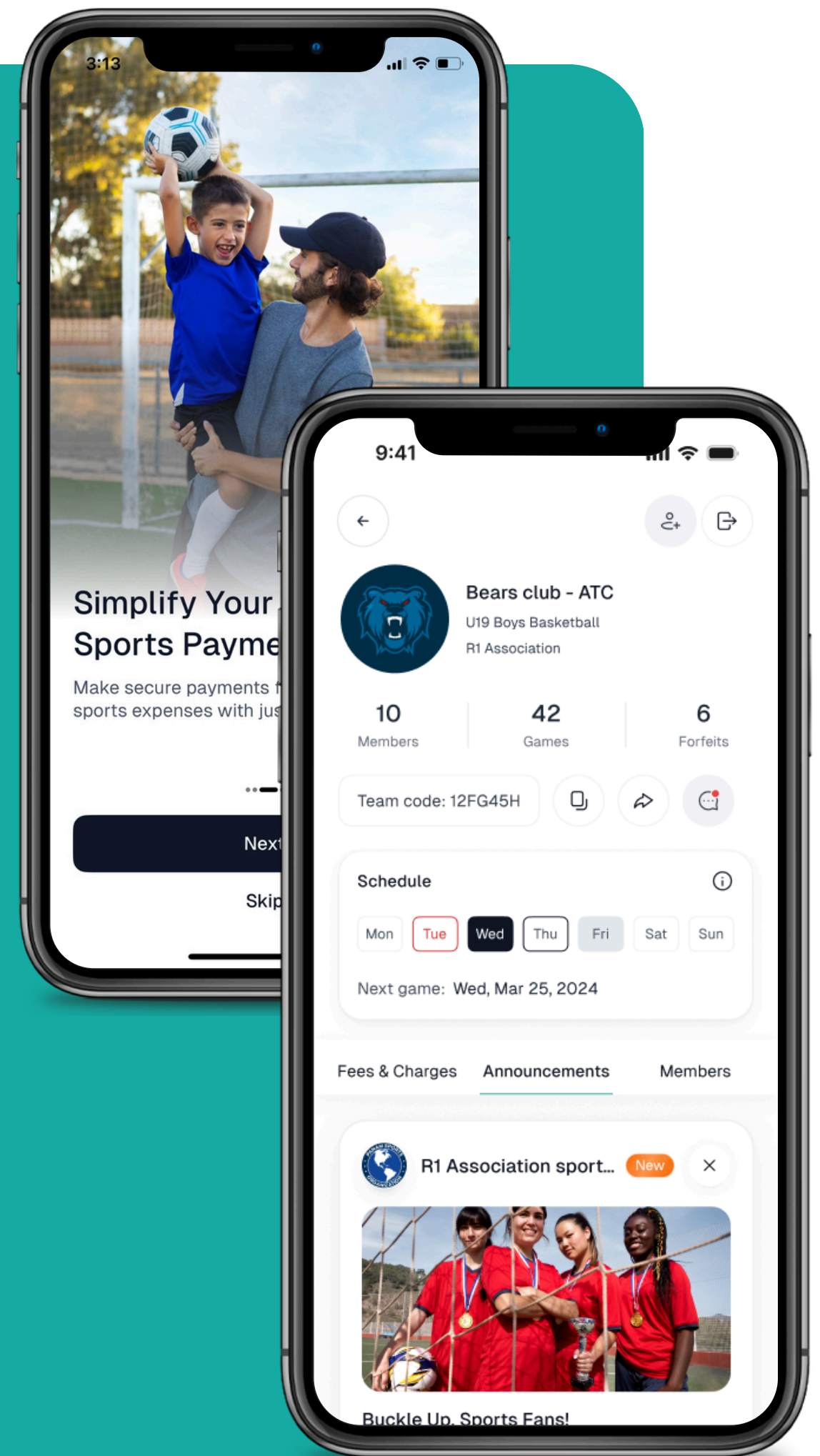
