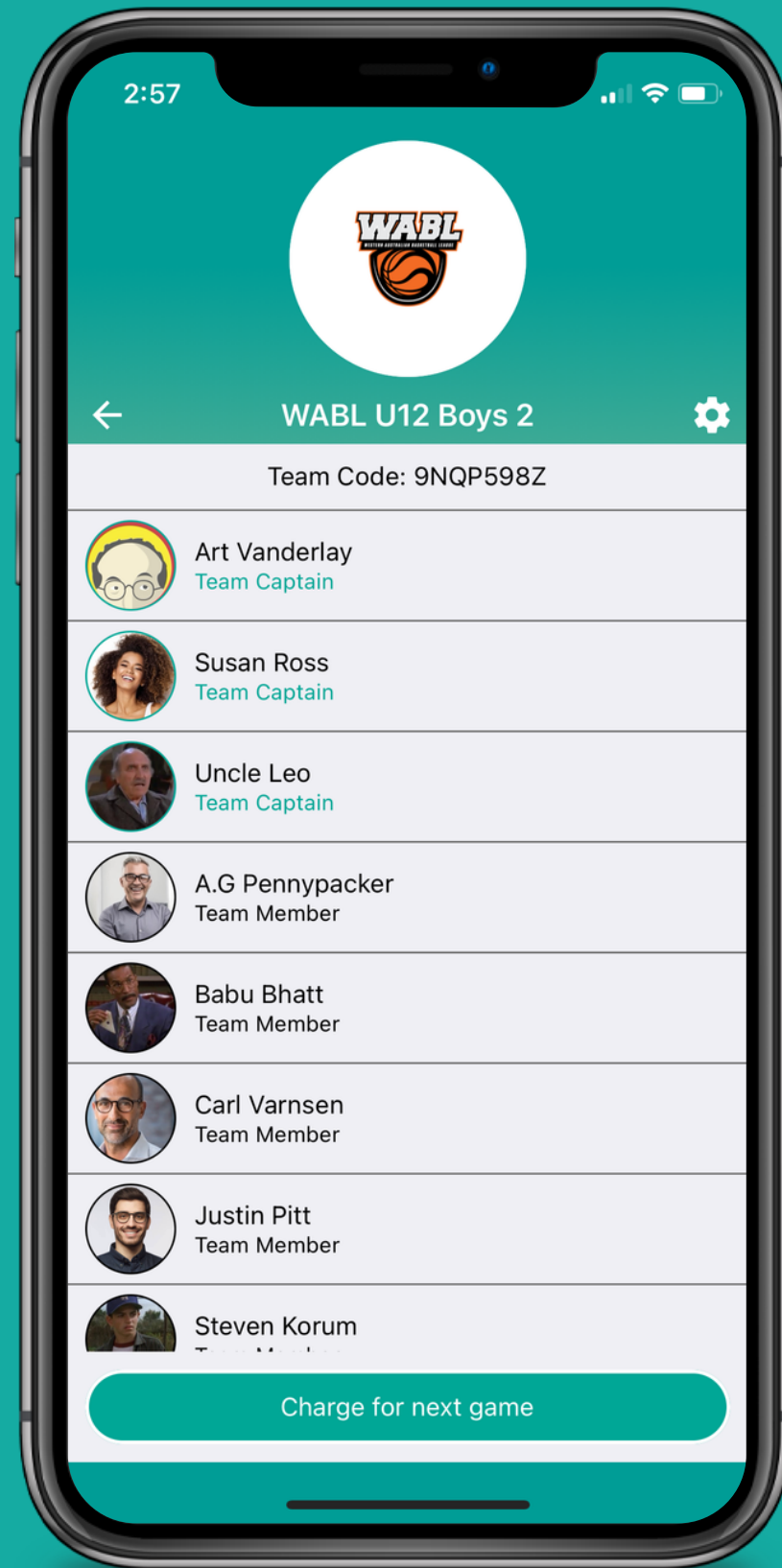


*Teampay*

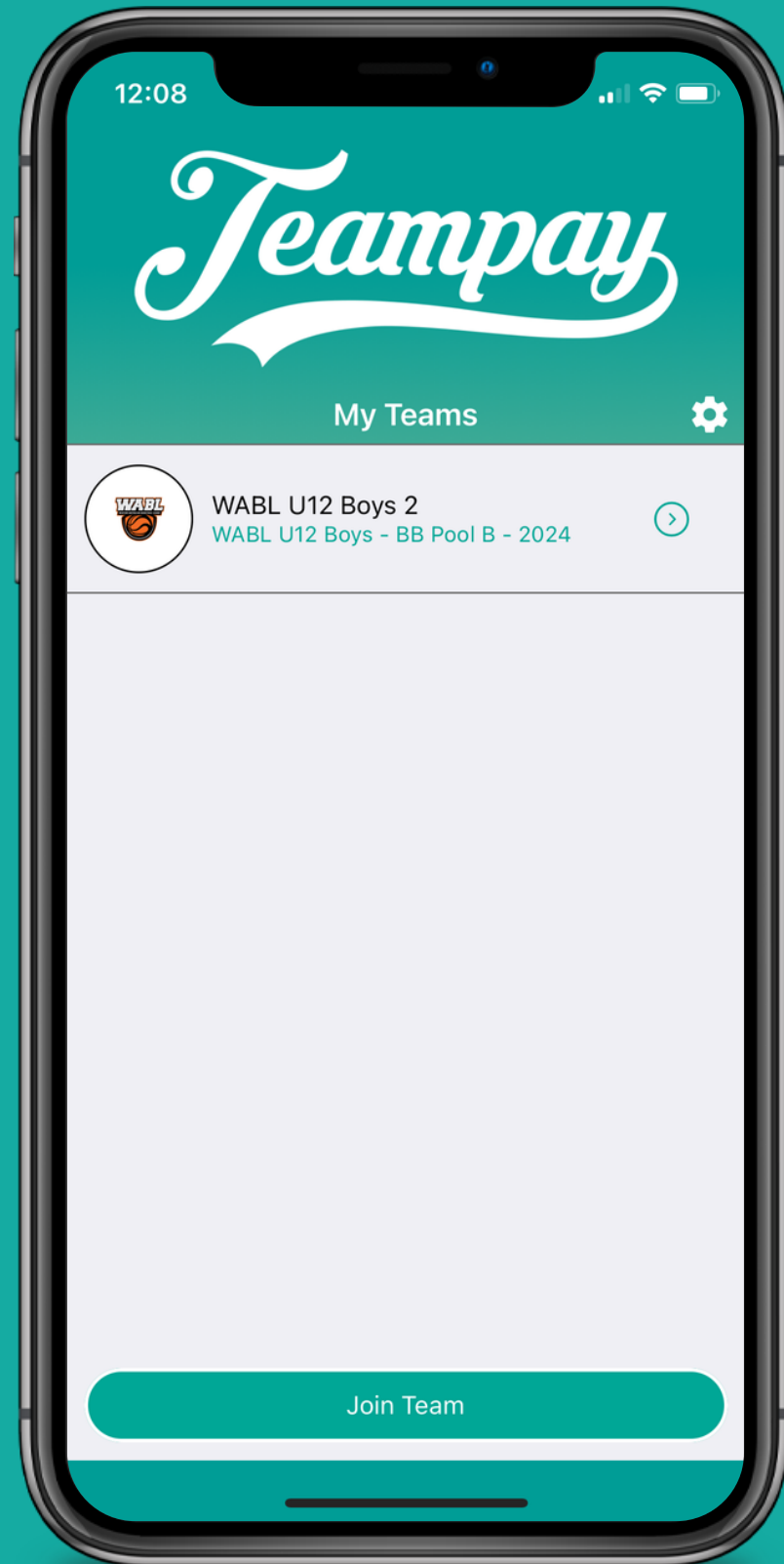
**Parent Information Pack**

# Welcome to Teampay



Paying for your children's sporting events can be a stressful task. At Teampay, we endeavour to make the payment and collection process as simple and easy as possible for you and your team.

