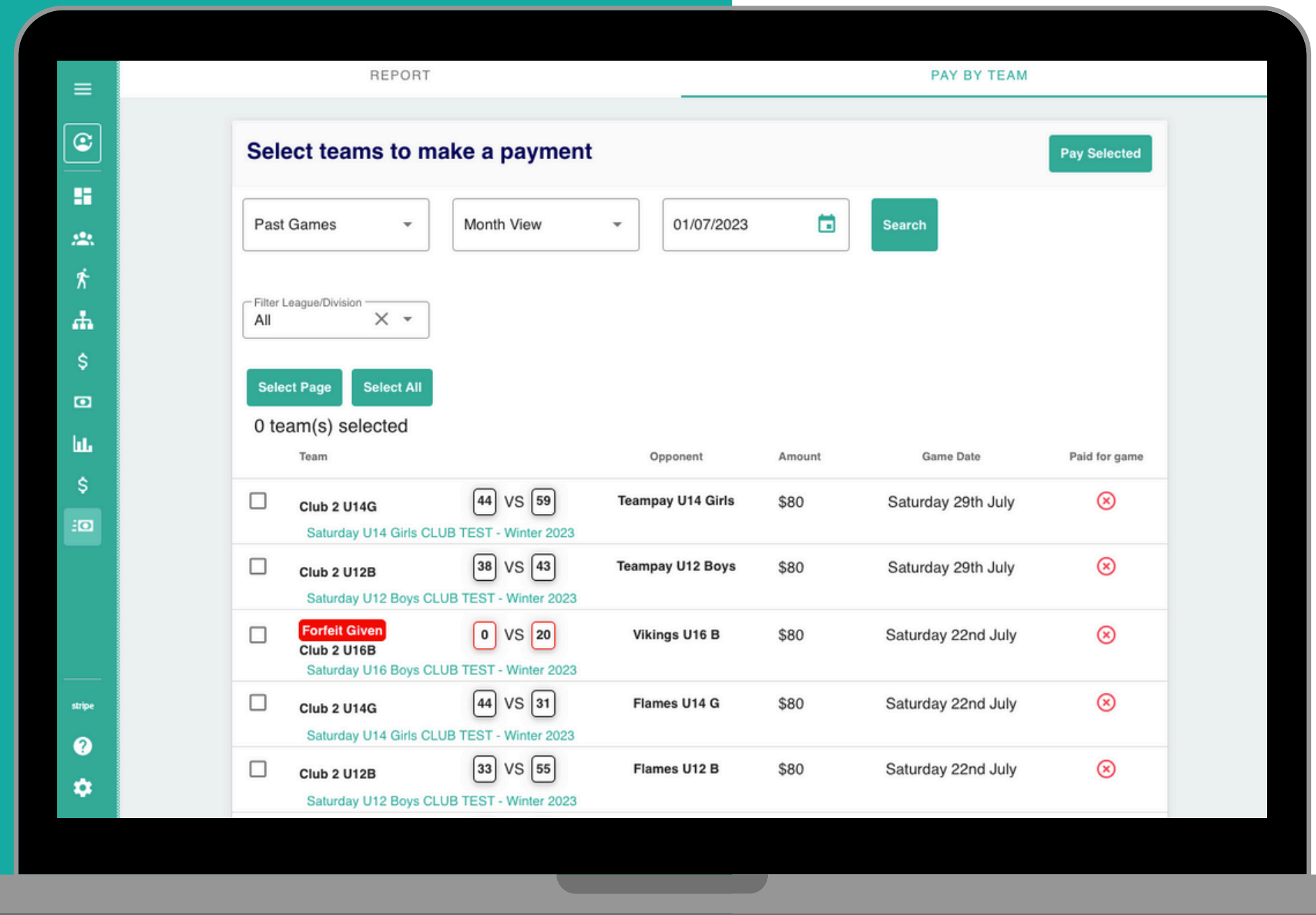




Club Payments

Registering a bank account



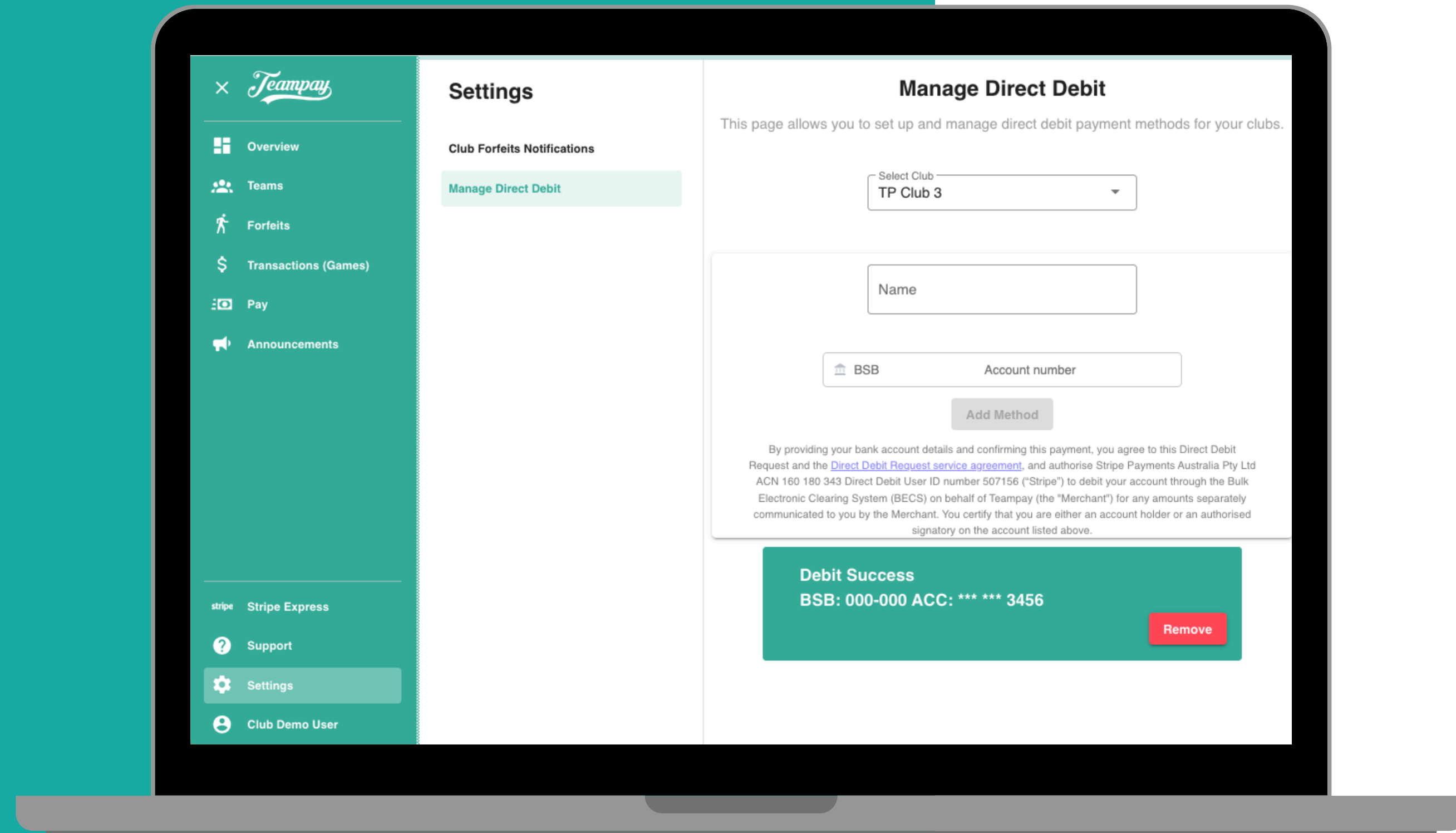
Registering your bank account

Log into your Teampay dashboard and select the 'Settings' option on the left hand side