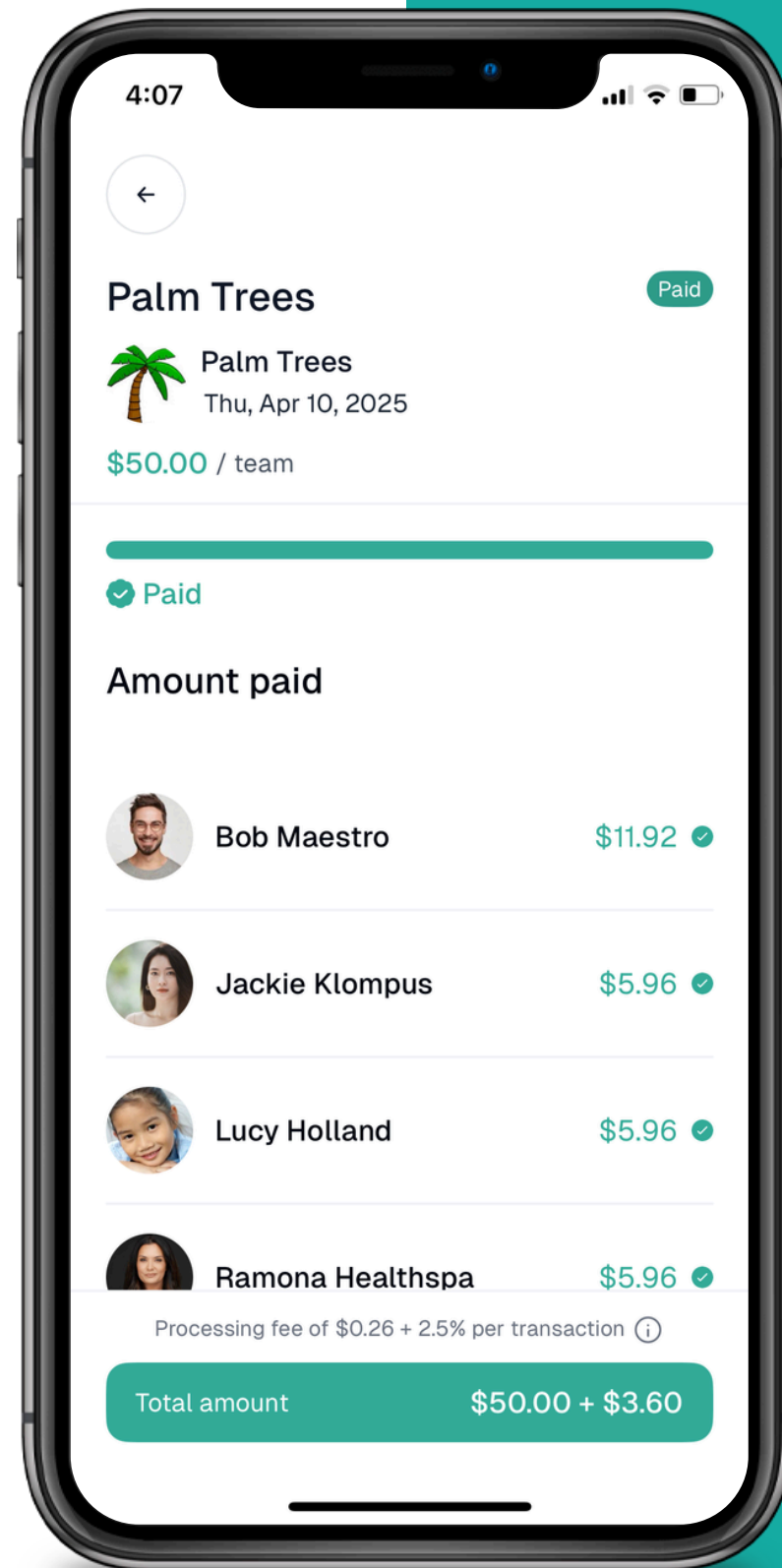


