PTBoard makes it easier!

PTBoard Tap: Tap to Pay Instructions
*Available with Stripe & Apple

PTBoard Tap is a new exciting feature that can help you increase your sales at in-person events and keep all of your sales documented in your PTBoard Reports.

Some important points to remember:

*PTBoard Tap uses “Tap to Pay” on iPhones only. “Tap to Pay” on iPhone is a trademark of Apple Inc.

*PayPal does not offer a similar option, so if you would like to use PTBoard Tap, please create a Stripe account to get started.

*PTBoard Tap is only available through your PTBoard site when logged in as a Super Admin. It is not available on the App Store.

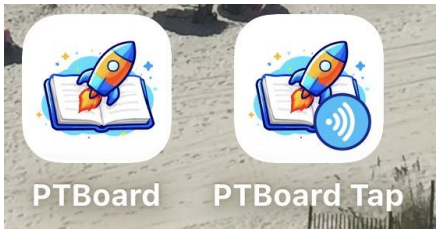
*PTBoard Tap is currently available on **Sales Forms and Membership Forms.**

*The regular PTBoard app is meant for parents' use only, no Admin functions can be done.

*PTBoard Tap is a restricted-access app available only to authorized PTBoard administrators. It is not publicly listed in the App Store.

*To install PTBoard Tap, scan the QR Code that is available in the "Payments" tab within "Manage School."

*Here are what both app icons look like:



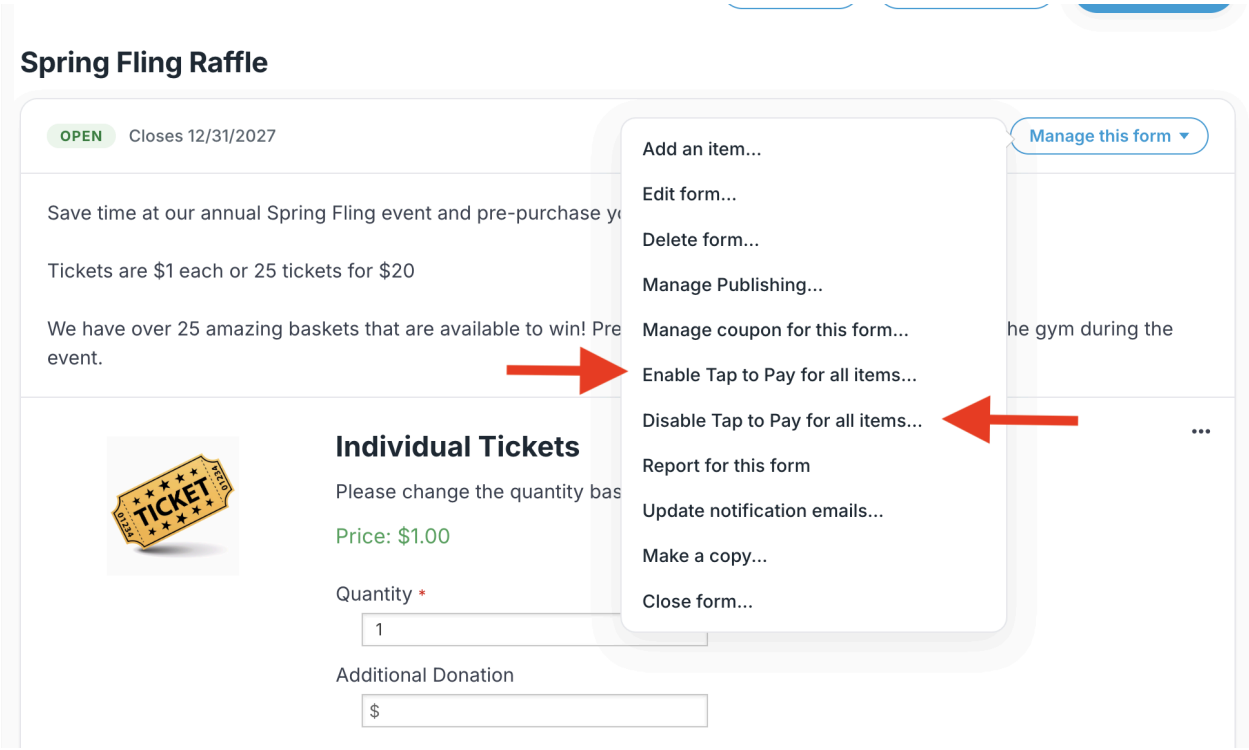
How to Set Up PTBoard Tap

◇Enable Your Form

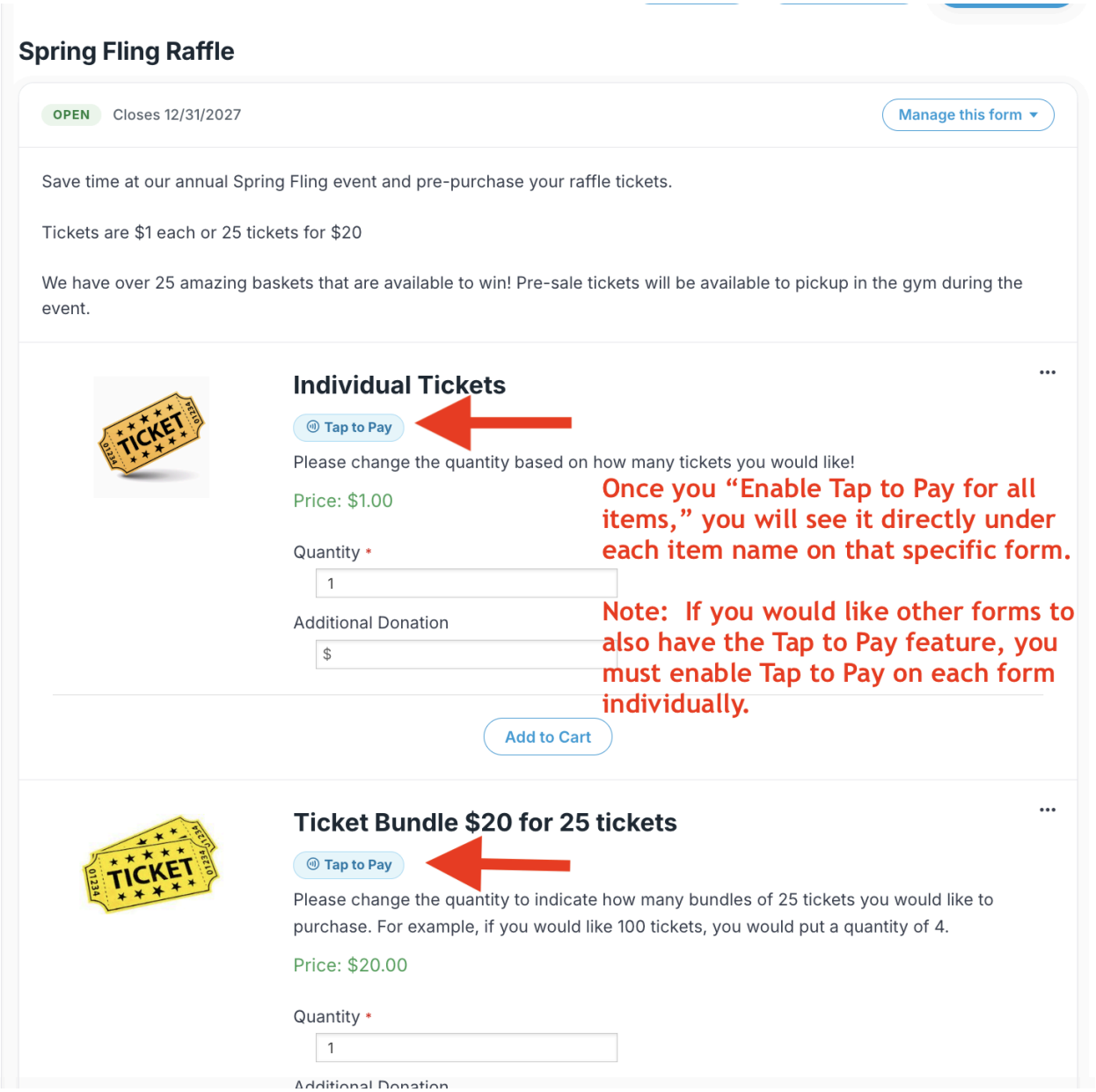
*Click on Forms & Payments.

*Open the Sales Form you will use to sell the items, and click “Manage This Form.”

*Click “Enable Tap to Pay for all items.”
Note: This is also where you can “Disable Tap to Pay” for all items as well.



