

# ClubRunner

[Help Articles](#) > [ClubRunner FAQ](#) > [How do I integrate my PayPal account with ClubRunner?](#)

## How do I integrate my PayPal account with ClubRunner?

Michael M. - 2026-06-01 - [ClubRunner FAQ](#)

If your club or district has a PayPal account it would like to use for online payment processing in ClubRunner, it can be added to your account by our Support team for use in events, billing, and donations. This article will show you how to complete a few additional steps that need to be performed to connect the PayPal account to ClubRunner.

If you do not see your club's PayPal account in the payment settings described below, please reach out to our Support team.

[For ClubRunner Nova users, click here to go directly to that section of this article.](#)

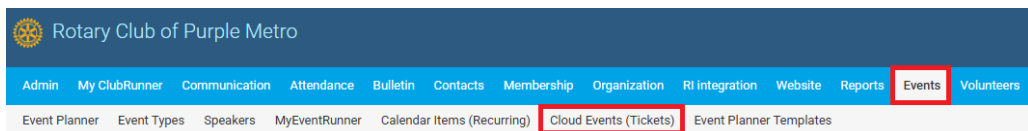
### Note

You must have a PayPal Business account in order to enable online payment integration. Personal PayPal accounts are not supported.

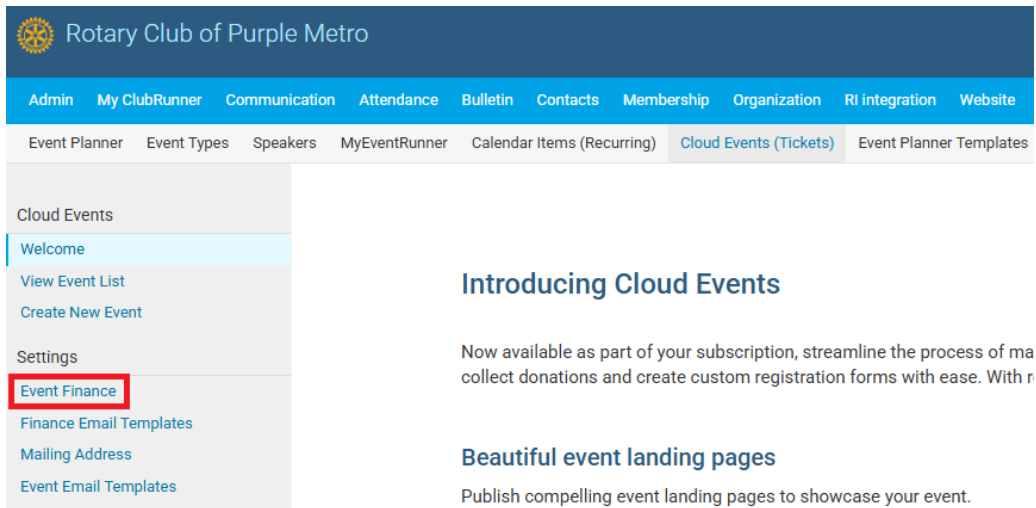
## Navigating to Payment Accounts and Currency

### For the legacy version of ClubRunner:

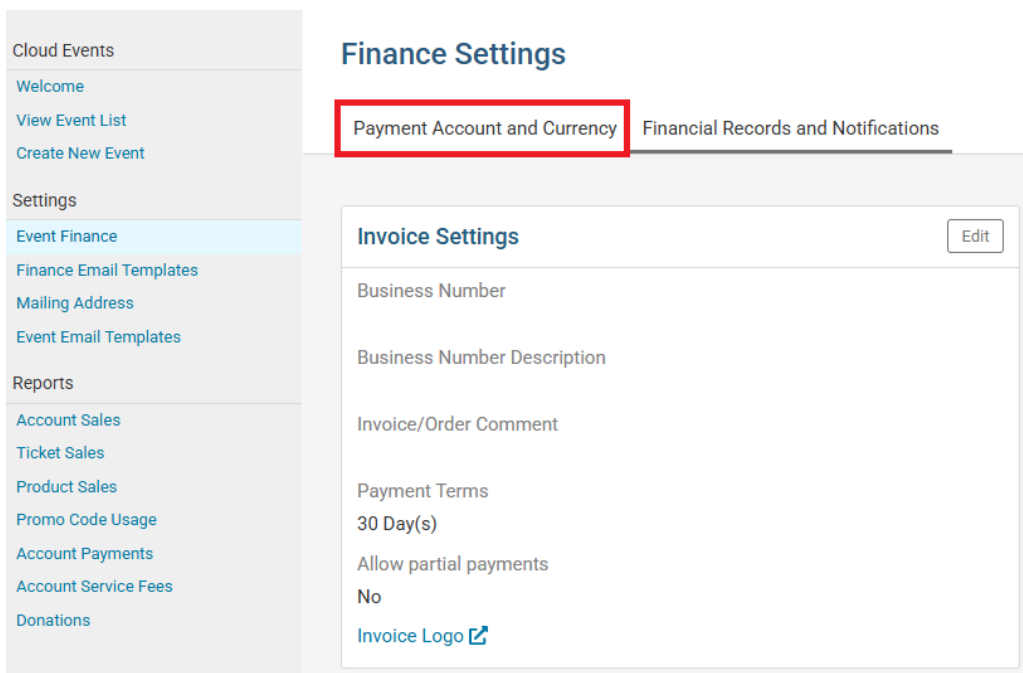
1. Click **Events** in the top menu navigation, then click **Cloud Events (Tickets)**.