Teampay

User Guide



Making Payment



When can I make payment?

You can make payment for the team at anytime in the lead up to the game. Once you know who is playing, you can log in and process the payment

How do I know payment went through?

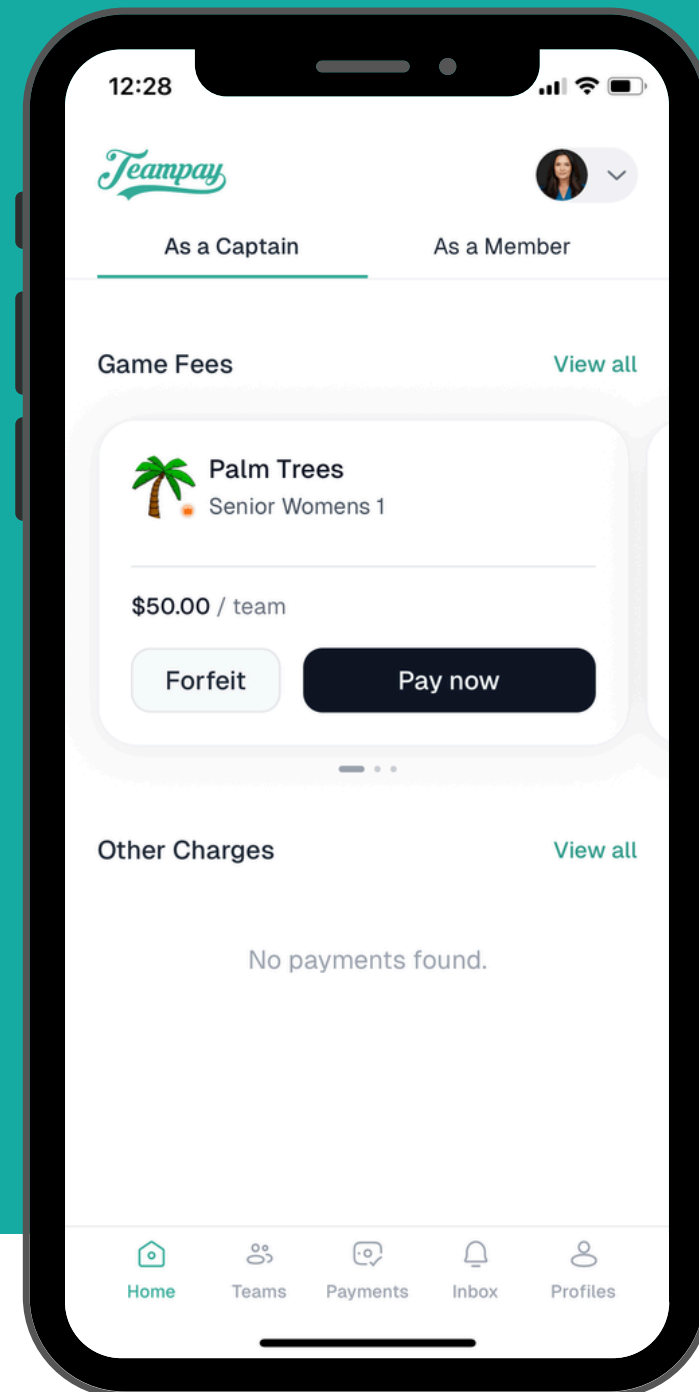
Once you hit 'Confirm & pay' keep your app open until the payment processing screen disappears. Check that you have green ticks next to each individual's name. If there is a payment that failed, it will clearly show a red X next to that payment and the decline code from the bank

How long does the process take?

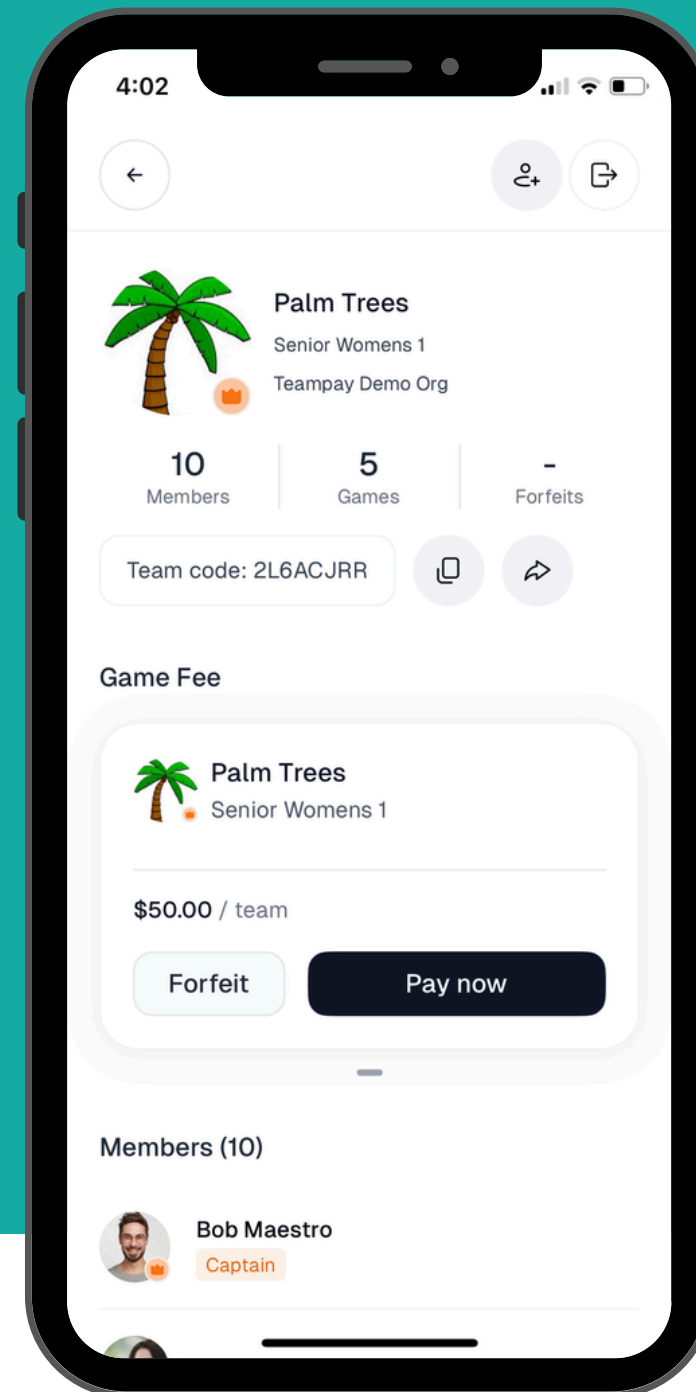
It should only take 2-3 minutes to do the whole process from logging in to confirmation of payment