# How Teampay works for your child

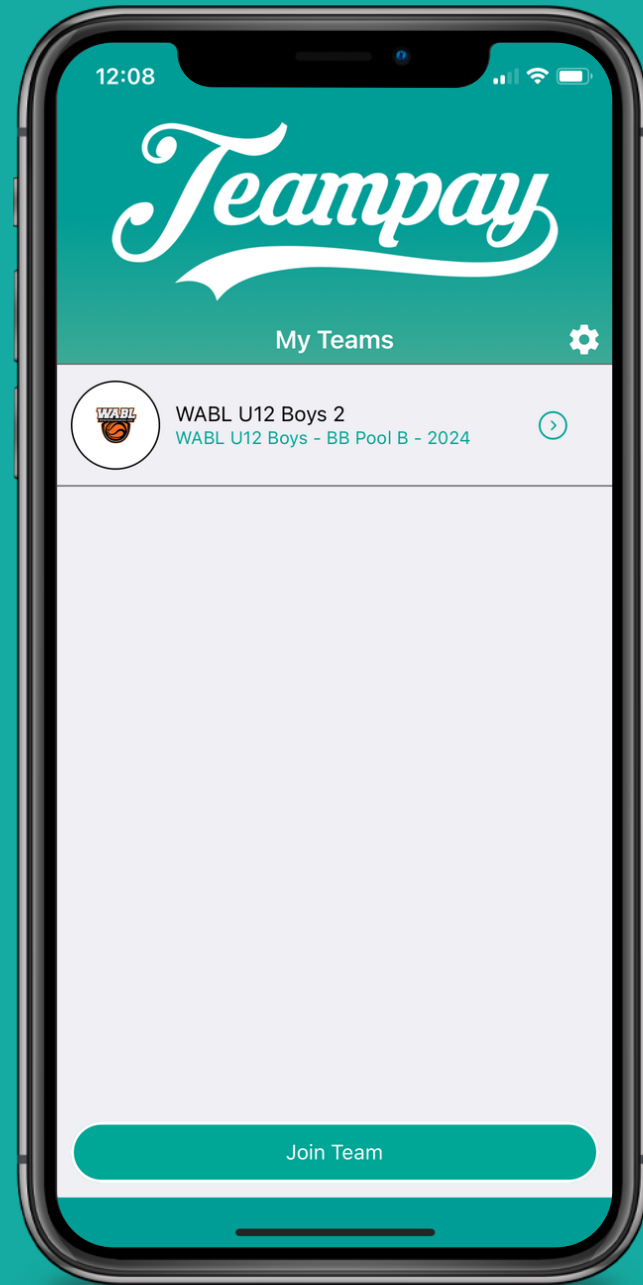


## Team Manager

The Teampay app allows the designated team manager/coach to make game day payment for your child. The team manager simply selects who is playing and the payment will process for each child selected and send across to the organisation your team are playing at, allowing you to relax and enjoy the game.

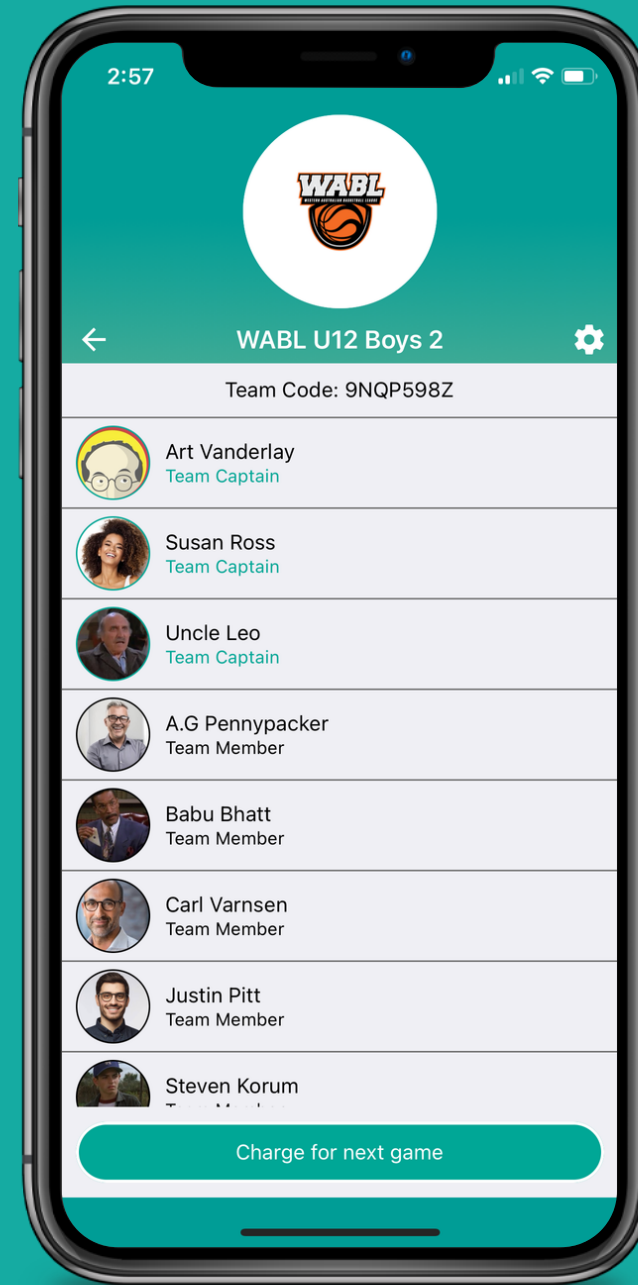
# How TM makes payment

1



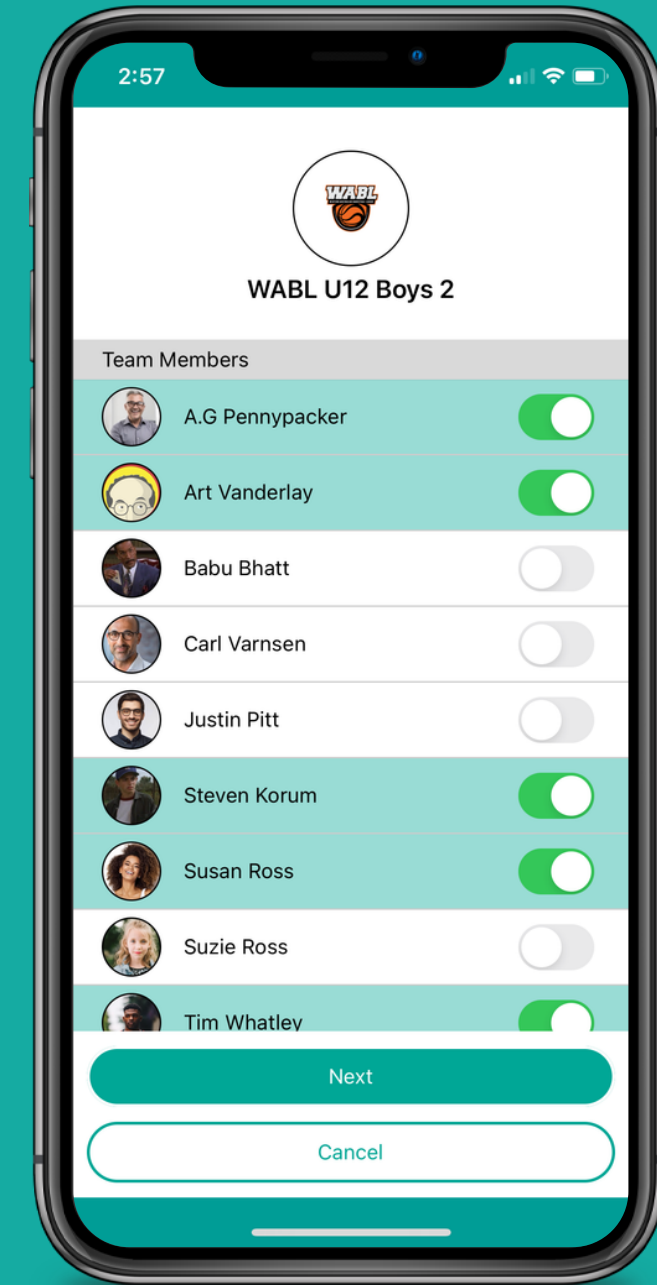
Click on the team you wish to make payment for

2



Select 'Charge for next game'