2. In the Settings section on the left-hand side, click **Event Finance**.

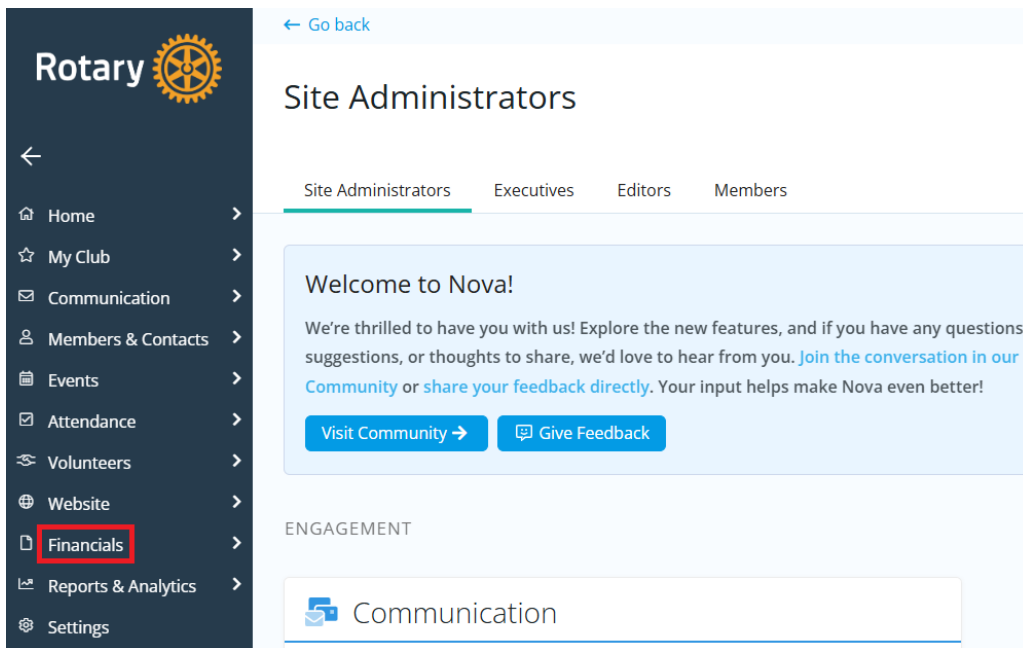


3. Click the **Payment Account and Currency** tab.

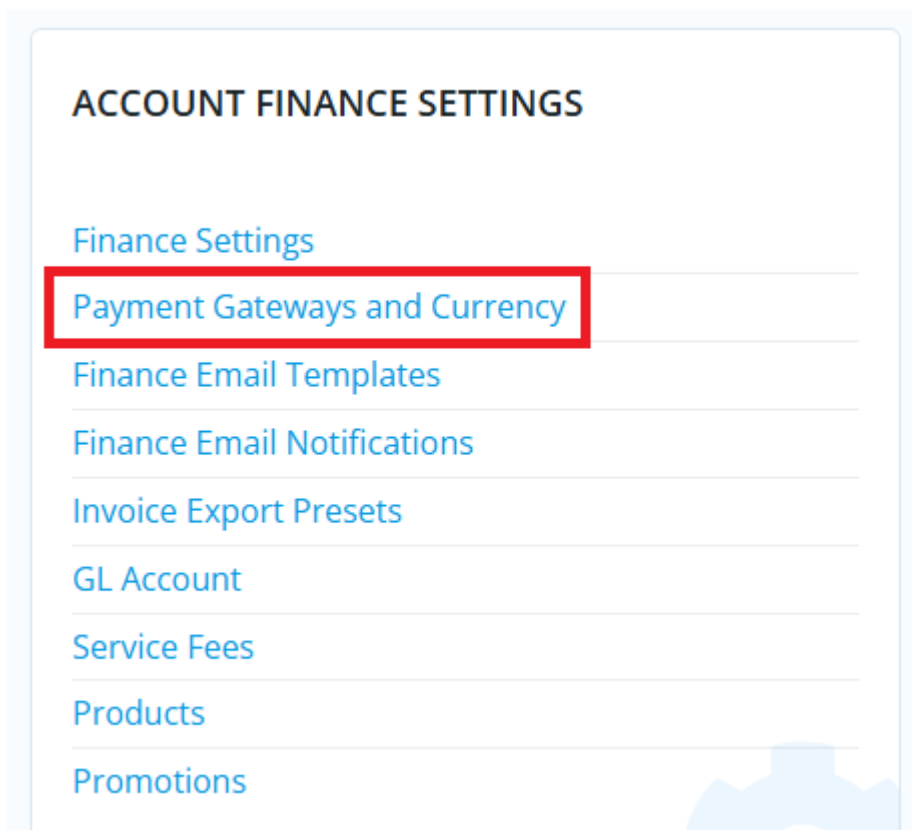


### **For ClubRunner Nova:**

1. Click **Financials** in the left-hand menu navigation and go to **Financials Home**.



2. In the "Account Finance Settings" section, click **Payment Gateways and Currency**.



## Enabling PayPal Integration

1. In the Payment Account section, click the **drop-down Actions arrow** on the right-hand side, then click **Activate**.