Team Sheet Fee

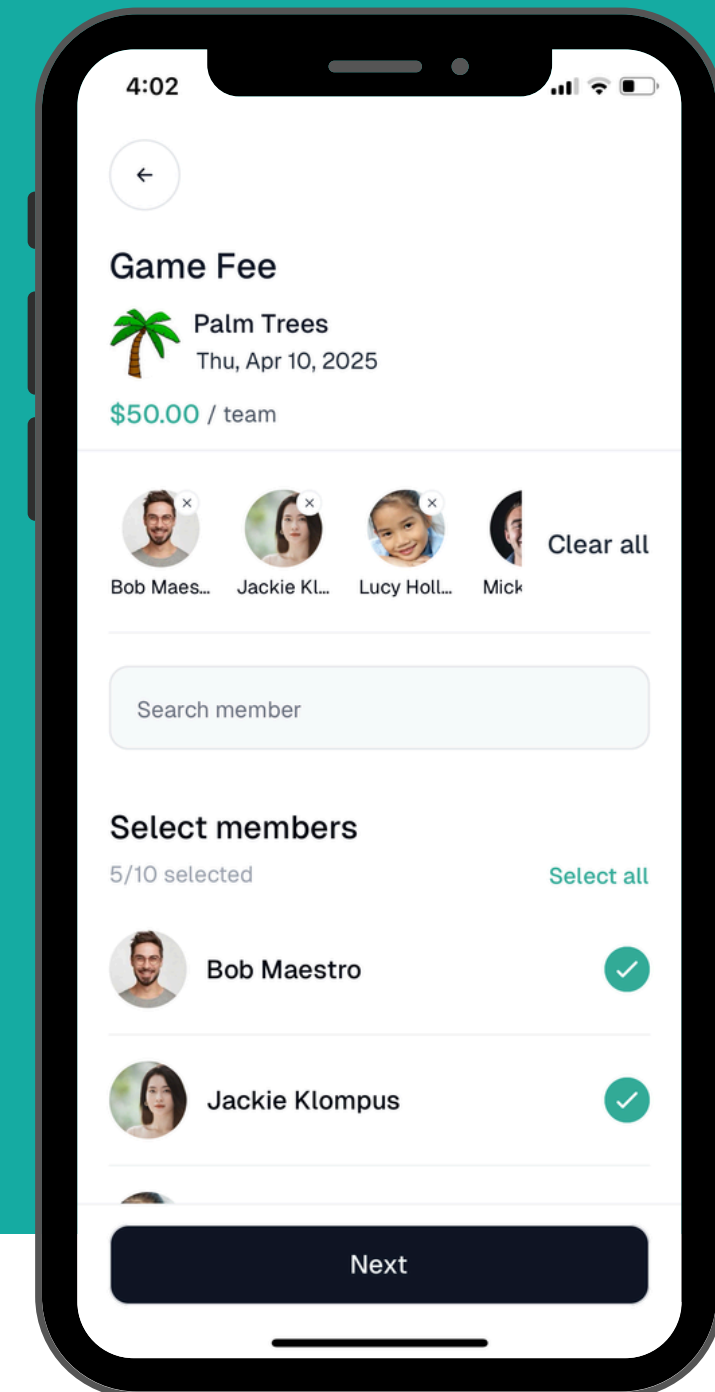
Select Team and Participating Members



Click on the team you wish to make payment for



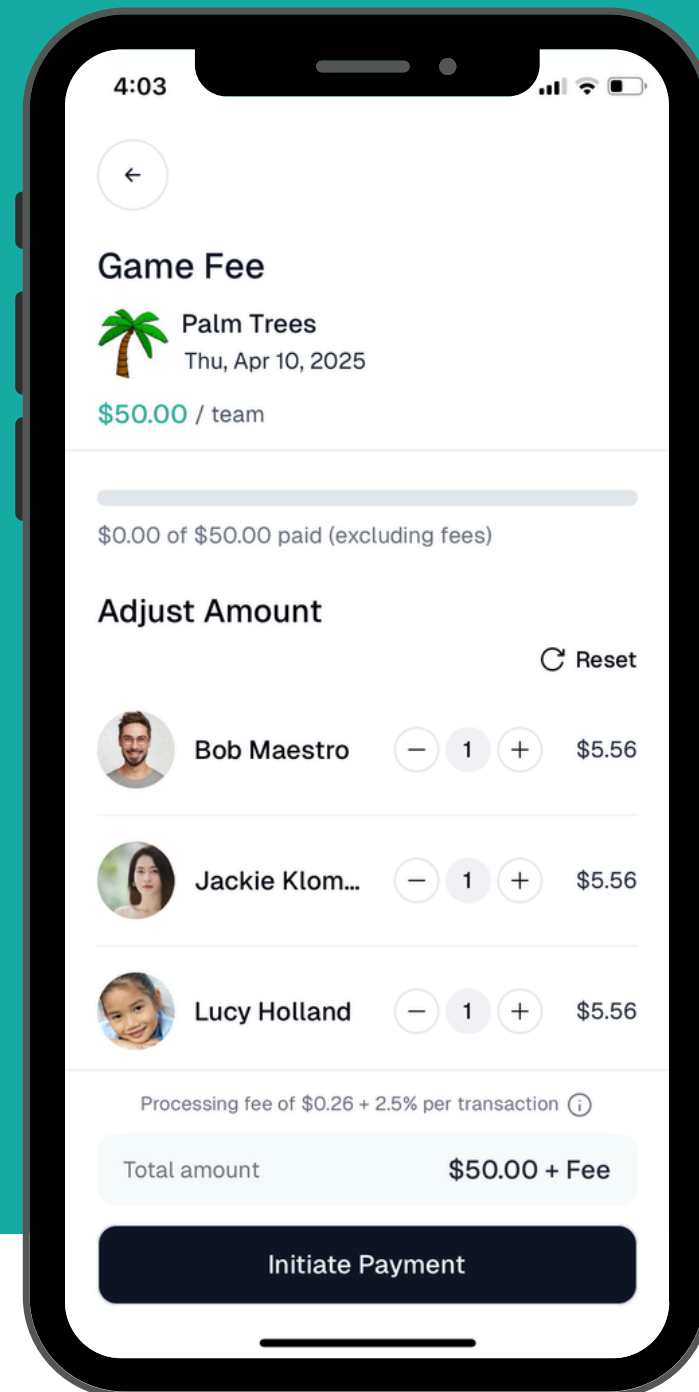
