

Connecting Stripe to How Many Strokes Online Rental Manager

Introduction

To accept payments through the How Many Strokes Online Rental Manager, your club needs a connected Stripe account. Stripe is a secure and widely used payment provider, and once connected, it will handle all transactions directly between your club and your customers.

Before you begin, please read and complete the **Stripe Connection Checklist** (The check list is a separate document that you received together with this guide). This ensures you have all the necessary details ready — such as VAT number, business address, bank account information, and access to a suitable email and phone number. Having these prepared will save time and reduce errors.

Once you are ready, the setup process will take you through:

- 1. Starting the connection from the Rental Manager
- 2. Creating or logging into your Stripe account
- 3. Entering your club's business and bank details
- 4. Confirming the responsible person for the account
- 5. **Reviewing** all information and completing the connection

At the end of the process, Stripe will be fully linked to your Rental Manager, and your club will be able to accept card payments for rentals.

Tip: Allow at least 15 minutes to complete the setup in one go. Make sure you have access to both your email inbox and the mobile phone number used for verification.



Step 1 - Start the connection

Open the Rental Manager and click Connect to Stripe.

Tips:

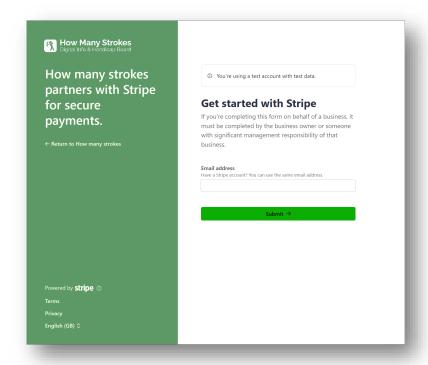
- Only an authorised club administrator should connect Stripe.
- Always check with your finance department before you begin.
- Use a work or finance email (not a personal one).

Step 2 - Welcome to Stripe

You will be redirected to Stripe. Here you can either sign in if you already have a Stripe account or create a new account for your club.

Tip: Avoid creating multiple accounts for the same club.



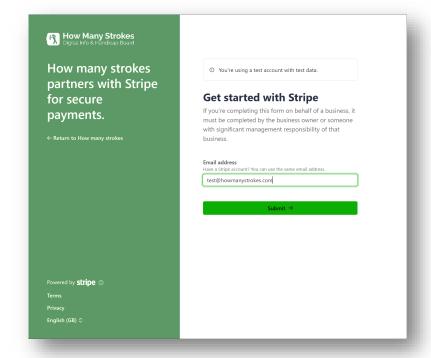


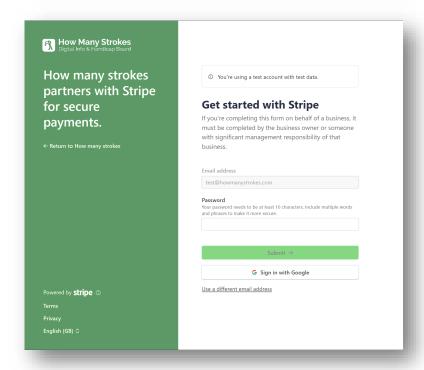


Step 3 - Enter your email address

Type in the email address you want to use for Stripe and click Continue.

- Use a shared finance email (e.g. finance@clubname.com).
- Ensure at least two trusted people have access.



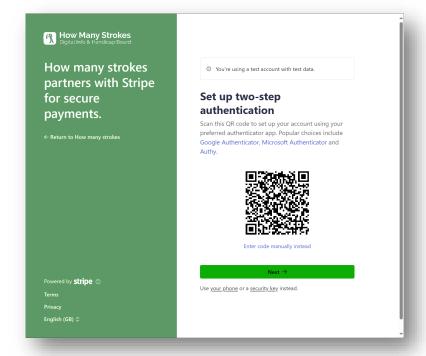


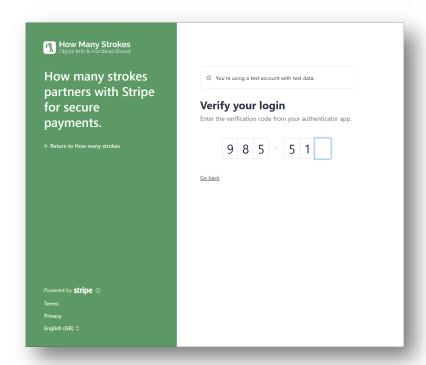


Step 4 - Verify your account

Enter your mobile phone number. Stripe will send you a text message with a verification code.

