Checklist for PayPal usage at Events in Trimaris

☐   Read the Trimaris PayPal policy document to understand requirements and rules to use PayPal.

☐   Fill out "Request for Authorization to use Paypal at Events Form" and email it to epay@trimaris.org along with event flyer.

☐   Have a training class with Thalassia Hellenis for Paypal reps (Required), Rescrat (required) and Autocrat (recommended)

☐   Receive the Triangle and check that all event prices and users have been setup in the system.

☐   Download the "PayPal Here" app onto the phone(s) you are using. Log in to ensure everything is working correctly.

☐   At event, have ATM available in case of issues. Only one person per phone/login.

     **Send epay@trimaris.org a copy of the registration sheets to use for reconciliation at end of event.

☐   Groups will receive their monies 7-14 days after receipt of registration sheet.