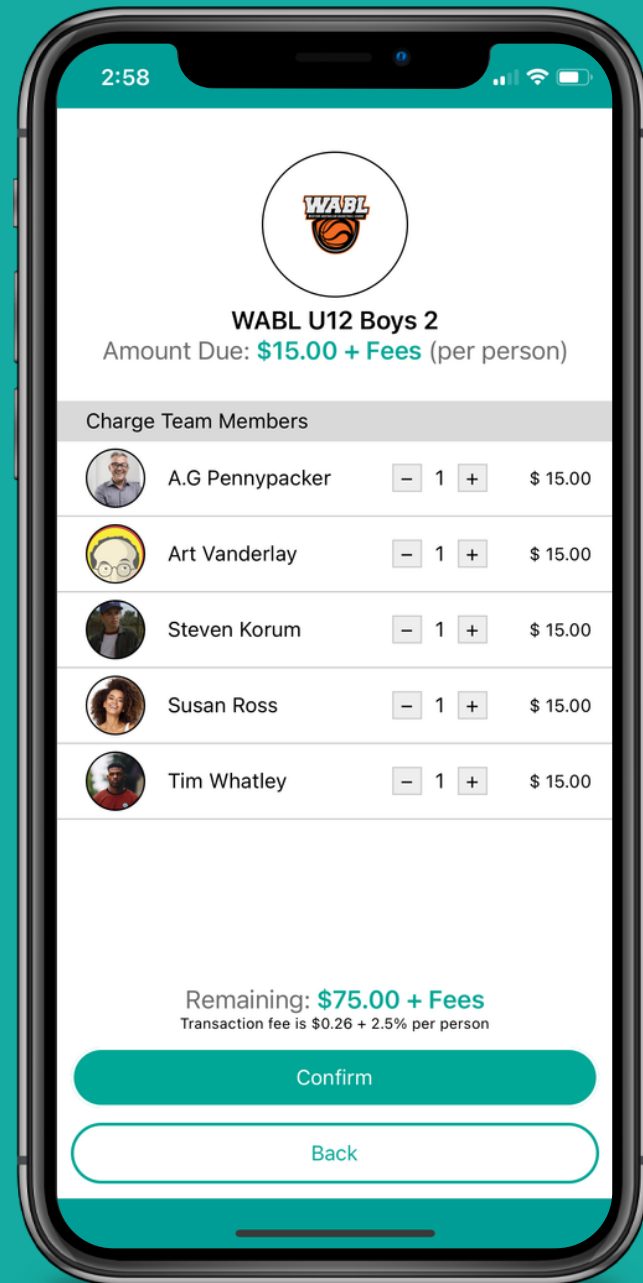
3



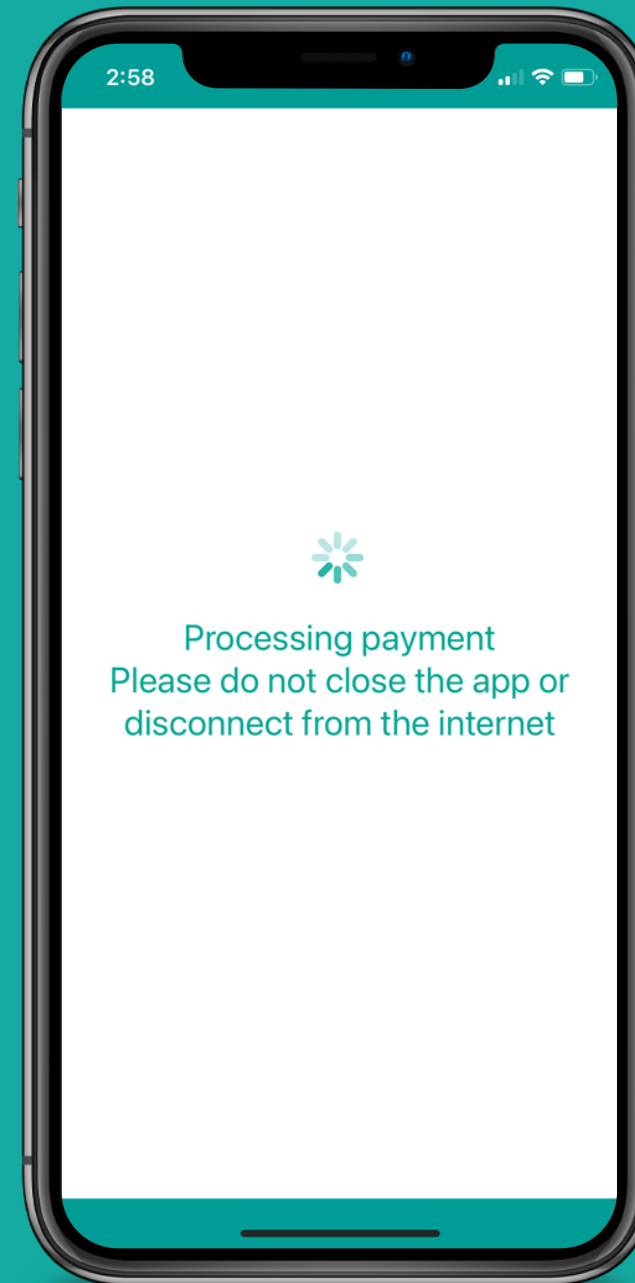
Select the team members you would like to charge for the game and click 'Next'

# How TM makes payment

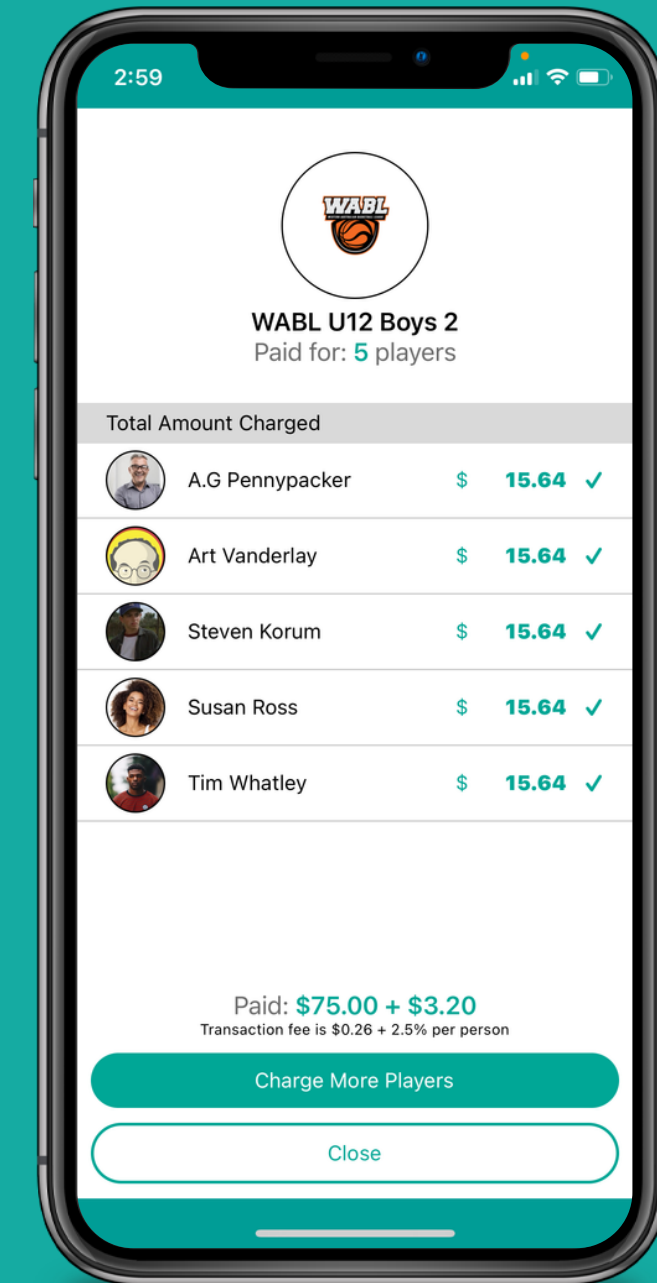
4



5



6

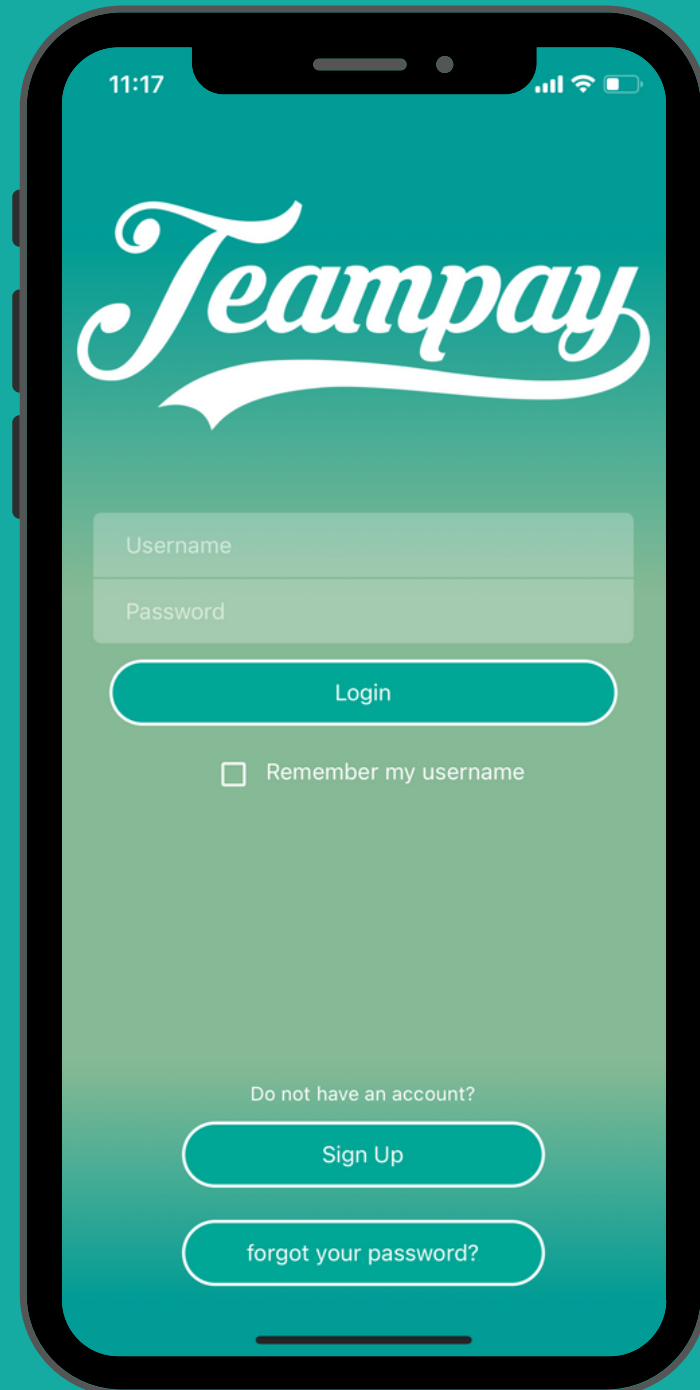


The fees will be applied to each player selected. Click 'Confirm' to process payment