Select 'Pay now' to pay your game fees



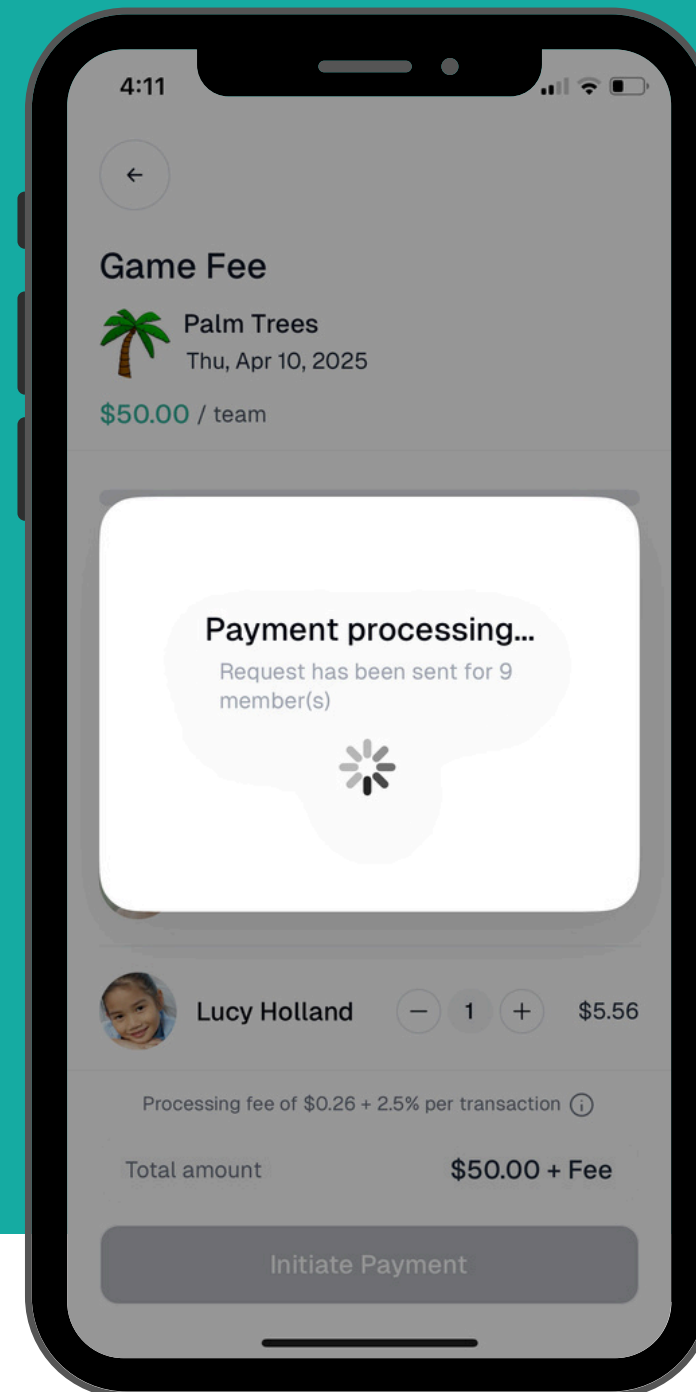
Select the team members you would like to charge for the game and click 'Next'

