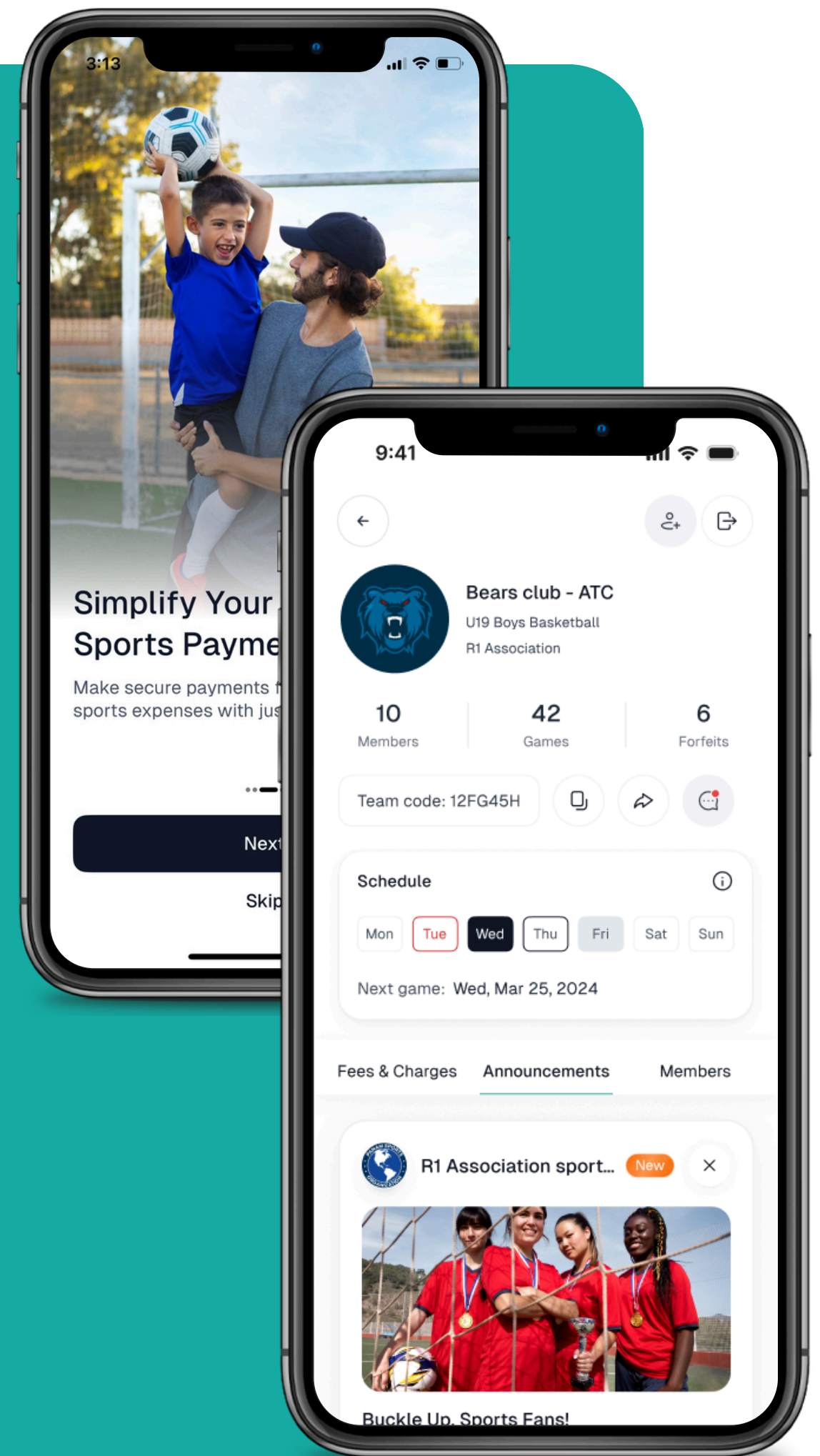


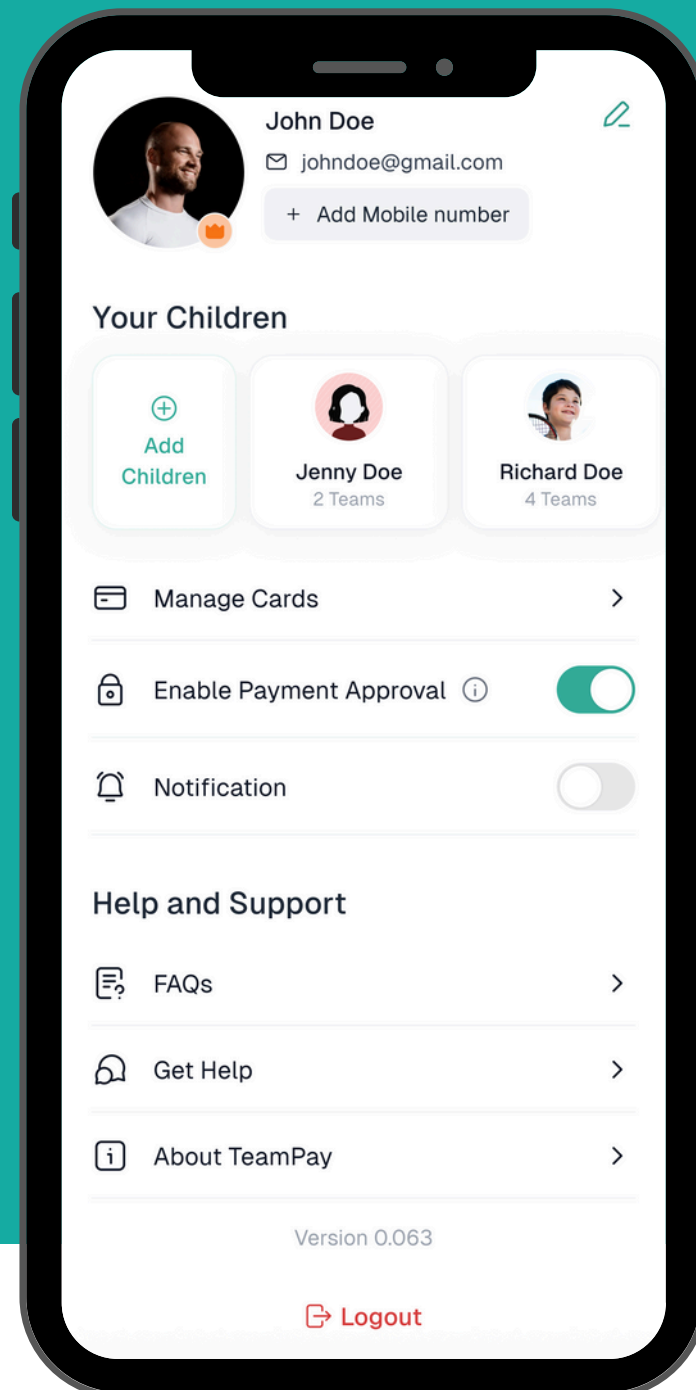
# Teampay

## User Guide

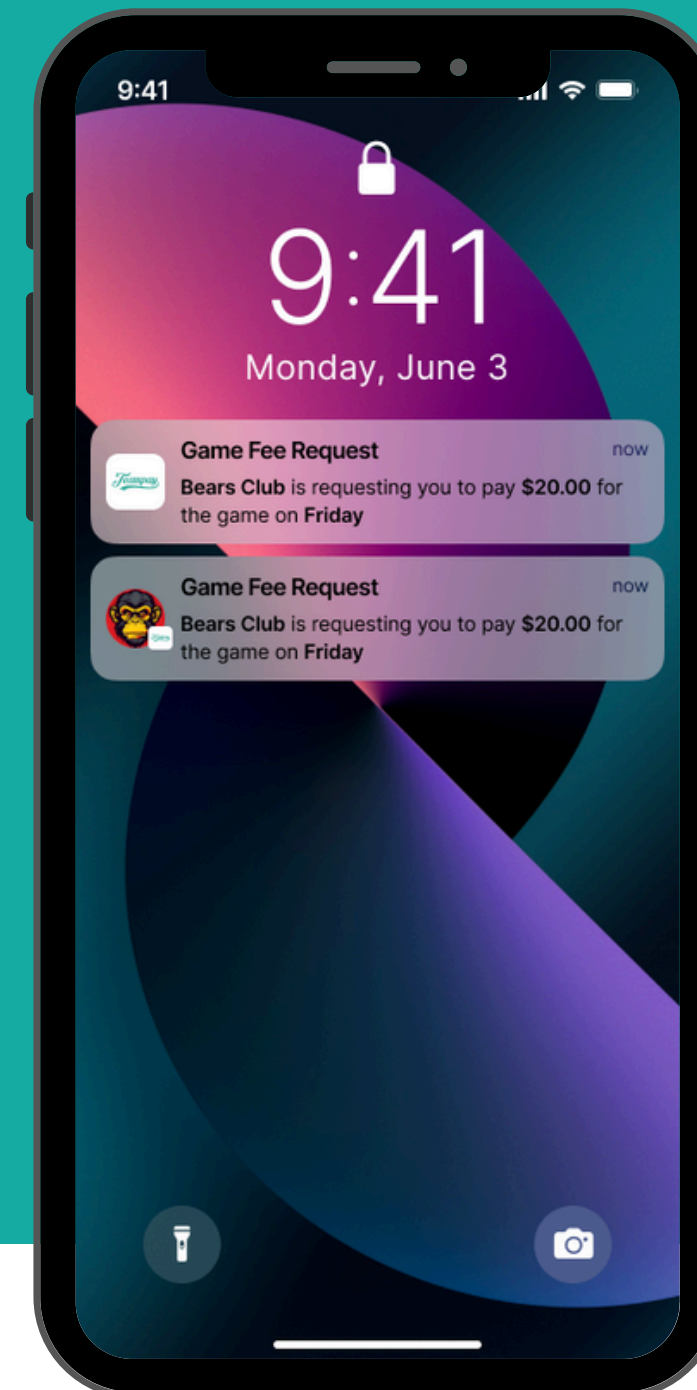


# Payment Approval

In most cases, members just