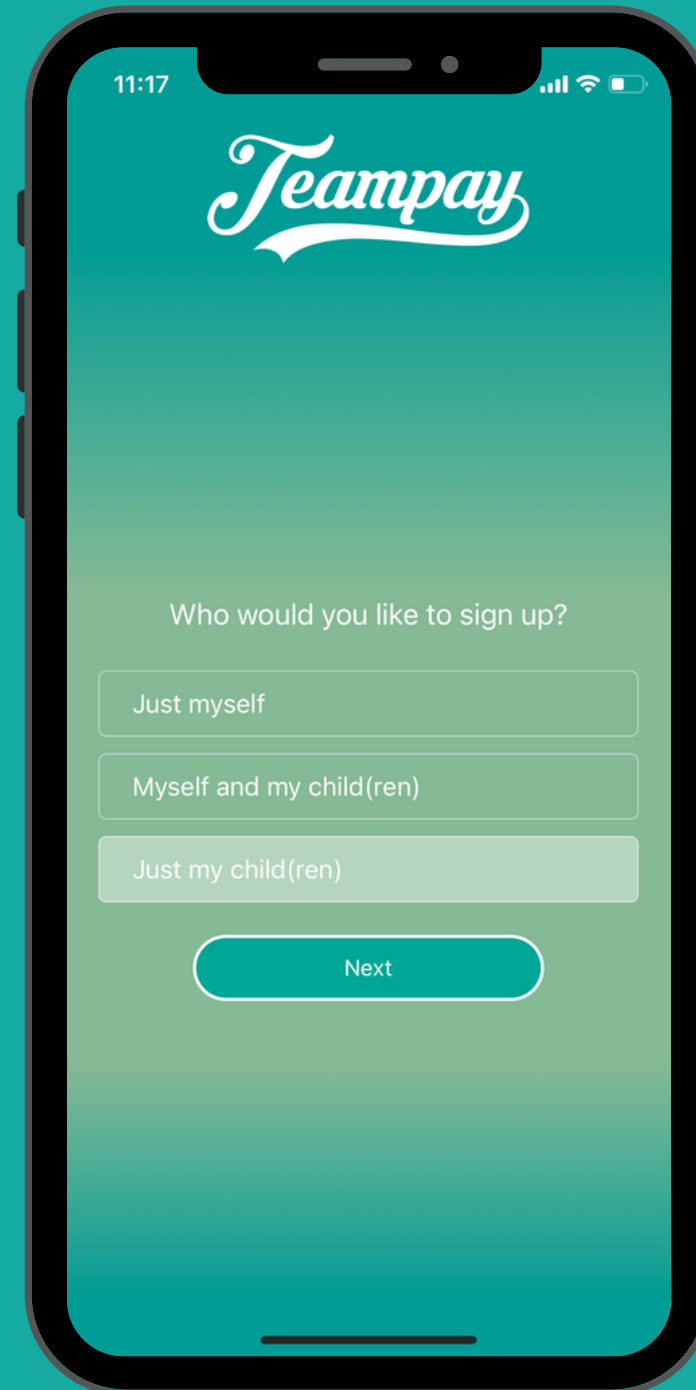
Payment will then process. This can take up to a minute so don't close out of your app

A payment approval screen will then appear displaying each payment that has gone through

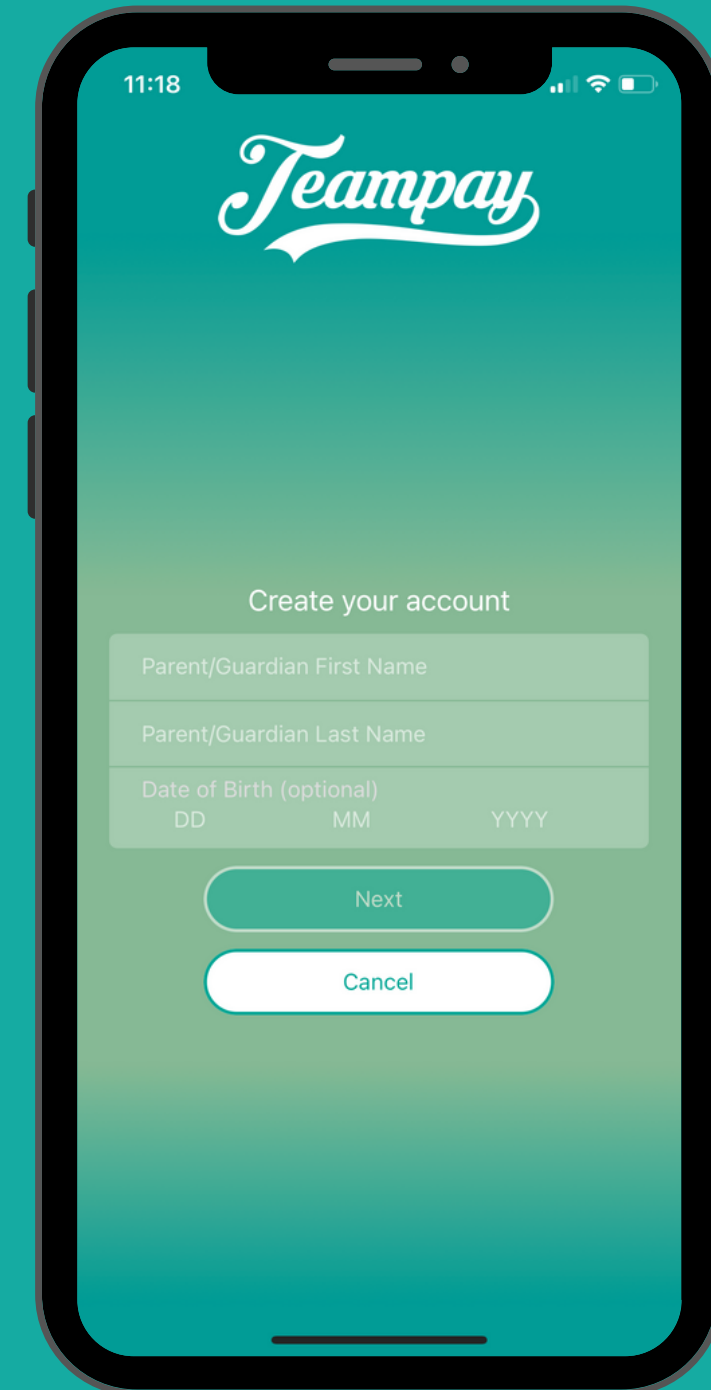
# Registering your child



Start by selecting 'Sign Up'

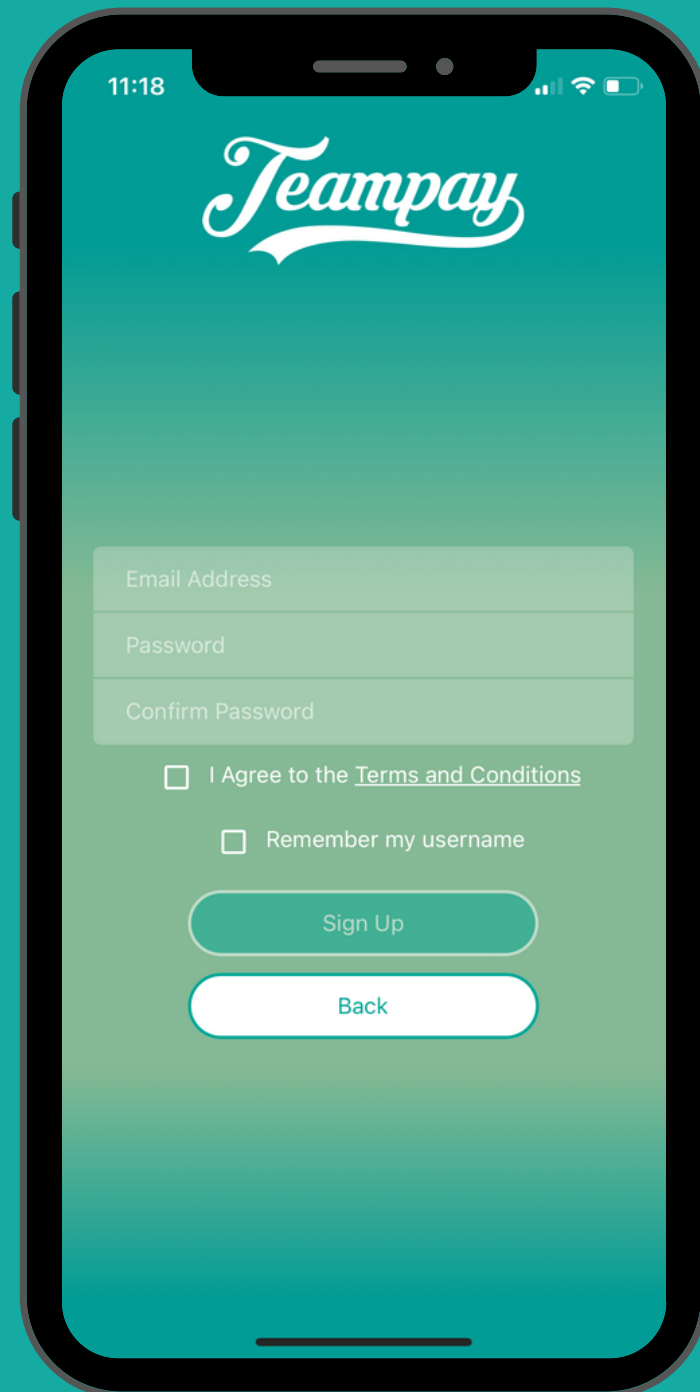


Choose who you would like to sign up. If your not a team manager, just select 'Just my child(ren)'