## Finance Settings

Payment Account and Currency    Financial Records and Notifications

### Account Finance Settings

[Edit](#)

Account Currency  
US Dollar

Account Payment Account  
Club PayPal Account

US Dollar

Service Fee  
Disabled

### Supported Currencies

[Add](#)

All currencies supported.

### Payment Settings

[Edit](#)

Allow administrators to enter credit card details for member payments  
No

Administrators will not be able to enter credit card details to pay on behalf of members.

### Payment Account

Payment Account Name	Account UserName	Processing Organization	Currency	Actions
Club PayPal Account	@clubrunnersupport.com	PayPal Standard (Events and Donations)	US Dollar	<a href="#">Activate</a>

2. On the following page, enter the email associated with your club's PayPal account, select the appropriate country or region from the drop-down menu, then click **Next**.

## Connect a PayPal account to start accepting payments on Test Store

It's free to connect, whether you have an existing PayPal account, or want to create a new account.

3. Log in to your club's PayPal account by using the associated email/mobile number and password, or by requesting a one-time code be sent to the email address on the account.

# PayPal

Email or mobile number  
@clubrunnersupport.com

Password

[Forgot password?](#)

Log In



Log in with a one-time code

4. You'll see a notice requesting permission to connect your PayPal account to your ClubRunner site. You may click **View all actions** to see what specific actions you will be granting permission for. Click **Allow** to proceed.

## Test Store wants permission to connect your PayPal account

By continuing, you give Test Store permission to perform some actions to make sure PayPal works on your site. These will include viewing account info and managing payments on your behalf.

[View all actions](#) Test Store can perform. You can change Test Store permissions in your Settings anytime.

Allow

5. From here you may need to provide additional information to PayPal to verify your account. Click **Add Info** and follow the on-screen prompts in PayPal to provide the requested information.



# You're almost there!

We just need a little more info to finish things up.

[Return to Test Store](#)

[Add Info](#)

6. If you have successfully completed the onboarding process, you will see the ID populated in the "Account UserName" field in the Payment Account section in ClubRunner, as shown below.

<b>Payment Settings</b> <a href="#">Edit</a> Allow administrators to enter credit card details for member payments <b>No</b> Administrators will not be able to enter credit card details to pay on behalf of members.	<b>Payment Account</b> <table border="1"><thead><tr><th>Payment Account Name ^</th><th>Account UserName v</th><th>Processing Organization v</th><th>Currency v</th><th>Actions</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> Club PayPal Account</td><td>@clubrunnersupport.com (P5BXZYB89MWDW)</td><td>PayPal Standard (Events and Donations)</td><td>US Dollar</td><td><input type="button" value="v"/></td></tr></tbody></table>	Payment Account Name ^	Account UserName v	Processing Organization v	Currency v	Actions	<input checked="" type="checkbox"/> Club PayPal Account	@clubrunnersupport.com (P5BXZYB89MWDW)	PayPal Standard (Events and Donations)	US Dollar	<input type="button" value="v"/>
Payment Account Name ^	Account UserName v	Processing Organization v	Currency v	Actions							
<input checked="" type="checkbox"/> Club PayPal Account	@clubrunnersupport.com (P5BXZYB89MWDW)	PayPal Standard (Events and Donations)	US Dollar	<input type="button" value="v"/>							

Once the ID has populated in the field above, you have successfully authenticated your PayPal account and your club or district is ready to use PayPal as an online payment processor in ClubRunner!

### Warning

If the PayPal account is your club's first payment account in ClubRunner, please follow these steps to set it as the default payment account:

1. On the Payment Account and Currency page in Finance Settings, click the **Edit** button in the Account Finance Settings box.

# Finance Settings

Payment Account and Currency

Financial Records and Notifications

## Account Finance Settings

Edit

Account Currency

US Dollar

Account Payment Account

Club PayPal Account

US Dollar

Service Fee

Disabled

## Supported Currencies

All currencies supported.

2. Use the **drop-down menu** next to Account Payment Account to select the PayPal account, then click **Save**.

## Update Account Finance Settings

×

Account Currency \*

US Dollar

The selected currency will be used as default currency in all account financial records. Default Account Currency cannot be empty.

Account Payment Account

No Payment Account

Select a Payment Account

The selected Payment Account will be used as default payment account for all account online payments. If not specified, online payments cannot be processed.

Service Fee

**⚠**To set up a service fee, first create and assign a payment account by going to the [Finance Settings](#) page.

Cancel

Save