

Quick Guide

# Getting started

Your association has partnered with Teammo to provide an **easier way to collect and manage payments** throughout the season.

1

## CREATE ACCOUNT

Create an account [here](#), or download the Teammo app.



2

## CONNECT TO YOUR ASSOCIATION

Follow the prompts to find your team and connect to your association.

3

## MAKE PAYMENTS TO YOUR ASSOCIATION

Once connected to your association, you will be able to pay for all upcoming games, and lodge forfeits (if needed).

4

## TRACK & COLLECT MONEY FROM TEAM MEMBERS *(Optional)*

Flexibility and convenience to collect money from your team to ensure you're never out-of-pocket.

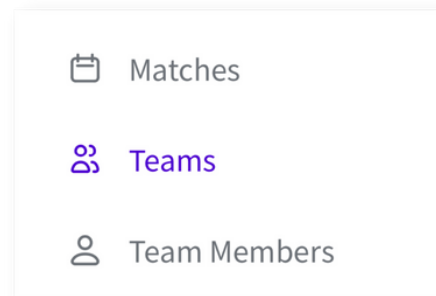
## Quick Guide

# Connecting to new season

If your team is rolling to a new season, you need to update your association connection in your account. Follow the steps below to add another season.

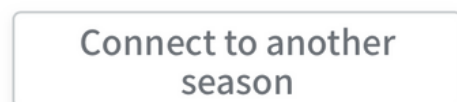
## 1 SELECT YOUR TEAM

Go to the [Teams](#) page in your Teammo account. Select the team you need to update.



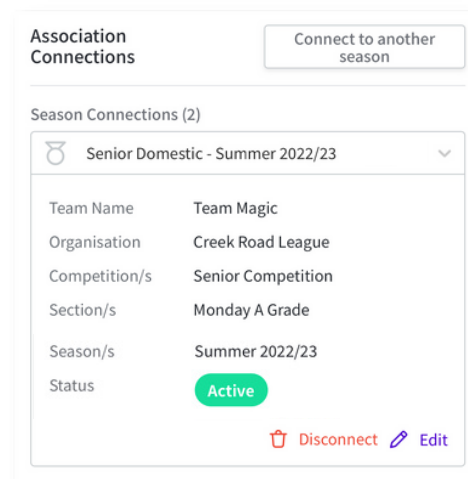
## 2 CONNECT TO NEW SEASON

Under 'Association Connections', select the **'Connect to another season'** button. Follow the prompts to connect your team.



## 3 ALL DONE!

Your new season connection is added to your team. You can now pay for matches in Teammo.



## ★ NEED TO ADD A NEW TEAM TO YOUR ACCOUNT?

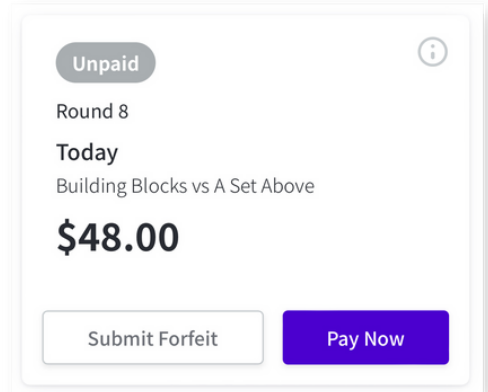
1. Go to [Teams](#) > Select  button

2. Select  button, then follow the prompts to finalise

# Pay for matches

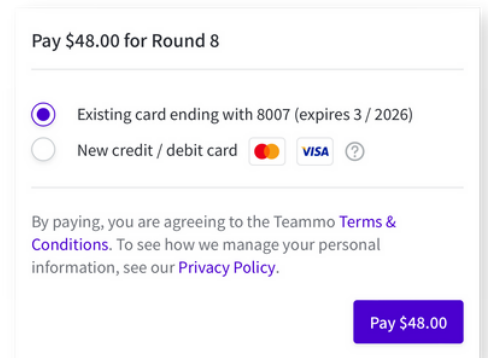
## 1 SELECT MATCH

Find the match you want to pay for from your Dashboard or [Matches](#) list. Select '**Pay Now**'. You will be asked to select the number of players playing.