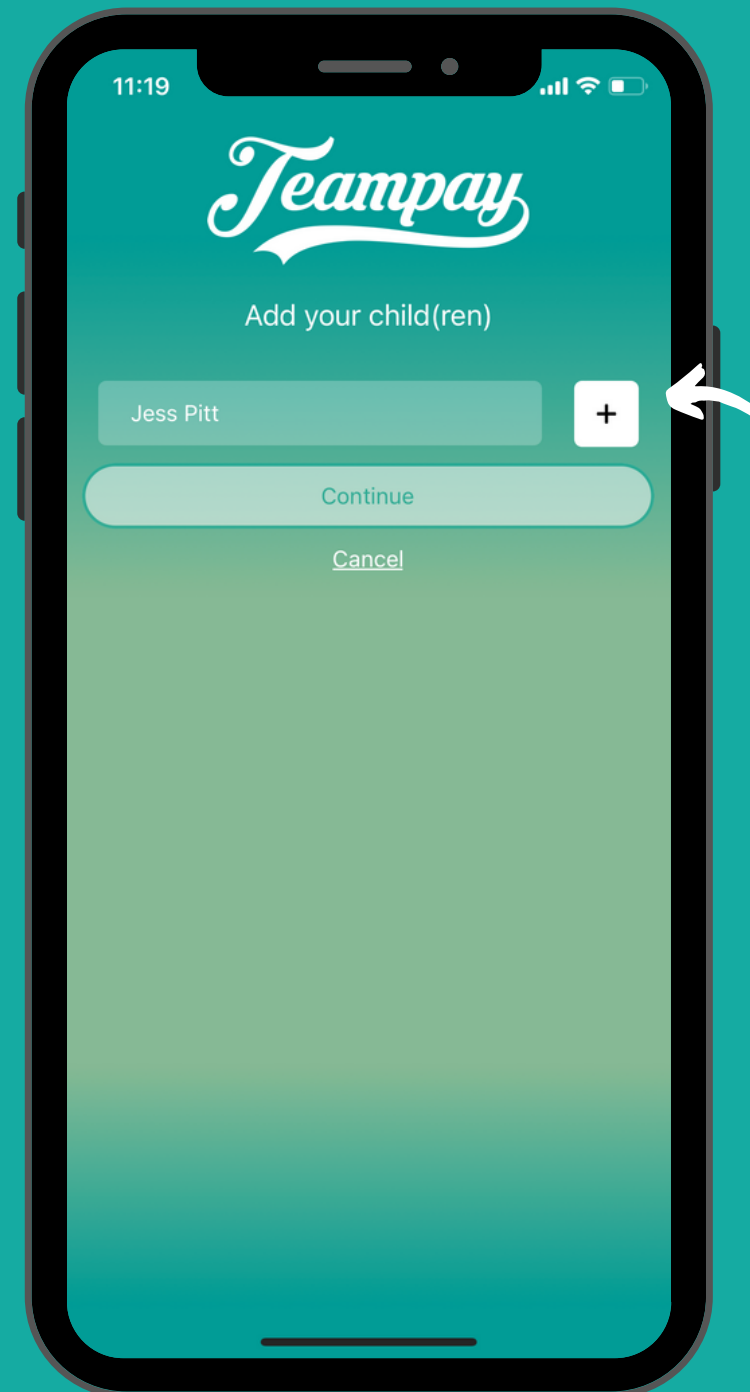


Enter your details as parent/guardian

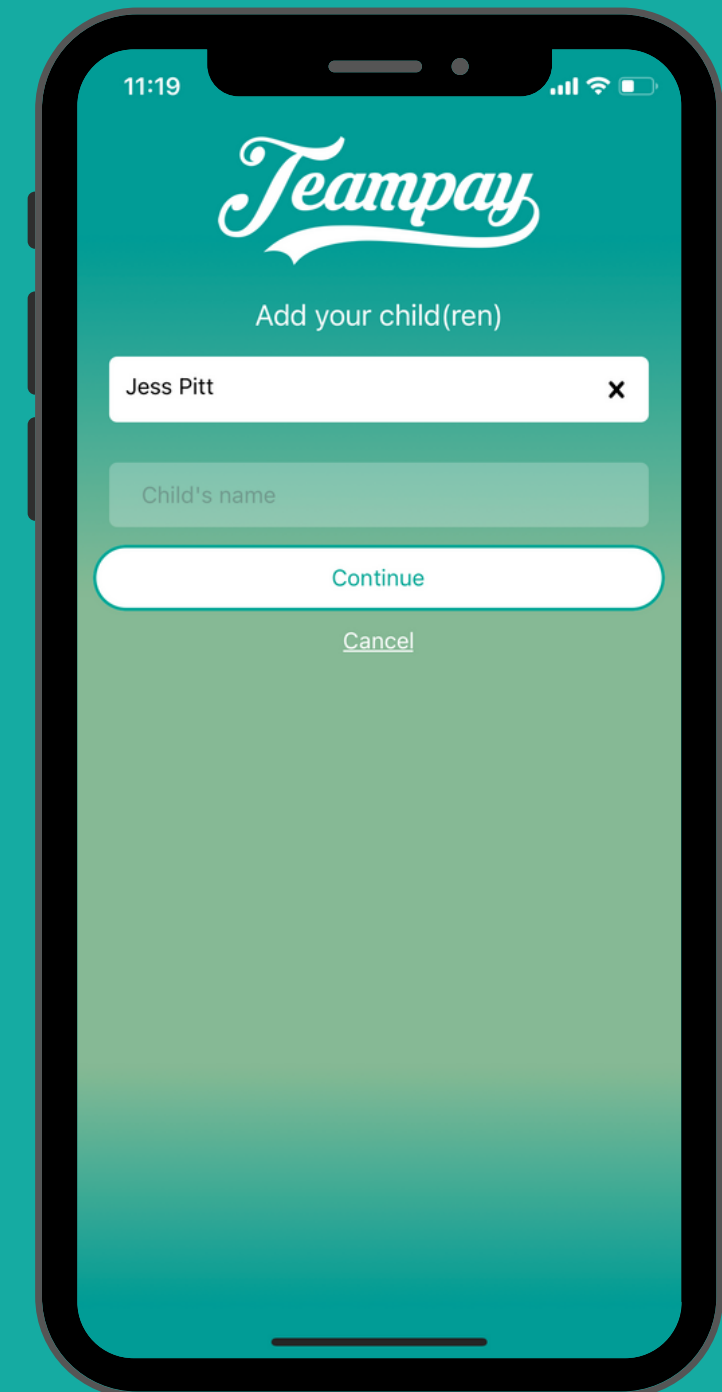
# Registering your child



Register your email address that you would like to use as your username to login

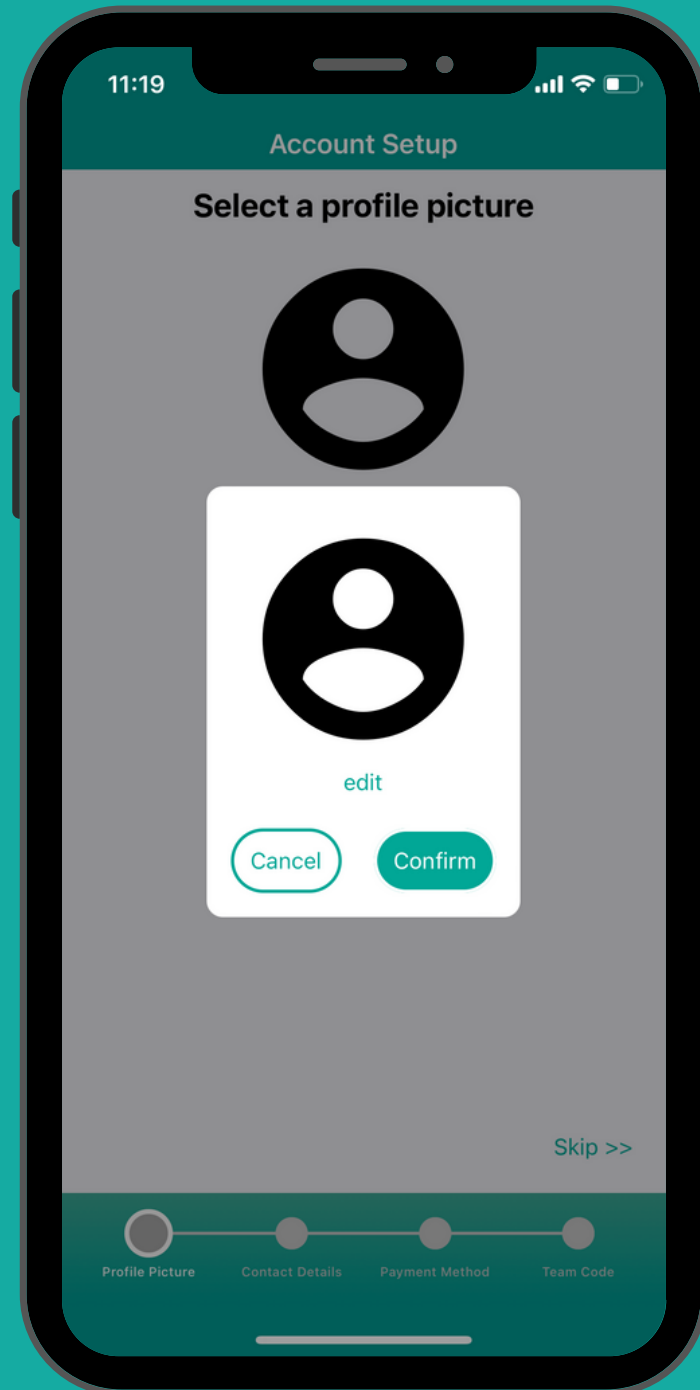


Type in your child's name and tap the + button

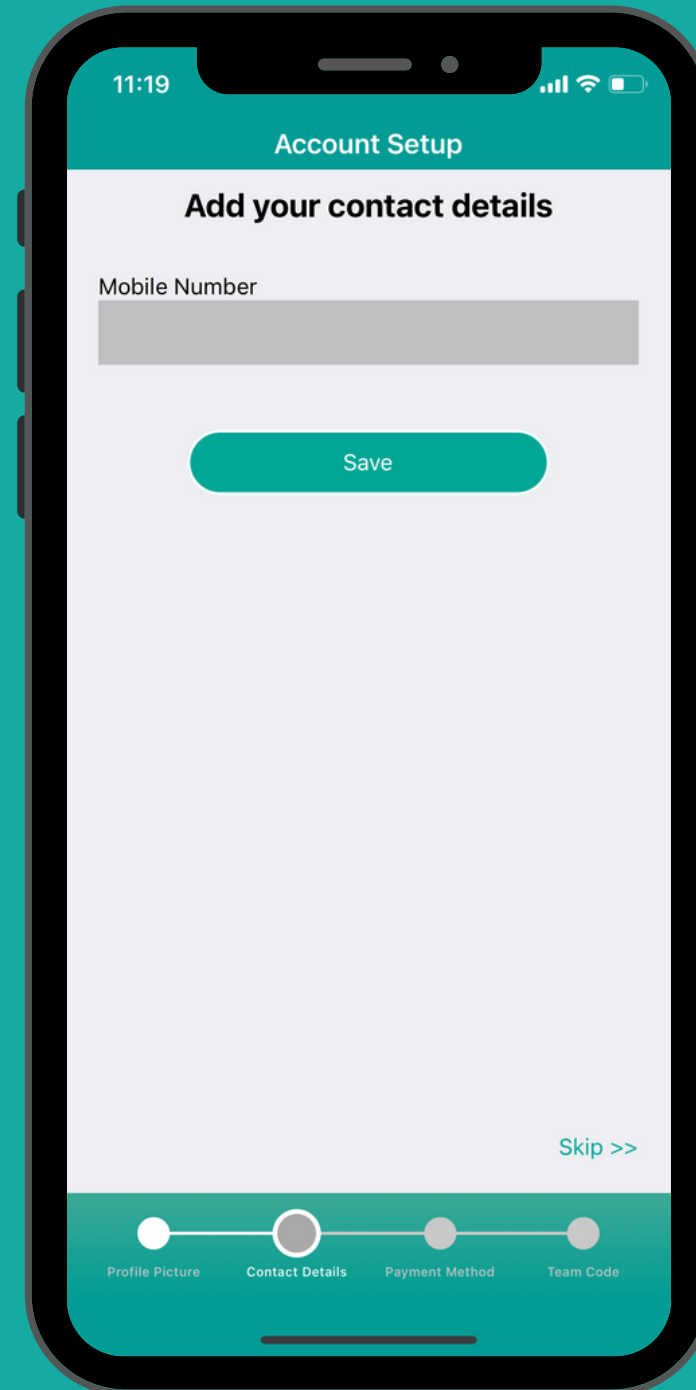


You can add more children. When your ready tap 'Continue'