add their card details and allow the captain to process payments on their behalf, but for the security conscious, Teampay has an 'Enable Payment Approval' feature, that ensures you see every transaction



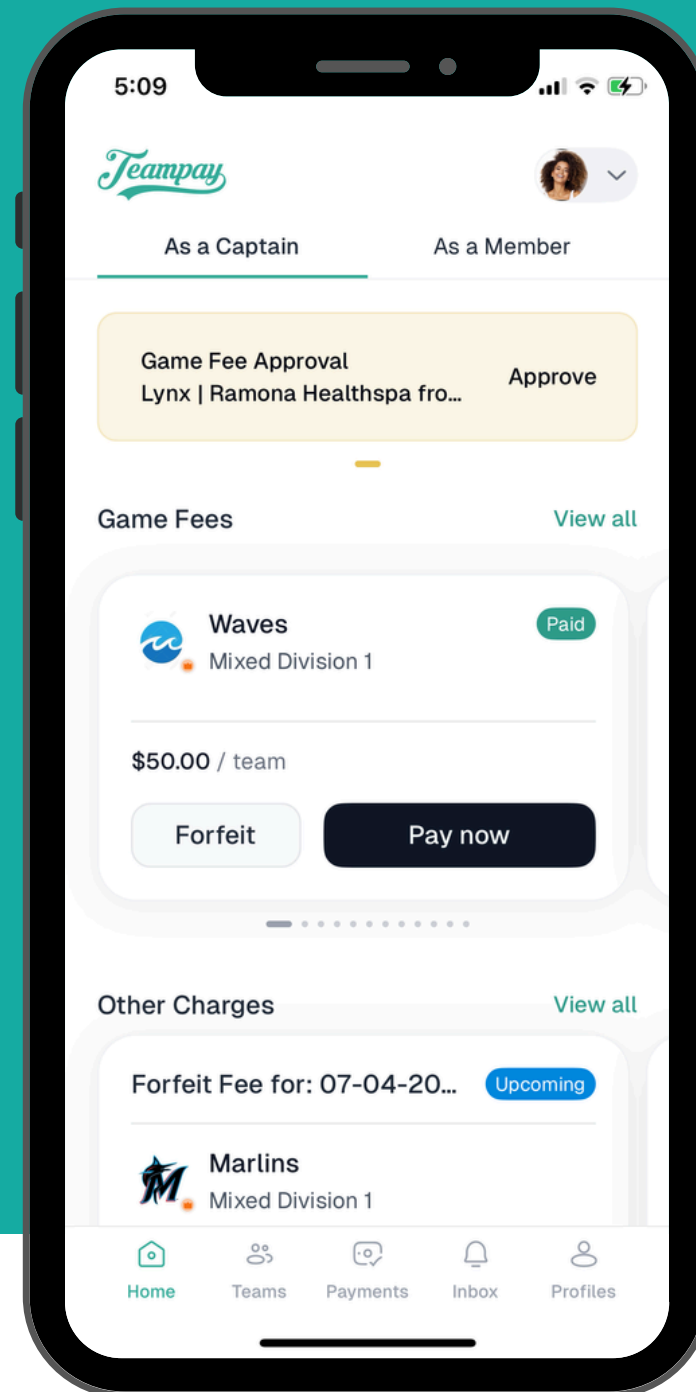
In your profile, toggle on the 'Enable Payment Approval' button. This will ensure approval requests come to you first via the Inbox before being processed