## 2 MAKE YOUR PAYMENT

Enter debit/credit card details, or use a saved card. You only pay your match fee. ***There are no transaction fees.***



## 3 ALL DONE!

You will see a receipt once your payment has successfully processed. The money is sent directly to your association, and they will see your payment in their dashboard.

**Paid Teammo**

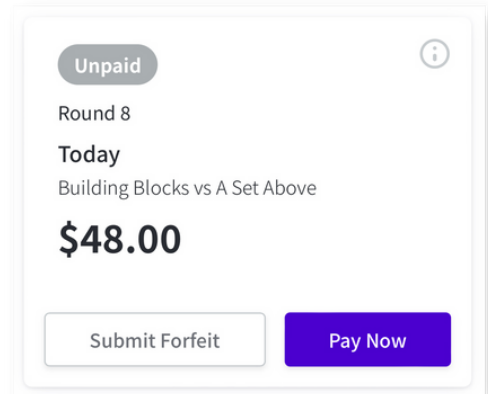
## ★ TIPS TO GET THE MOST OUT OF TEAMMO

- Using Teammo, you can pay match fees weekly, or you can pay for multiple games in advance. It's up to you!
- If your team wants to **rotate who pays each week**, each person can set up a Teammo account and connect to the same team.

# Lodge a forfeit/walkover

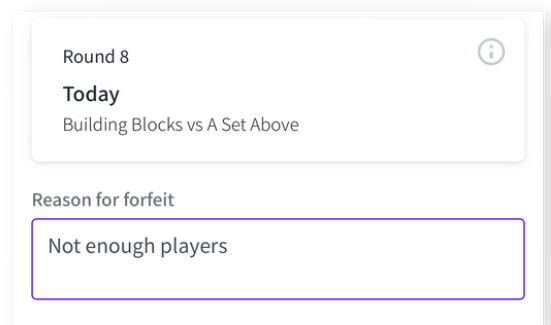
## 1 SELECT MATCH

Find the match you need to forfeit from your Dashboard or [Matches](#) list. Select '**Submit Forfeit**'.



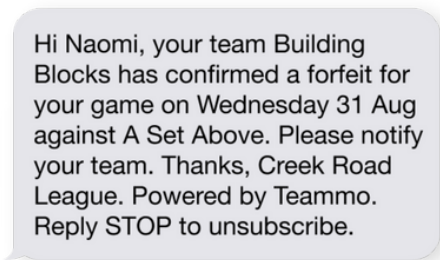
## 2 MAKE YOUR PAYMENT

Enter a reason for the forfeit and finalise your payment. The fee is automatically calculated based on your association's terms. ***There are no transaction fees.***



## 3 AUTOMATED COMMUNICATIONS

Your association will be automatically notified. Your team contact and the opposition team will receive an SMS to inform of the forfeit.



## ? WHAT HAPPENS IF THE MATCH FEE HAS BEEN PAID?

- When a forfeit occurs, any **match payments are automatically transferred** to the next unpaid match.
- If it is the **end of the season, a refund will be issued.** There's nothing you need to do.

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# Collect money from your team members

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**Find yourself chasing team members for money each season?**

Teammo makes it easy for your team members to send you money.

Saving you time and the headache of knowing who has paid, and who hasn't.

- ✓ **Don't be left out-of-pocket**
- ✓ **Team members pay in seconds, and don't need an account or app to use Teammo**
- ✓ **Tools for you to keep track of payments**

## IT'S SIMPLE TO USE (& OPTIONAL)

1

### Set up your payment request

Choose the amount to pay or split, what it's for, and who needs to pay.

2

### Teammo sends your team an SMS

Team members don't need an app, they pay via the SMS they receive.

3

### Money is sent to your bank account

Keep track of who's paid and send reminders. Money is received in 1-3 business days.

*Payment request transactions incur a transaction fee of **1.9% + \$0.20**. This is paid by the team member on top of the amount you request to ensure you are never out-of-pocket.*