils have been able to navigate the instructions with little to no difficulty. If they've gotten stuck, the reports are that Pay Pal's phone support has been good. There is info on that at the end of these instructions.

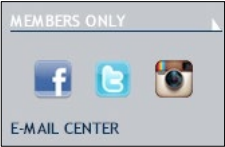
Once you have copied the code for your Payment button - which will make sense when you go through the process - log into your UKnight Admin Center.

You will find a specifically programmed Dues Collection button in your Members Only. Other places you can easily put payment buttons are in News and Announcement articles, Links of Interest articles, and in Calendar Events so folks can sign up and pay for events right on the spot. You can very easily link to these specific articles and events right from your Council Headlines on your Home Page, and even link to them from a council email. You can email members about an upcoming event, include a link right back to that specific calendar event in the email, and members and others can sign up and buy tickets or products right on the spot.

Regarding dues specifically, you can activate your dues Payment Button in your Members Only.



Log into your Admin Center, and click Members Only:



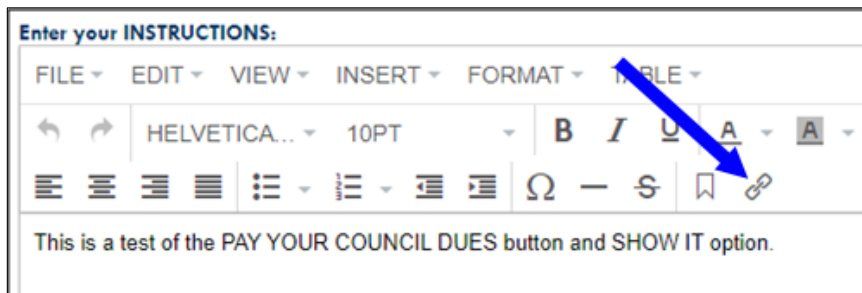
You will see this Pay Dues function right on top. Click to UPDATE:



Enter your Payment Button HTML Code Here. DO NOT PASTE A SHOPPING CART LINK.

Enter the **BUTTON EMBED CODE:**

Next, enter whatever payment instructions or information you feel would be helpful in the box provided. *If you have a Payment Link, this is where you will use that link.* You can show the link or create a text or image link in this box by using the Link Icon on the right side.



Click YES to show your payment button in your Members Only Area and UPDATE:



Your UPDATE button will indicate this change.

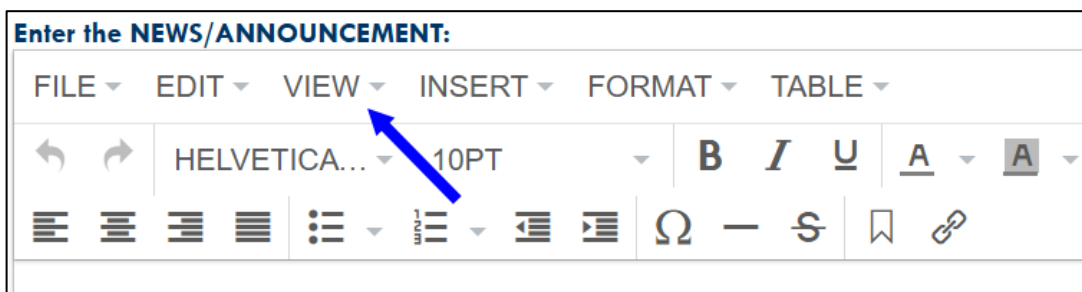


Now you're ready to accept Dues easily from Members Only.

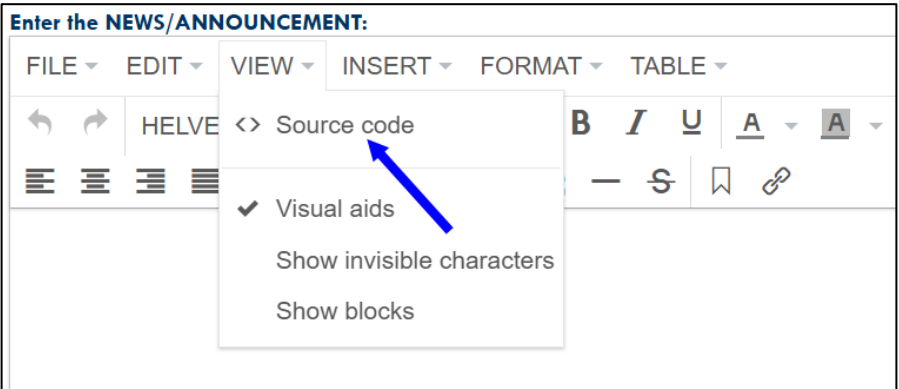
To collect all other payments, you can add a Council Headline on your Home Page that is linked to a page with your payment button. The best practice is to avoid payment buttons on your Home Page. Rather, add Payment Buttons to News and Announcement articles, Links of Interest articles, and your Calendar Events and then very easily link to them from your Home Page Council Headlines.

For this example, log into your Admin Center and click NEWS AND ANNOUNCEMENTS.

