

CLUBWARE APP: GOOGLE AND APPLE DEVELOPER ACCOUNT

To publish your Clubware app you are required to create your own Apple Developer Account for an iOS app and a Google Play Developer account for an Android app. We will then submit your custom apps under your developer account.

Before beginning we recommend you have ready a business email, business contact number, a website with the business contact details and legal name, and a privacy policy on your website.

Google Developer Account

All businesses are required to create their own Google Play Developer account to publish an Android app on the Google Play Store. You will need to pay a \$25 (USD) one off developer fee charged by Google.

The following must be completed to create a Google Developer Account

1. Create a Google Account. Follow this link to [Create Google Account](#). We recommend using your work email instead of creating a new Gmail email.
2. Upgrade Account to a Google Play Developer account. Go to [Register for a Google Play Developer account](#) and follow the four steps:
 1. Sign up for a Google Play Developer account
 2. Accept the Developer Distribution Agreement
 3. Pay registration fee
 4. Complete your account details
3. Contact Clubware Support to set up your Google Cloud Service. This allows Google specific features to be incorporated in the app.

Apple Developer Account

All businesses who wish to publish an iOS app are required to enrol in the Apple Developer program as an Organization (not as an Individual). To enrol in the Apple Developer Program, you will need to pay a \$99 (USD) annual publisher fee charged by Apple.

The following must be completed to successfully enrol in the Apple Developer Program:

4. Create an Apple ID. Follow this link to learn how to [create Your Apple ID](#). We recommend you use your work email and not a personal email.
 1. Enable Two Factor Authentication on Apple ID. The Apple Developer Account requires 2FA to be enabled to make your account more secure. Follow this link to learn how to enable [Apple Two-factor Authentication](#).

5. Obtain a D-U-N-S Number®. DUNS is a unique numeric identifier assigned to a business by Dun & Bradstreet (D&B). You cannot enrol in the Apple Developer Program without a D-U-N-S Number and can take up to 7 days to be created. Follow this link to [request a D-U-N-S Number](#).
6. Enrol in the Apple Developer Program. After you have created your Apple ID and received your D-U-N-S Number, you can enrol into the Apple Developer Program. Follow the instructions below to enrol.
 1. Go to the [Apple Developer Program Enrolment page](#) and click Start Your Enrolment.
 2. Log in with your Apple ID and password.
 3. When asked to verify your identity, enter the verification code sent to your Apple device/phone/email and click Continue.
 4. From the Entity Type dropdown list, select Company/Organization and click Continue. If you create an Individual account you will not be able to invite Clubware to create an app for you.
 5. In the Legal Entity Name field, enter the name of the business as it appears in the D-U-N-S lookup. Your legal entity name must match the one in the D&B profile.
 6. In the D-U-N-S Number field, enter the D-U-N-S number assigned to the business and click continue
 7. In the Website field, enter the URL for your website.
 8. In the Phone Number field, enter the phone number where Apple can reach you. Apple will call to verify your enrolment.
 9. Leave the Tax ID/National ID field empty.
 10. Under Confirm your signing authority, select the appropriate button. Upon selection, the Your Work Email field will be displayed. Enter your business email address and click Continue. You must use a business email with a private domain name (e.g. info@yourbusiness.com) and NOT a Gmail, Hotmail or any common providers.
 11. When you receive an email named “Your program enrolment has been received”, please forward this email to mobilesupport@clubware.com.au
7. Confirm and pay for your Apple Developer Program membership. Apple Developer Support can take up to a week to confirm the enrolment at which stage they will send an email to confirm and an email link to pay for the membership.
8. Invite Clubware to your App Store Connect. After you have enrolled in the Apple Developer Program, you must invite Clubware to your App Store Connect account to create your app.
9. Go to <https://appstoreconnect.apple.com/login>
10. Log in with your Apple ID associated to your Apple Developer account.
11. On the App Store Connect home page, click Users and Access.
12. Click the Add button.
13. In the popup window, enter the following information and click Next.
14. First Name: Clubware
15. Last Name: Support
16. Email: *email Clubware Support to provide you with a unique email to use*
17. Under Roles, select the Admin checkbox.
18. Under Developer Resources, select the Access to Certificates, Identifiers & Profiles checkbox.
19. Click Invite.

Frequently Asked Questions

What is a Privacy Policy and do I need one?

Yes. Android Play Store and Apple App Store require every app store listing to have a link to a privacy policy on the owner's website in cases where your app handles personal or sensitive user data (including personal identifiable information, payment information and contact data).

The required contents of a privacy policy depend on the law applicable to you. For this reason, it is always advisable that you obtain advice from a lawyer.

What is a D-U-N-S number?

The D-U-N-S Number is a unique nine-digit number that identifies business entities on a location-specific basis. The D-U-N-S Number is widely used as a standard business identifier and is assigned and maintained by Dun & Bradstreet (D&B). For more information, see [Apple Support D-U-N-S](#).

Do I have to create a new Apple ID?

Not necessarily, but we recommend using one tied to your business rather than a personal account. [Click here](#) to create a new Apple ID.

Why do I need Apple Two-Factor Authentication?

Apple requires all developers use two-factor authentication to verify ownership of their Developer account. You will need a qualifying Apple device to complete this step. [Click here](#) to see how Apple 2FA works.

Can I enrol in the Apple Developer Program as an individual instead of an organization?

Yes, however after enrolling you will need to set up a DUNS Number and then contact Apple Developer Support to change your account over to an Organization before you can invite Clubware to create the app for you.

The following restrictions may apply:

- If your company is a limited liability company (*Inc.*), corporation (*LLC, LC, Ltd. Co.*), or a legal entity, you cannot enrol as an individual or your app will be rejected.
- If you are a Sole Trader or a single person company, you must enrol as an individual.
- If you enrol as an Individual your name will show as the developer on the app store and not the business name.

What are the differences between an individual account and an organization account?

The main differences between an individual account and an organization account are as follows:

- An individual account is very easy to set up, and can be completed in 20 minutes, while an organization account typically takes up to one week to set up because it requires a DUNS number for verification purposes.
- Individual accounts display the business owner's name as the app publisher, while organization accounts will display the company's name as the app publisher.
- Organization accounts allow you to invite additional developers to your team within your organization's account.

Apple Developer Program Enrolment is not accepting my Organization Information.

The owner of the Apple ID/ Business Owner or Manager will need to contact [Apple Developer Support](#) to question why the details obtained by Duns & Bradstreet are not being accepted by Apple Enrolment system.

Apple have rejected my enrolment because the website does not reference the legal business name.

The business owner or manager will need to contact [Apple Developer Support](#) to answer any business related questions to complete the enrolment.