- Use a club or finance department phone if possible.
- Save the number in club records.
- Store backup codes safely.



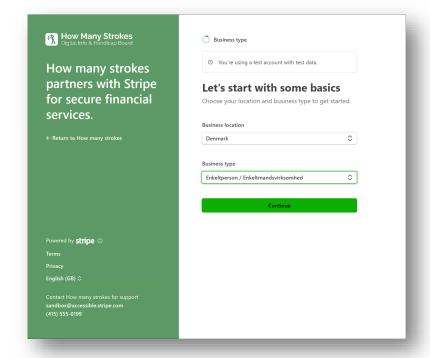




Step 5 – Country and business type

Select the country where your club is based, and whether you are registering as an Individual or Company/Organisation.

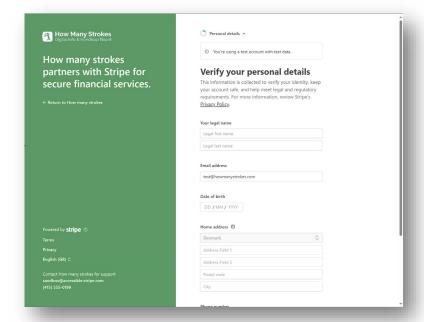
Tip: Always select Company/Organisation for golf clubs.



Step 6 - Personal details

Provide details for the person legally responsible for the account.

- This is required by law (KYC).
- Choose someone stable in their role.
- Document who was added for future reference.



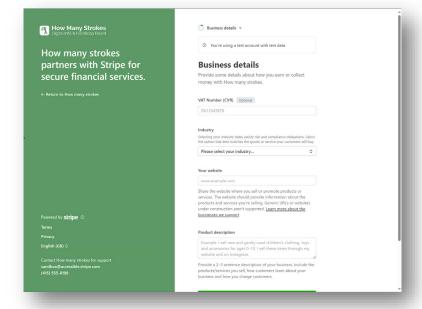


Step 7 - Business details

Fill in your club's official details such as business name, address, VAT or company registration number.

Tips:

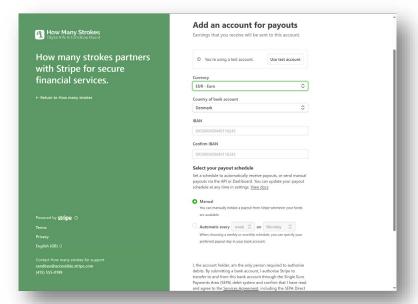
- Check spelling carefully this appears on receipts.
- Confirm VAT with finance.
- Keep a record for audits.



Step 8 - Bank account for payouts

Enter the IBAN or bank account details where Stripe should send payouts.

- Use the club's official bank account, not a personal one.
- Double-check IBAN before submission.
- Confirm with finance which account to use.





Step 9 - Add public details for customers

Enter the information that will appear on your customers' bank statements and receipts.

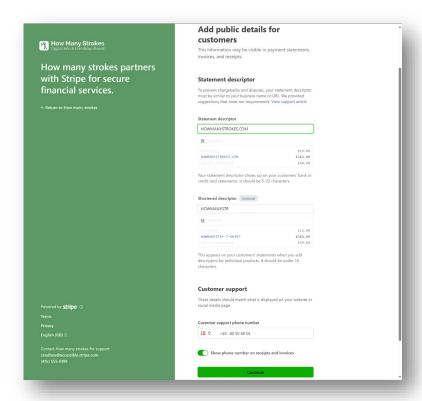
Tips:

The statement descriptor should be your club name or website (5–22 characters).

Use the shortened descriptor if your name is long (under 10 characters).

Add a customer support phone number that customers can reach during opening hours.

Tick "Show phone number on receipts and invoices" so customers know how to contact you.