*Once you do that, you will see the “Tap to Pay” icon and text under each item name:



◇Install PTBoard Tap

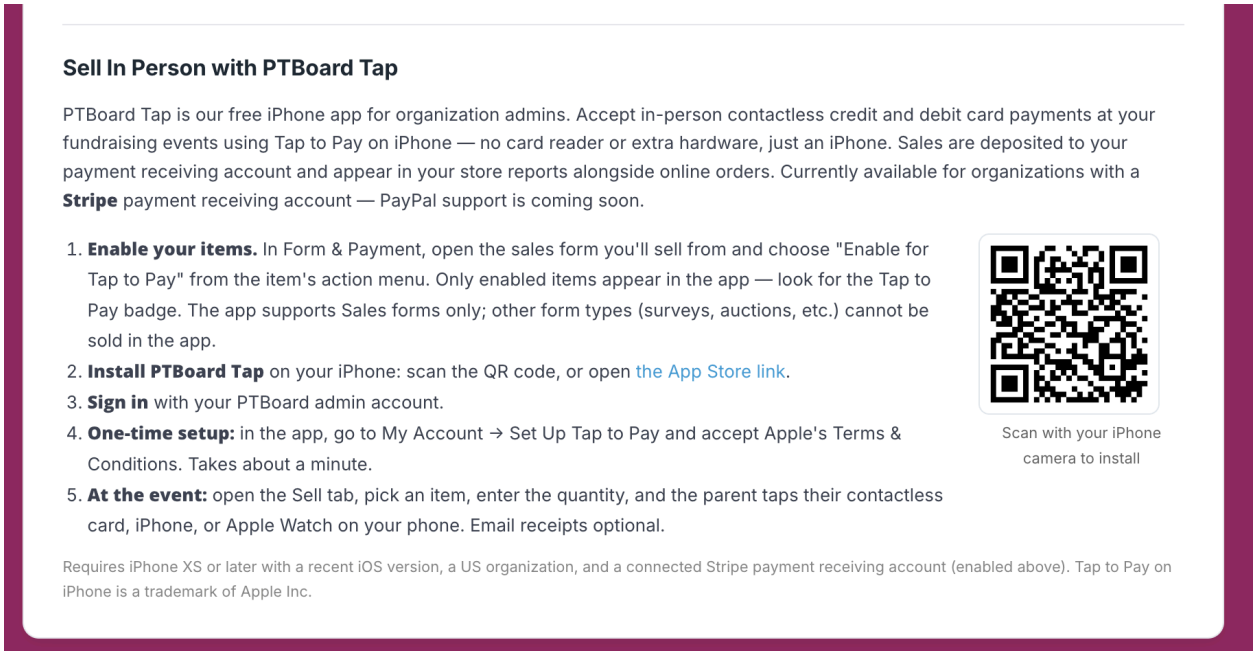
*Click on the "Admin Center" at the top right of your site.

*Click on "Manage School."

*Click on the "Payments" tab.

*Scroll down past where you have Stripe set up, then Forms & Payments and Campaigns.

You will see this:



*Scan the QR Code with your iPhone and install the app.

◇Using PTBoard Tap at in-person events

*Once you have the app installed, you will just need to open PTBoard Tap when you are ready to take payments.

*Keep in mind that payments with PTBoard Tap are meant to be made quickly. In other words, if you are selling t-shirts or other items that you are only asking for the purchaser’s name, email and a t-shirt size and/or color, food or concessions, PTBoard Tap is perfect!

Fees to Use PTBoard Tap

In terms of fees for PTBoard Tap, PTBoard does not handle financial transactions or determine Stripe's transaction rates. All payments made through PTBoard Tap are processed securely by Stripe and go directly into your organization's connected Stripe account.

The Stripe rate for a transaction made through PTBoard Tap applies instead of the traditional Stripe online transaction rate; it is not an additional Stripe processing fee added on top of the online rate.

Because rates may vary depending on an organization's individual Stripe account and pricing agreement, PTBoard is unable to provide a specific rate. You can find more information about Stripe's Tap to Pay fees here: Stripe Fees. For questions about the rate that applies specifically to your organization, including any nonprofit pricing, you should contact Stripe directly.

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Questions? Please contact Andrea at andrea.maneval@ptboard.com.