



Checklist 13 - Setting up a Paid Webinar using PayPal

Project Name: _____

Date: _____

Yes No

Are you new to setting up paid webinars? If you are then do not worry. We have your back. Here is a checklist to help you set up a paid webinar using PayPal:

BASICS

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Firstly, go to the 'New Webinar' setup. | | |
| 2 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Next, click on the 'Paid Registration' tab. | | |
| 3 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Then click on 'Pay to Register' option. | | |
| 4 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | You will be presented with a page filled with links. | | |
| 5 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Select your currency symbol. | | |
| 6 | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Fill in the amount you will be charging for the webinar. | | |

Notes



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- 7
Now go to your PayPal account to set up the product.
- 8
Select 'Merchant Services'.
- 9
You will need a business account:
- 10
Visit: <https://www.paypal.com/us/webapps/mpp/set-up-paypal-business-account>
- 11
Click on the 'Sign up now button'.
- 12
Provide your email address and set up a password.
- 13
Provide in the business details and create an account.

MOVING ON

- 1 Click on 'Create Payment Buttons' or 'My Saved Buttons' link.

Notes



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- 2
- 2 Select whether you want to use your merchant ID or email address for communications with customers.
- 3
- 3 Fill in the required links.
- 4
- 4 Then, click on the button that says 'Create Button.'
- 5
- 5 Ignore the code on the next screen and choose the 'Email' tab.
- 6
- 6 Copy the link and place it in your Webinarjam interface.

Notes