Step 10 - Climate contributions (optional)

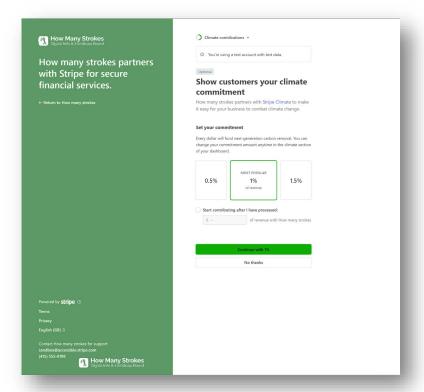
Stripe may invite you to contribute a percentage of your revenue towards climate projects.

Tips:

This is a Stripe initiative and completely optional.

If you do not wish to take part, simply click No thanks to continue.

You can always enable or change this setting later in your Stripe dashboard.



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Step 11 – VAT and tax calculation (optional)

Stripe may offer a tool to help monitor VAT thresholds and calculate taxes for your sales.

Tips:

This feature is optional and not required to complete your setup.

For golf club rentals, you will usually select Services.

You can choose Not right now and continue the setup.

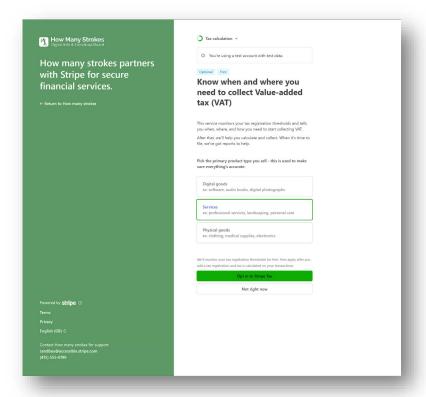
Always confirm VAT handling with your finance department or accountant before enabling Stripe Tax.

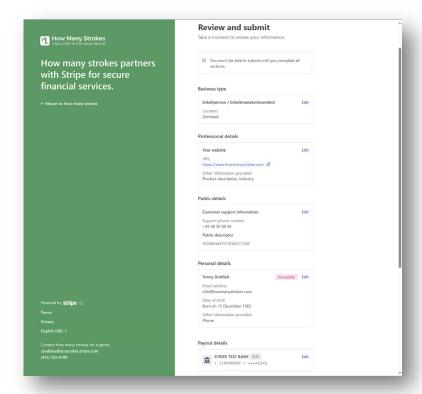
Step 12 - Review and submit

Review all information carefully, then click Submit.

Tips:

- Double-check VAT, bank and personal details.
- Save the confirmation email from Stripe.
- Store login details and backup codes securely.
- Notify finance once complete.





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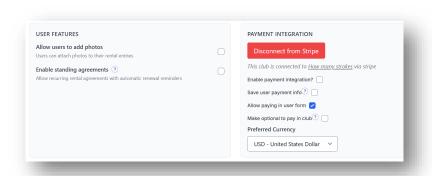


Step 13 - Connection complete

When finished, you'll be redirected back to the Rental Manager. You will now see that Stripe is connected.

Tips:

- Test the connection with a small payment (e.g. £1).
- Decide who monitors payouts and disputes.
- If needed, disconnect with the Disconnect button.



Good to Know

- Account ownership: Stripe accounts are legally tied to the person/organisation who registers them. Update details if leadership changes.
- Updating details: Clubs can update VAT, bank details, and responsible person in Stripe.
- Payout times: Standard payouts take about 7 days. The first payout may take longer.
- Disputes: All disputes must be handled in Stripe by the club.
- · Security: Enable two-factor authentication (2FA) and store backup codes safely.
- Support: Contact How Many Strokes for connection issues; Stripe support for account/payment issues.

Disclaimer

How Many Strokes provides the technical link between the Rental Manager and Stripe.

- All payments are processed directly between your club and Stripe.
- How Many Strokes does not hold funds, store card details, or control payout timings.
- The club is responsible for entering correct details (bank, VAT, responsible person).
- Disputes, failed transactions, or chargebacks must be handled directly in Stripe by the club.

This guide is provided as a helpful resource. Stripe's own terms and conditions always apply to payments.