Team Sheet Fee

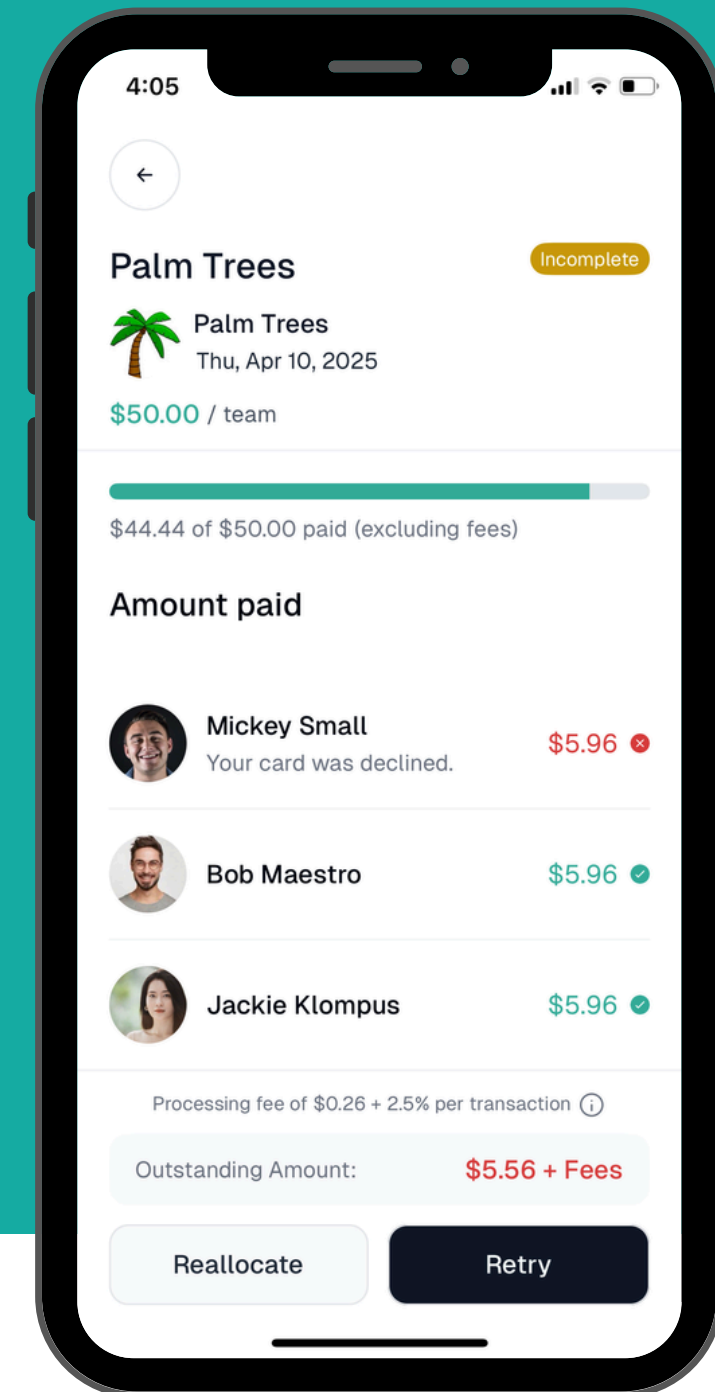
Process Payment



You can click '+' for members paying for more than one portion (fees are split evenly). Click 'Initiate payment'