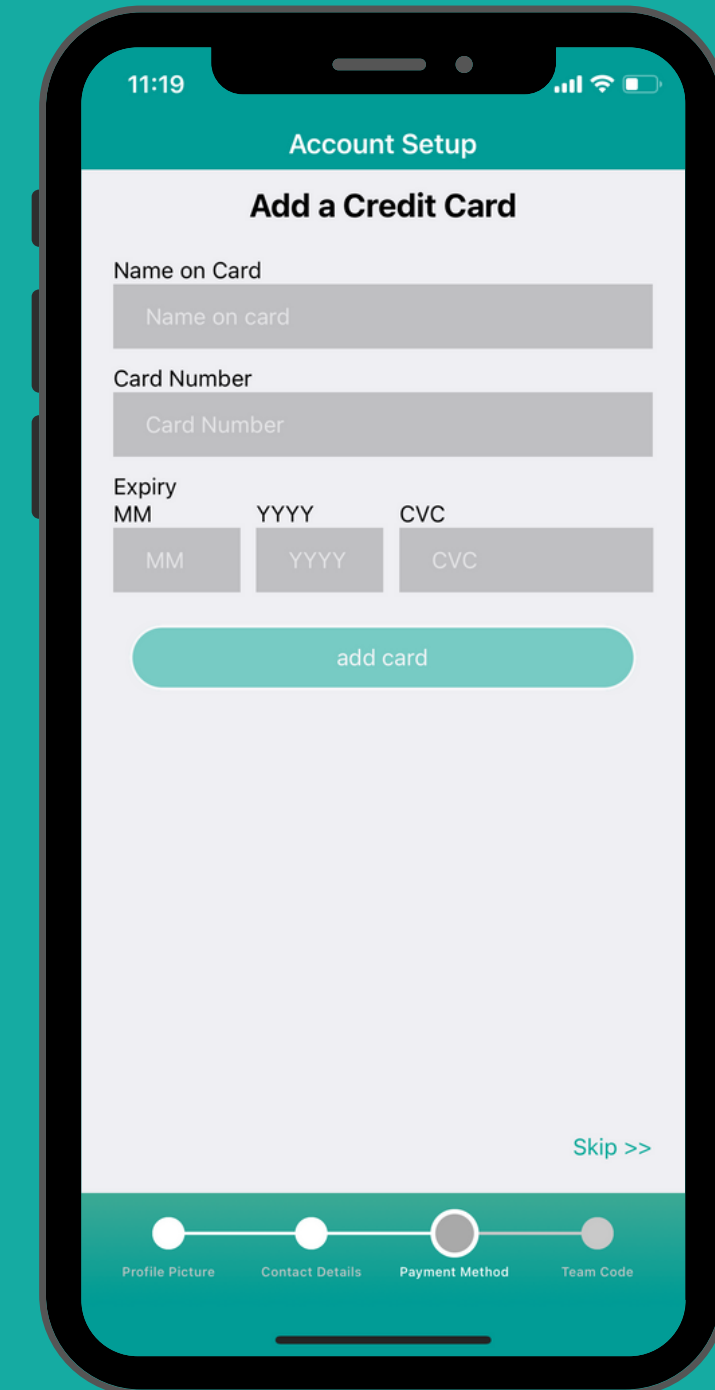
# Registering your child



You can add a profile picture for your child if you wish



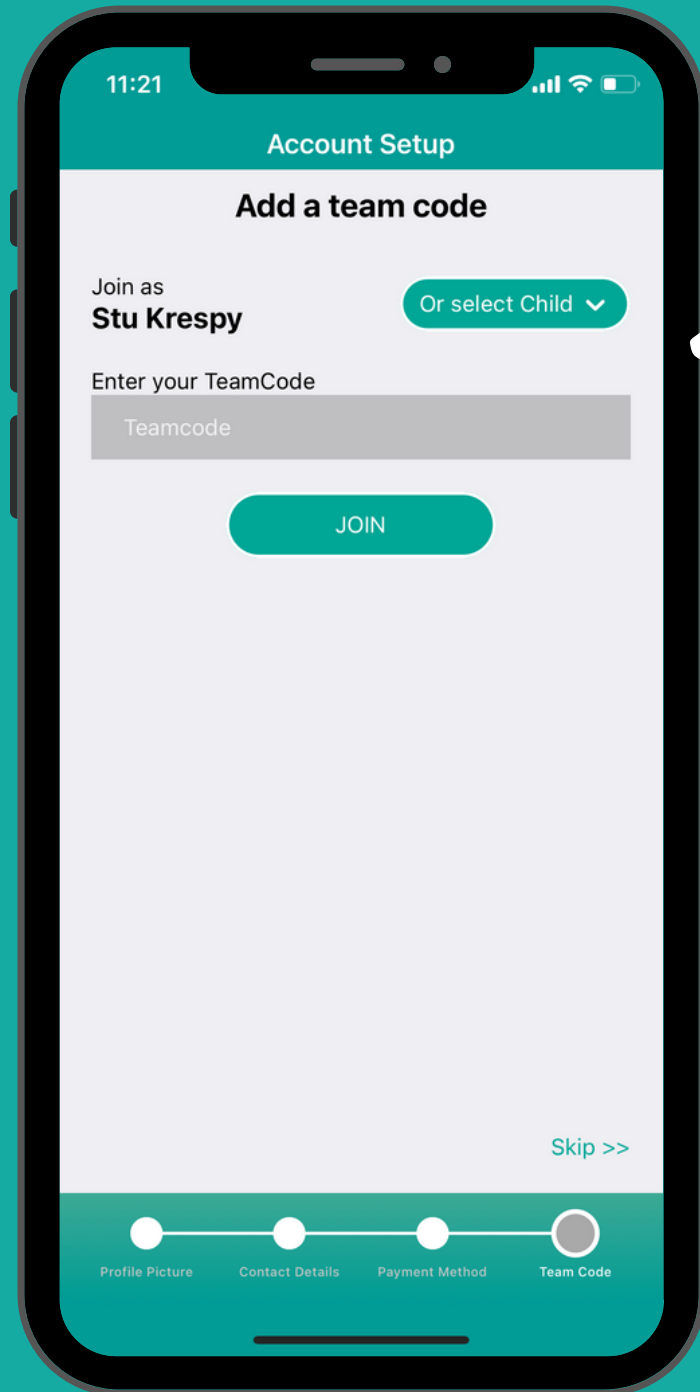
Add your phone number



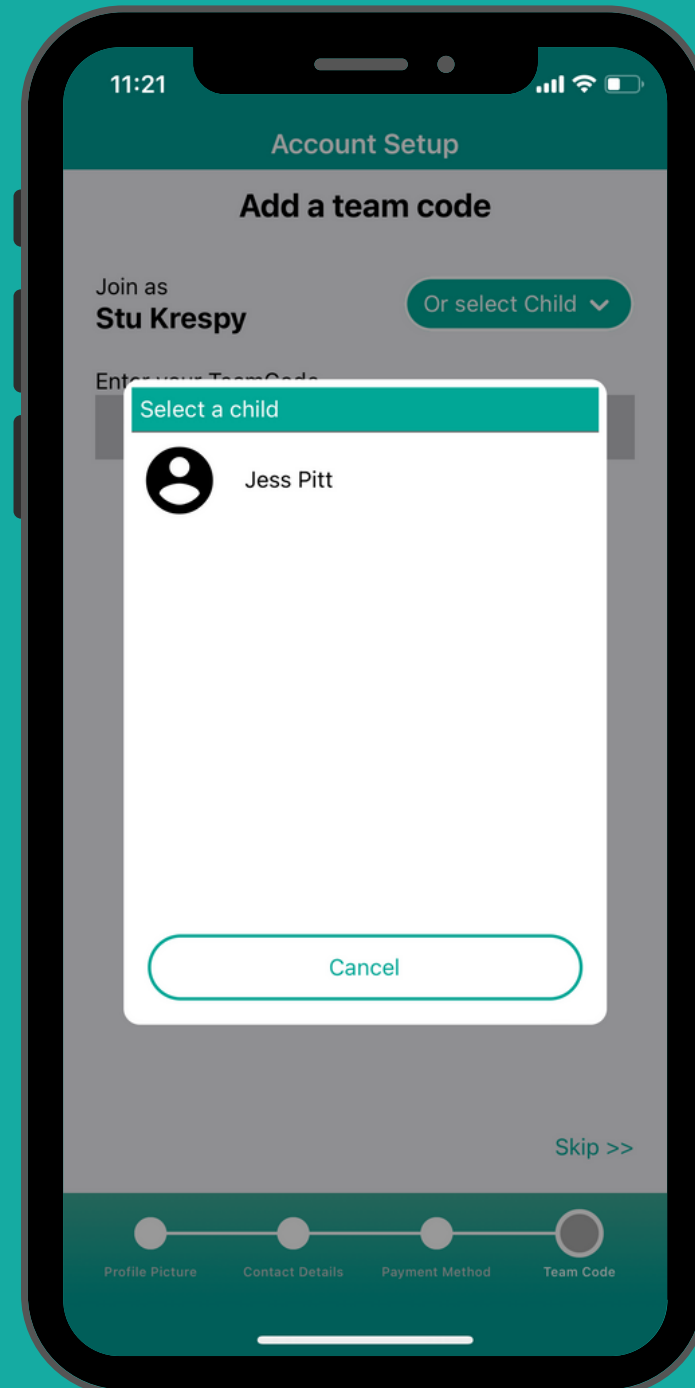
Register your debit/credit card that you wish to make payment from



