

## SNAME Webmaster Handbook PayPal Instructions

### 2.22.10 draft – by [Mark Eichler](#)

#### Embedding PayPal

PayPal is a great way to allow members and nonmembers to pay for an event. Because PayPal makes it easy to see who has paid for what items, it also eases event management and registration. Just print off a list of who has paid and bring it to the event table. Sections are especially recommended to consider opening a PayPal account specifically to receive funds for section meetings.



Adding PayPal to a microsite page is easy, but it does ever-so-gently edge into the world of programming. That is OK, you are up to it. Here's how:

#### In PayPal:

- 1) Create a PayPal account. You can do this through a section credit card or bank account on [www.PayPal.com](http://www.PayPal.com).
- 2) Under PayPal's "Merchant Services" create a "buy now" button. **Use only the first button option provided for a single-price "Buy Now" button.** If your event or product has different price points, you will need to create a separate button for each price. Multiple price-point PayPal buttons are currently not supported, but that should change soon.
- 3) After creating a button, PayPal generates your "button code". Copy and paste this code into a Word document so you can take what you need. The third line of this code will look like this:

```
<input type="hidden" name="hosted_button_id" value="6HP69FABXEV6G">
```

You only need a small part of this code, the 8 to 20 characters appearing after the "hosted\_button\_id" value =" as shown highlighted above. Keep this open on your computer desktop for the following steps.

#### On the [Webmaster Resources & Support Website](#)

- 1) Go to the EMBED section of the site.
- 2) At the top in the "PayPal Codes" section are the codes you need to input into your website to support the PayPal links. For easy access, keep this page open in a separate browser window or tab when editing your microsite.

#### In Your Microsite:

- 1) In the Navigation page, add a new content item to the microsite page where you want the buttons displayed.
- 2) Access the content editor page of the new content item.
- 3) Be **sure to name the content item appropriately** – this is the easiest way to label what the button pays for. For example, if the button is for the member price of a May meeting, title it "Member Registration: May Section Meeting".
- 4) In the content editor page go to the WYSIWYG window at the bottom of the page. Above the window, click on the radio button for "User Control". This will make the WYSIWYG window disappear and expose the fields into which you need to paste the PayPal button codes from the Webmaster Resources & Support Website.
- 5) Paste in the codes from the Webmaster Resources & Support EMBED page into the areas specified.
- 6) Replace the XXXXXXXX in the "User Control Parameters" field with the code for your button as created above. **Do not copy the quotation marks around this code.** You only want to paste in the 8 to 20 characters of actual code.
- 7) Click "Save" when finished.

You've got PayPal! **Be sure to create other content items above or below the button to define the event or product the PayPal button is paying for.**