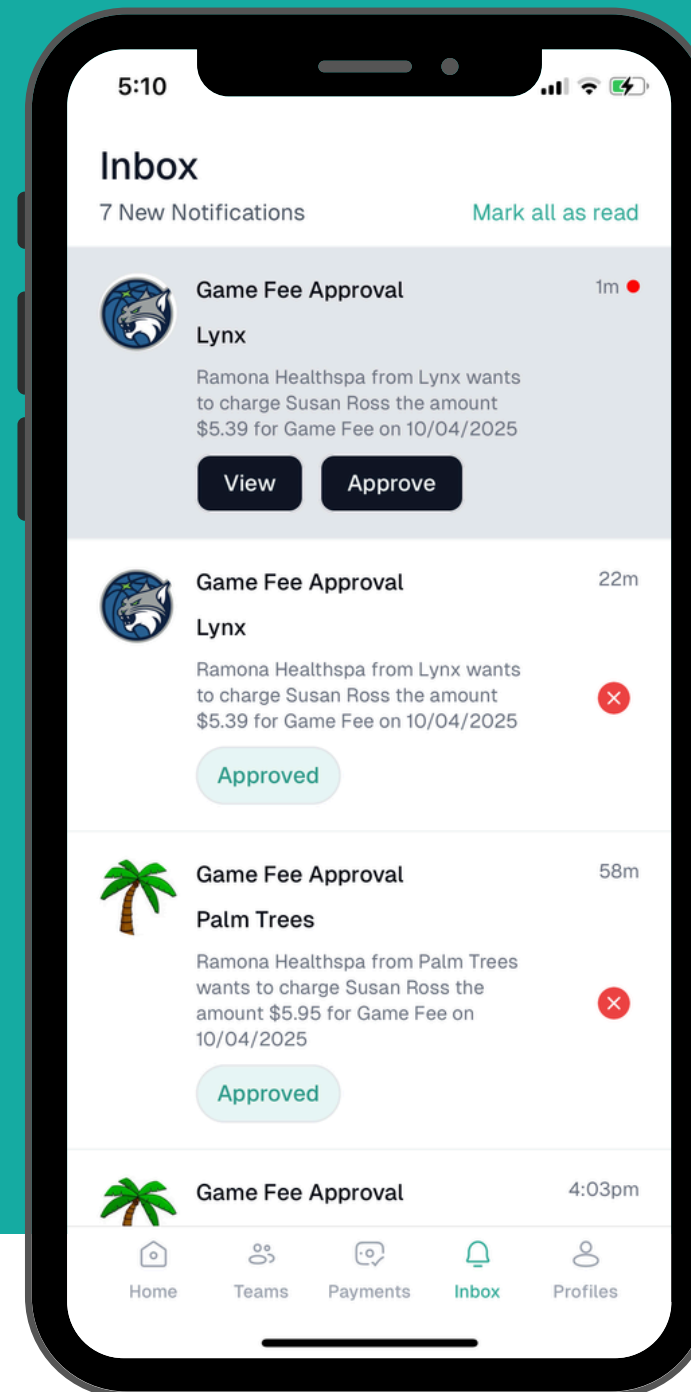
If you also enable notifications, you will receive push notifications from Teampay. This is how they will look when you're not in the Teampay app