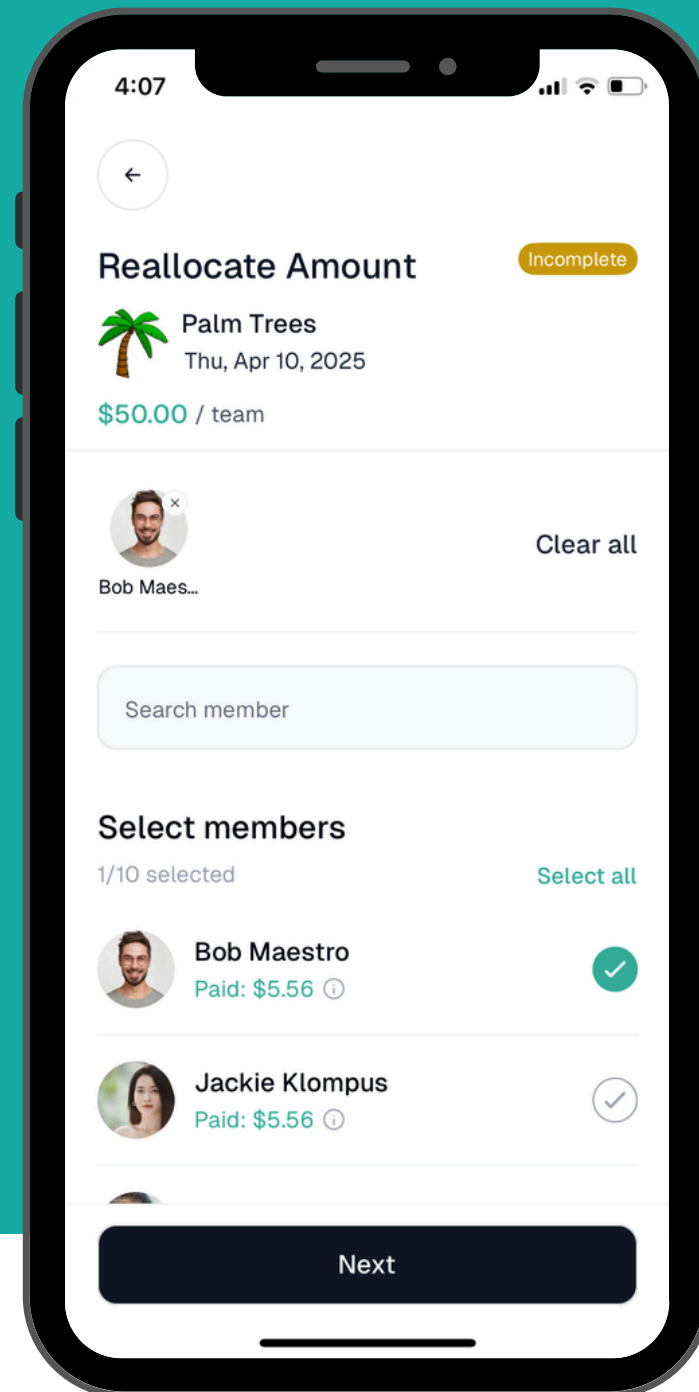
Payment will then be processed. Don't close your app during this stage



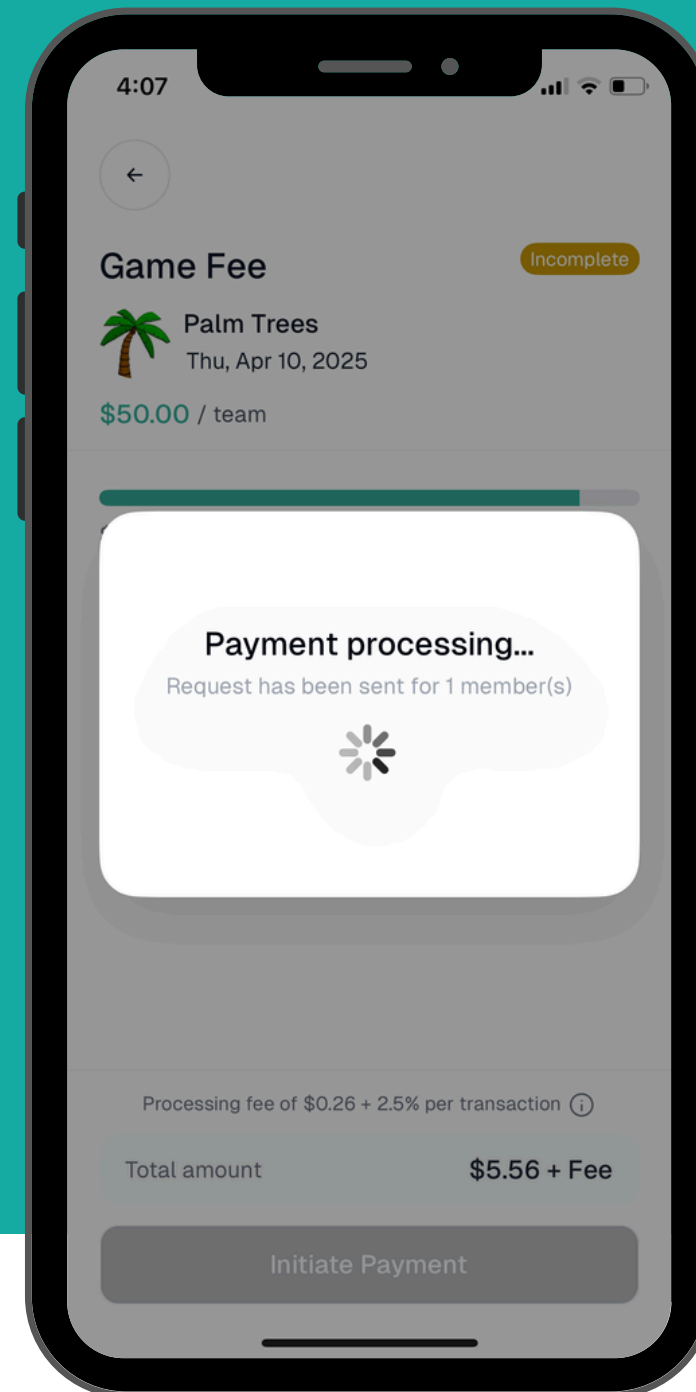
If payments fail, you can retry or reallocate the payment on this screen