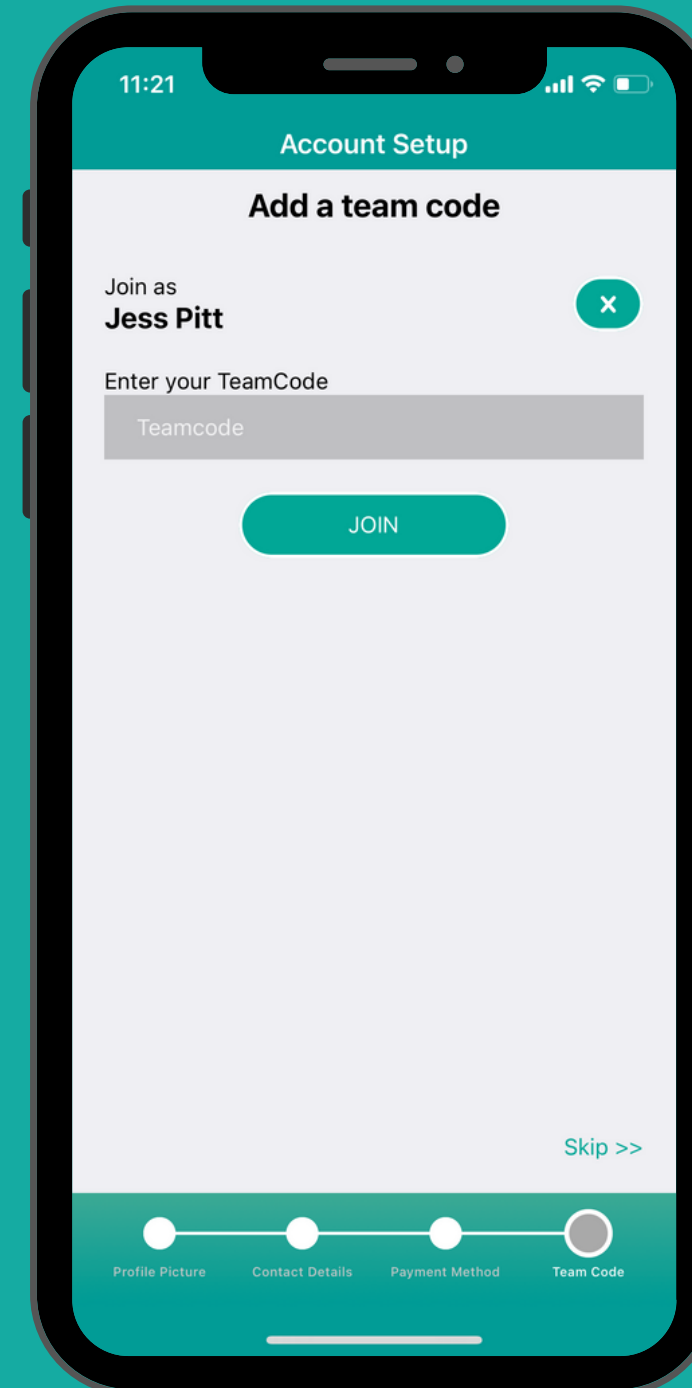
# Registering your child



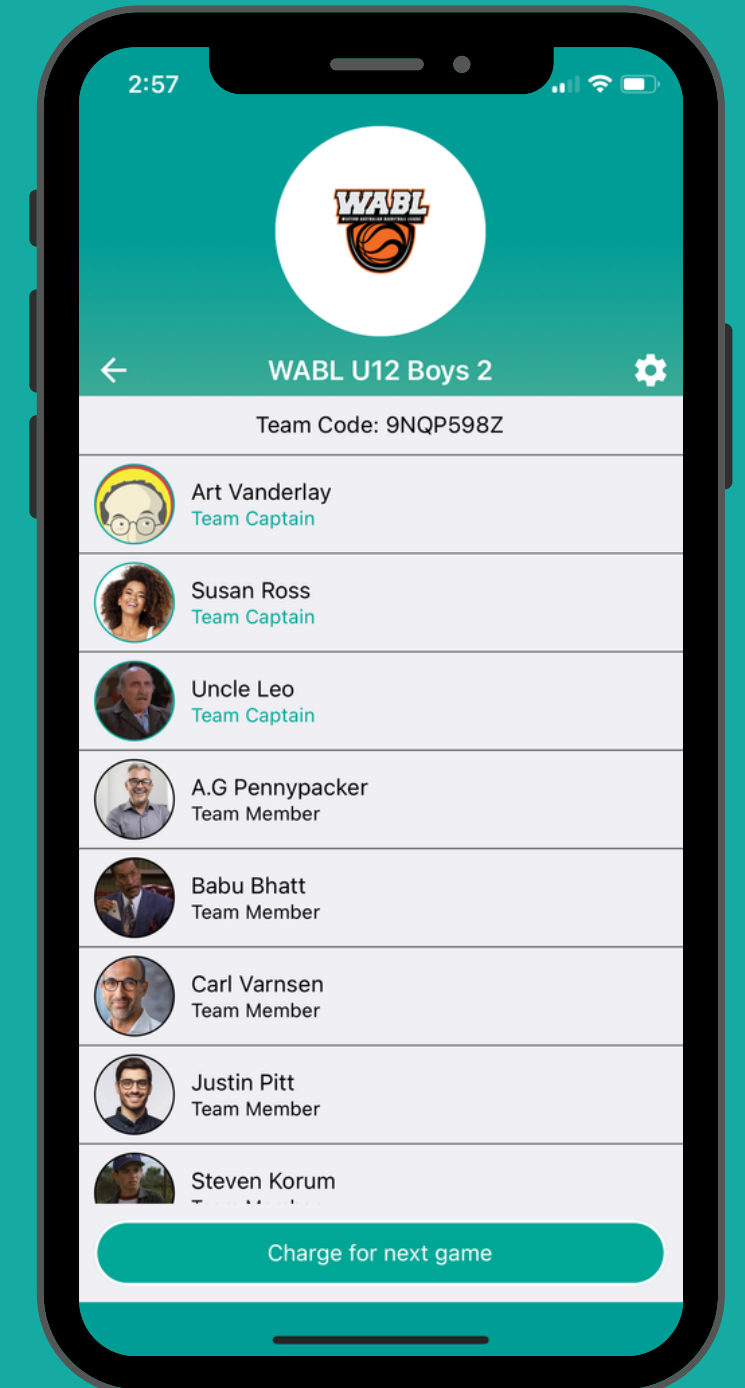
Click on the 'select child' drop down menu to choose the child you wish to join