# Inbox

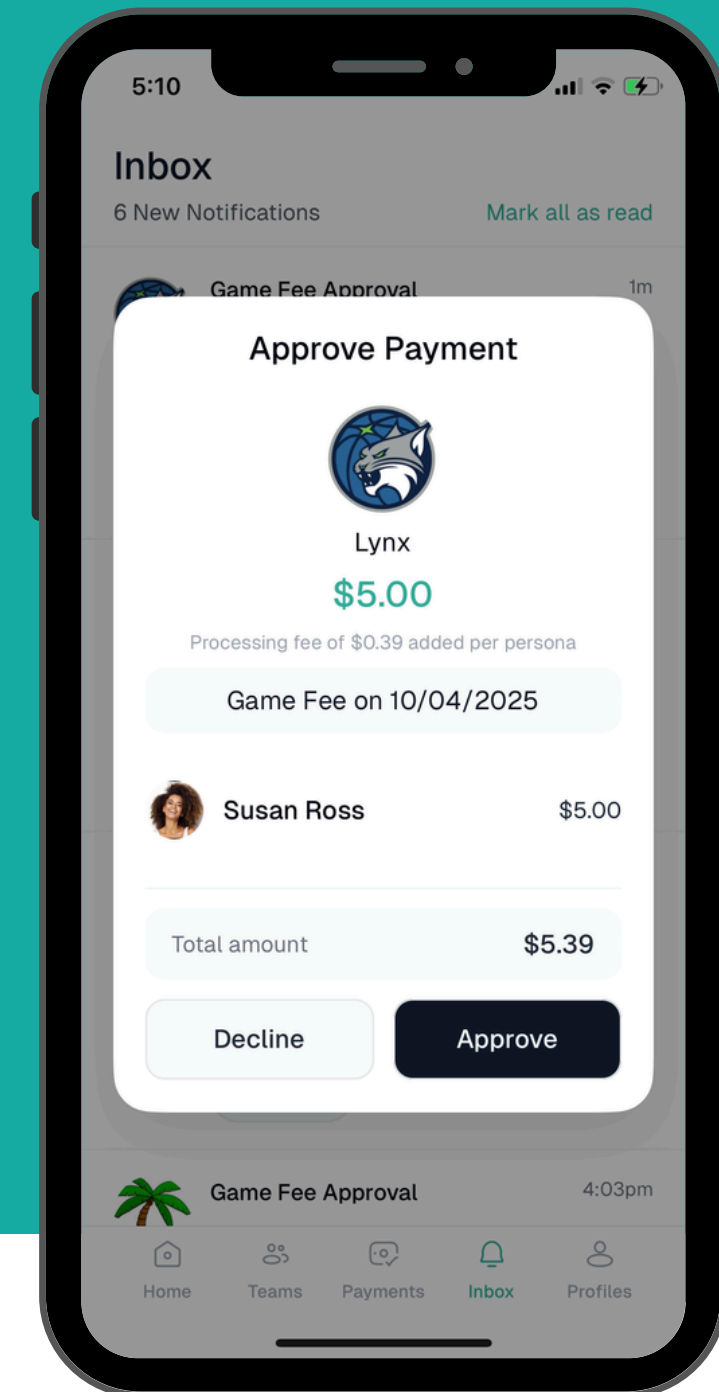
## Notifications & Announcements



When you're in the Teampay app, notifications will appear at the top like this



Payment Approval requests come to your Inbox. 'Approve' to allow the Captain to make payment

