

Setting up Gala Organiser to use Stripe for payments

Before you can start collecting debit or credit card payments from clubs or individuals entering your meets you will need to connect it to a Stripe account.

Setting this up is very straightforward, and can be done quickly by following the instructions below.

If you haven't already done so then go to www.stripe.com and register a Stripe account for your club. You'll need a club email, and your bank account details (so they know where to pay any money you receive). We recommend Stripe as it is more cost effective than PayPal, with a current, lower transaction fee of 1.5% + 20p on each transaction. (as of July 2026)

Once you've registered, and confirmed your new account with Stripe, log in and go to your Stripe Dashboard, then do the following:

- 1) Open another browser page and sign into your Gala Organiser account and click on User, followed by **Parameters** from the drop down box. You will be looking to fill in the following fields in order to set up credit card payments via Stripe and Gala Organiser.
 - Stripe Secret Key
 - Stripe Publishable Key

To achieve this, within your Stripe Dashboard, click on **Developers** then **API Keys**

- 2) Copy and paste the **Stripe Secret Key** and **Stripe Publishable Key** field contents into the respective fields in the Gala Organiser Parameters screen.
- 3) Click **Update Parameters** in Gala Organiser.

You will also need to perform the following steps to ensure that payments do not get lost, if a member accidentally closes their browser window before the payment has gone through fully:

- 1) Within Gala Organiser, make a note of your Club Code shown in the profile box at the top of every page.
- 2) Within Stripe, click the search box at the top, and type Webhook. Of the 3 options that appear click Create a webhook

Configure your event destination

Event destination scope

[View docs on event destination scopes](#)

Your account

Events from resources in your account. For Accounts v2, this includes events for accounts created directly within your account.

Connected accounts ⓘ

Events from resources inside your connected accounts – including their payments, customers and payment methods.

Accounts v2 events route differently than v1. Events for v2 accounts that belong directly to your platform are delivered to **Your account** destinations – not **Connected accounts** as in v1. Events for v2 accounts that belong to your connected accounts (such as their customers and recipients) are delivered to **Connected accounts** destinations. To receive both, create two separate destinations.

[How event routing works for Accounts v2](#) ↗

API version

2026-06-24.dahlia

Events

[All events](#) [Selected events](#) 1

Q Find event by name or description...

☐ Select all ⓘ

> Account Link v2	1 event
> Account Person v2	3 events
> Account	4 events
> Account v2	13 events
> Balance Settings	1 event
> Balance	1 event
> Batch Job v2	10 events
> Billing Portal	3 events
> Billing	10 events
> Capability	1 event
> Cash Balance	1 event
> Charge	13 events
✓ Checkout	4 events
☐ Select all Checkout events	
☐ checkout.session.async_payment_failed	Occurs when a payment intent using a delayed payment method fails.
☐ checkout.session.async_payment_succeeded	Occurs when a payment intent using a delayed payment method finally succeeds.
☒ checkout.session.completed	Occurs when a Checkout Session has been successfully completed.
☐ checkout.session.expired	Occurs when a Checkout Session is expired.
> Climate	7 events

[Cancel](#)

[Continue →](#)

- 3) Click the API version dropdown and select the latest version
- 4) Click the arrow to the left of Checkout
- 5) Tick the checkout.session.completed checkbox
- 6) Click Continue
- 7) Ensure webhook endpoint is selected and click Continue

Configure destination

Tell Stripe where to send events and give your destination a helpful description.

Events from Your account
Payload style Snapshot
API version 2026-06-24.dahlia
Listening to checkout.session.completed

Destination name

0/100 characters

upbeat-radiance

 Regenerate

Endpoint URL

Webhooks require a URL to send events to.

<https://galaorganiser.co.uk/stripe/XXXX/webhook.php>

Description

0/255 characters

An optional description of the destination...

Enter the above in the **Endpoint URL** box, where XXXX is your Club Code from point 1 above (in capitals)

- 8) Next click the **Create Destination** button
- 9) On the right of the next screen you will see a signing secret field (beginning whsec_)
- 10) Click the eye icon to reveal the secret, then click the clipboard icon to copy the code
- 11) Back in Gala Organiser, open up the Parameters page and paste this code in to the Stripe Webhook Signing Secret field and click Update Parameters