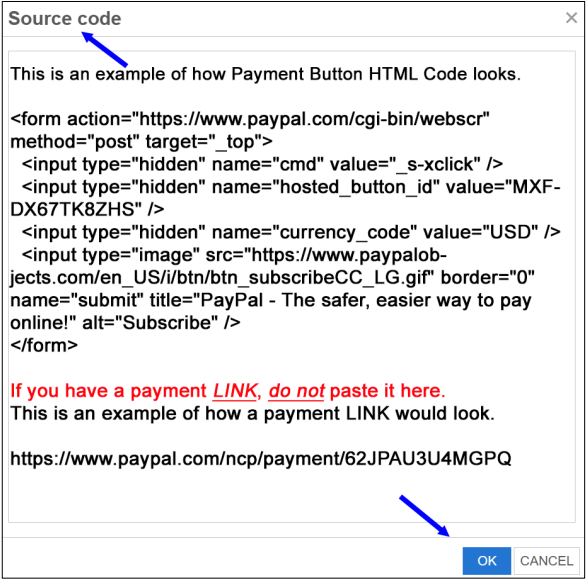
All these options will present you with the same box in which to create your content. On the top menu of this box **Click the "VIEW" button.**



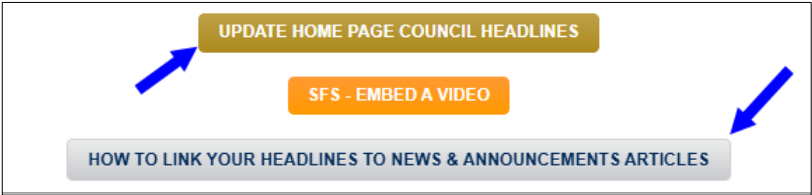
Click “Source Code”



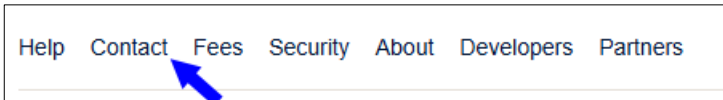
THE SOURCE CODE BOX WILL BE BLANK WHEN IT OPENS. Paste the Payment Button HTML code you created and copied at PayPal into the box that opens. **The following image shows you an example of what your HTML Code will look like after you’ve pasted it. Click OK.**



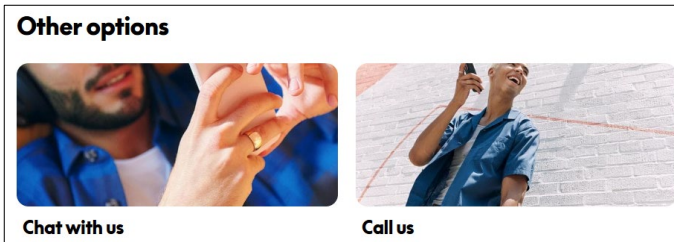
For the Home Page Headline linking to this Article and Payment Button which will show up for everyone visiting your site, log into your admin center, scroll down, and click “UPDATE HOME PAGE COUNCIL HEADLINES” button as shown below. And you can see that the detailed instructions are there as well.



For Pay Pal Support, look to the bottom of the page and click Contact.

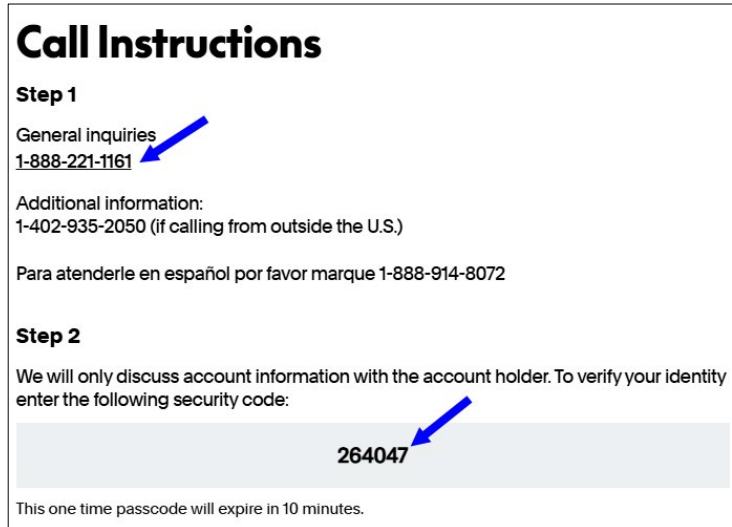
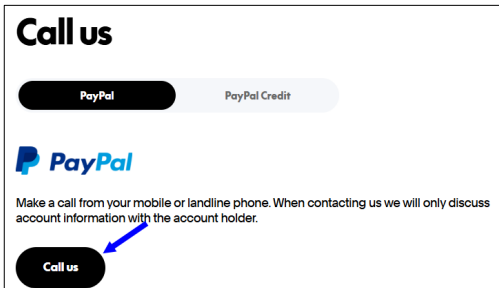


Scroll to the bottom of the page and click whichever you prefer

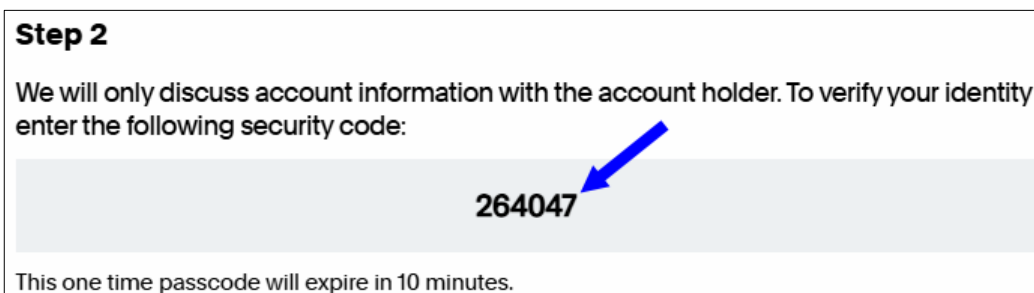


If you click Chat with us, an AI CHAT window will open, and you can proceed as you wish.

If you click Call us you will see this next page. Click Call us again, which opens the instructions.



That page includes a passcode you will need to enter for the call. That passcode does expire.



If you have any issues or questions, please drop a note to helpdesk@uknight.org