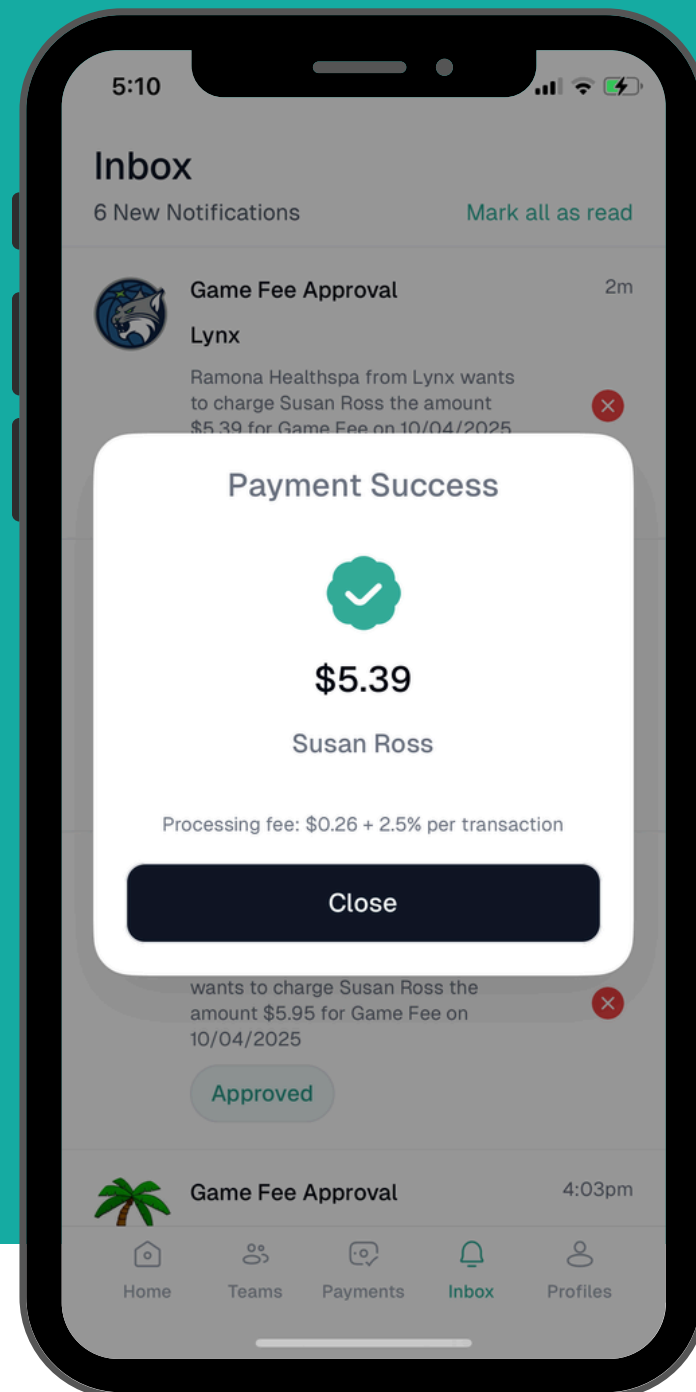


You will be able to see the details of the transaction. If you are satisfied, click on 'Approve'

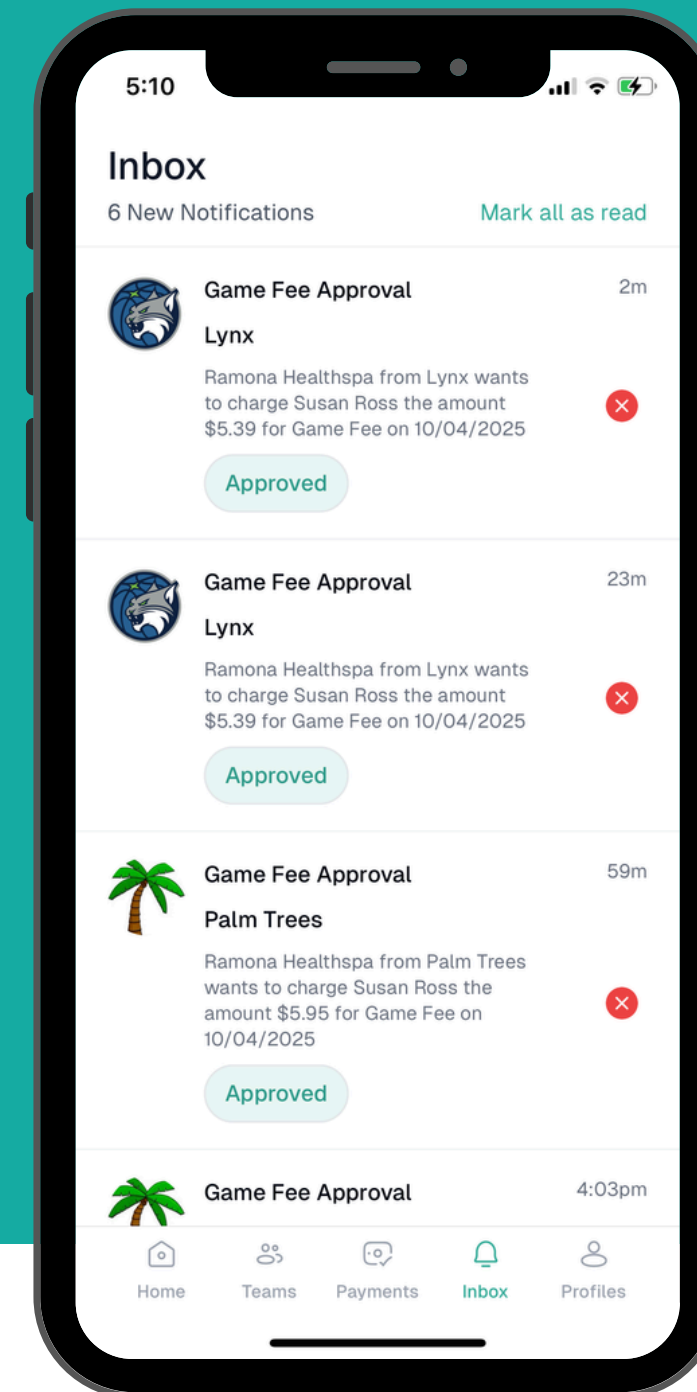


# Payment Approval

Check Payment Details & Approve



Payment will then  
process and come back  
with a response



The payment will be  
added to your team and  
you're now ready to play!