Team Sheet Fee

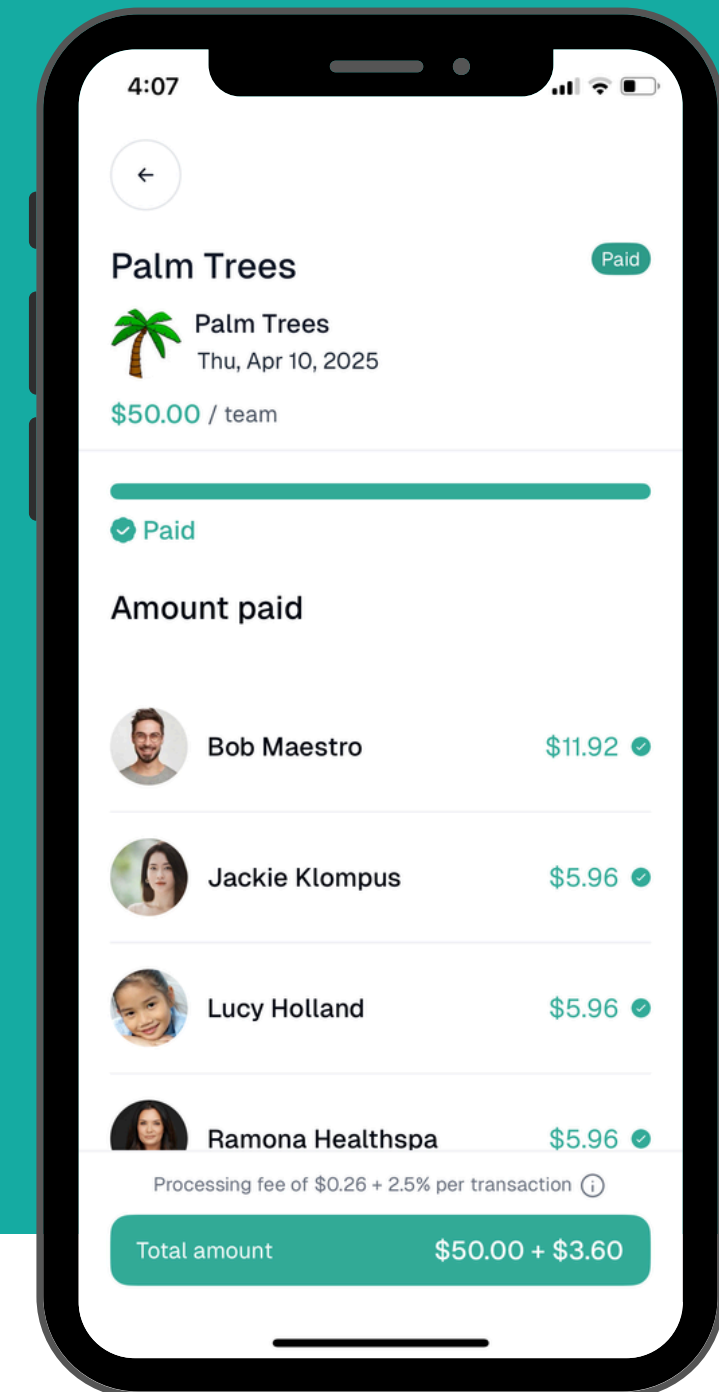
Reallocate Fee | Retry Payments



To reallocate a fee, select the member(s) to split the outstanding amount between and click 'Next'



Payment will then be retried. Don't close your app during this stage



When the payment is complete you will see green ticks next to each members name and you're ready to play!