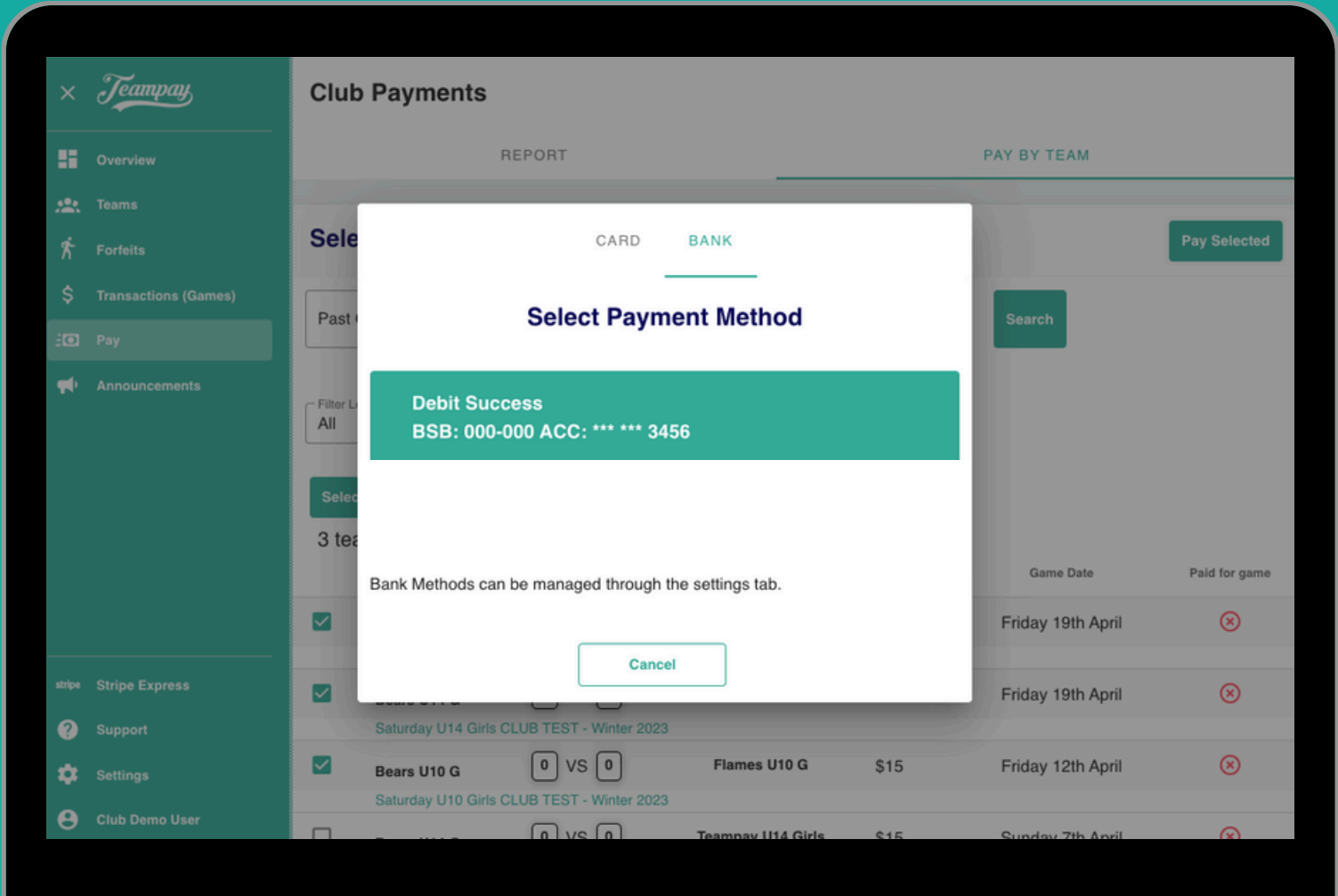
Select the 'Manage Direct Debit' option

Enter your club bank account details in the space provided and then select 'Add Method'

Once added, the bank account will appear successfully on the bottom right hand side of the screen



Making Payment



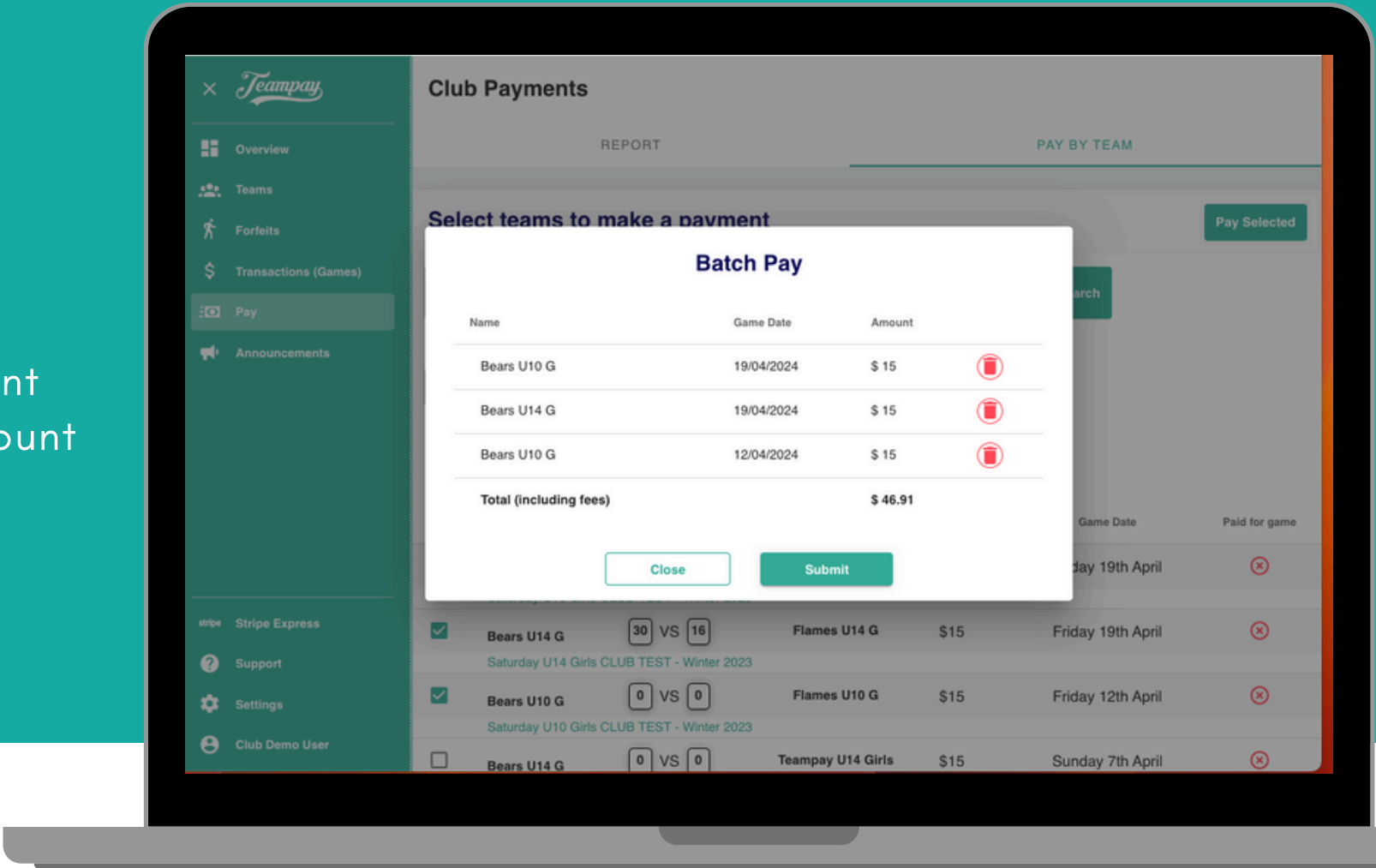
When paying, follow the usual payment process by clicking into the 'Pay' tab and selecting the teams you wish to pay for

Once you've selected the teams, click the green 'pay selected' button in the top right hand corner

From the pop up window, select 'Bank' at the top and click on the green tile that list your registered bank account

A window will open summarising the teams selected for this payment and the total amount to be debited from your registered bank account

Select submit and the payment request will be sent to your bank account



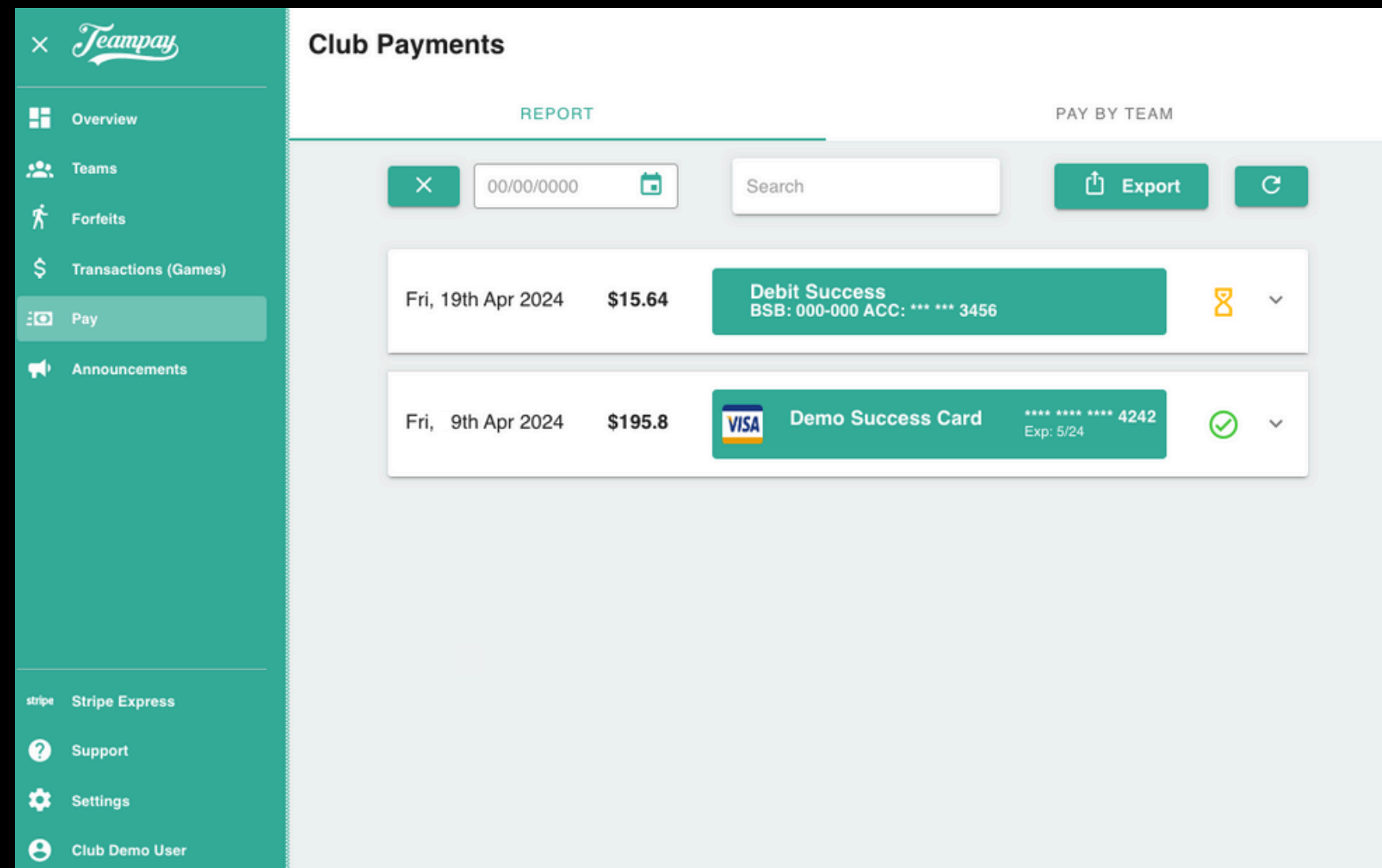
Payment Pending

Once you've submitted the payment, the payment will be pending until the bank approves the amount to be debited




This process can take up to 3 business days (depending on the bank)

A yellow hour glass will appear to indicate that the payment is still pending

Once the payment has been approved by the bank, the hour glass will change to a green tick, indicating payment has gone through successfully



The screenshot displays the Teampay 'Club Payments' interface. On the left is a teal sidebar with navigation links: Overview, Teams, Forfeits, Transactions (Games), Pay (highlighted), Announcements, Stripe Express, Support, Settings, and Club Demo User. The main content area is titled 'Club Payments' and includes a 'REPORT' tab and a 'PAY BY TEAM' header. Below this is a table of transactions. The first transaction, dated 'Fri, 19th Apr 2024' for '\$15.64', shows a 'Debit Success' with bank details 'BSB: 000-000 ACC: *** ** 3456' and a yellow hourglass icon. The second transaction, dated 'Fri, 9th Apr 2024' for '\$195.8', shows a 'Demo Success Card' with a Visa logo, card number '**** * 4242', and expiry 'Exp: 5/24', accompanied by a green checkmark icon. Above the table are controls for clearing the list, a date filter set to '00/00/0000', a search bar, and buttons for 'Export' and 'Refresh'.

REPORT		PAY BY TEAM	
<input type="button" value="X"/>	<input type="text" value="00/00/0000"/>	<input type="text" value="Search"/>	<input type="button" value="Export"/>
Fri, 19th Apr 2024	\$15.64	Debit Success BSB: 000-000 ACC: *** ** 3456	
Fri, 9th Apr 2024	\$195.8	 Demo Success Card **** * 4242 Exp: 5/24	

Club Reporting & Tax Invoices

Clubs can generate their own payment reports and tax invoices directly from their club dashboards

Tax Invoice

Address: 123 Fake St
Fakeville
ABN: 1111 1111 1111 1111

From: Club Demo Org

Receipt Number: CLUCLU20231213
Club making payment: Club Demo 1
Total teams: 2

Payment made: 13/12/2023
Payment made by: Club Demo User

Description	GST	Amount Inc GST
Game Fees for Club Demo 1 X 3 Games	\$22.43	\$246.78
Total Inc GST	\$22.43	\$246.78



Payment was processed by Teampay and remitted to Club Demo Org. Total amount paid is inclusive of any service fees.