Click on your child

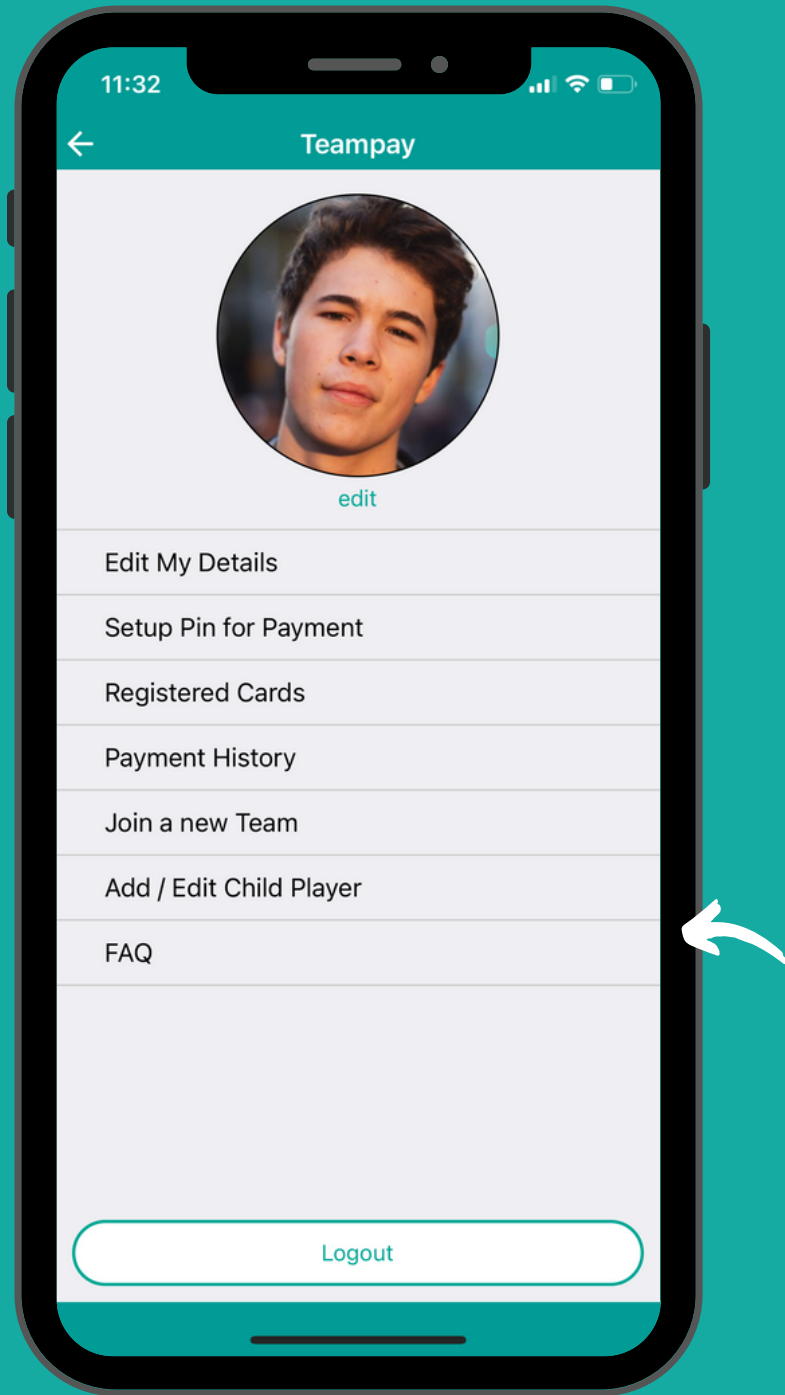


Enter the team code and tap 'Join'

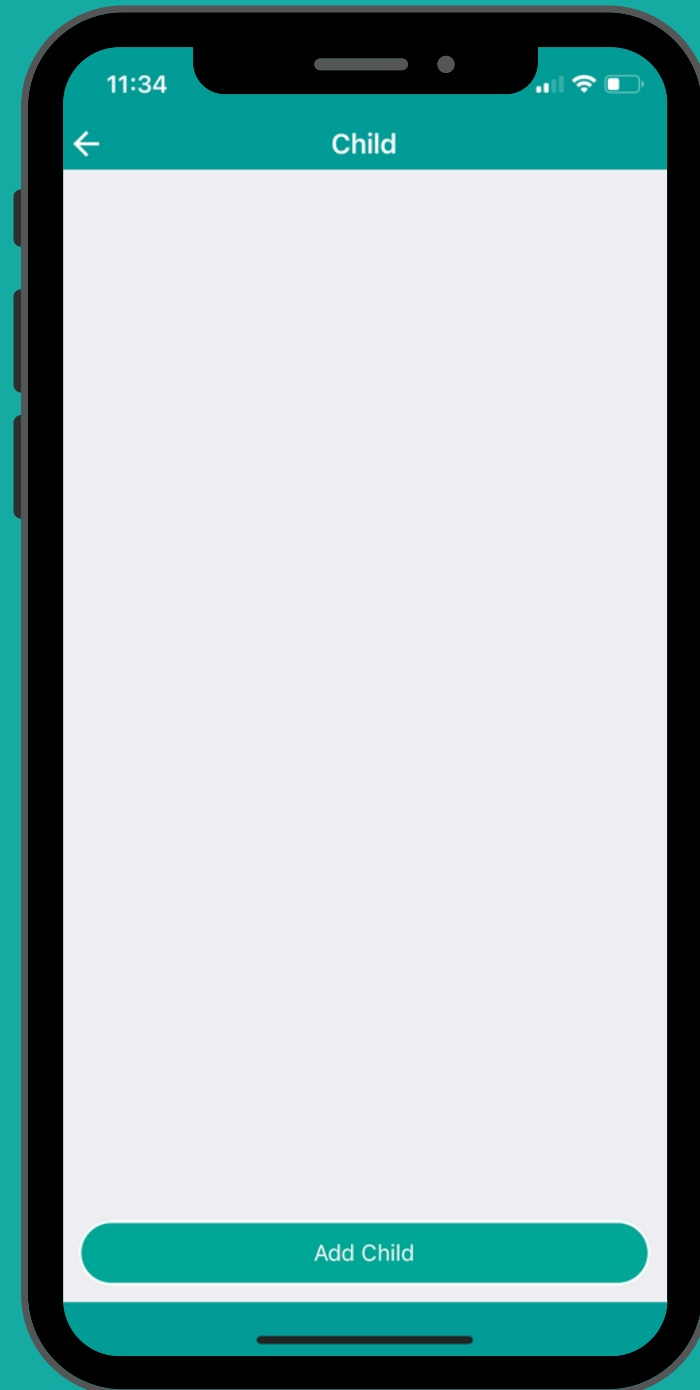


They will then appear in the team

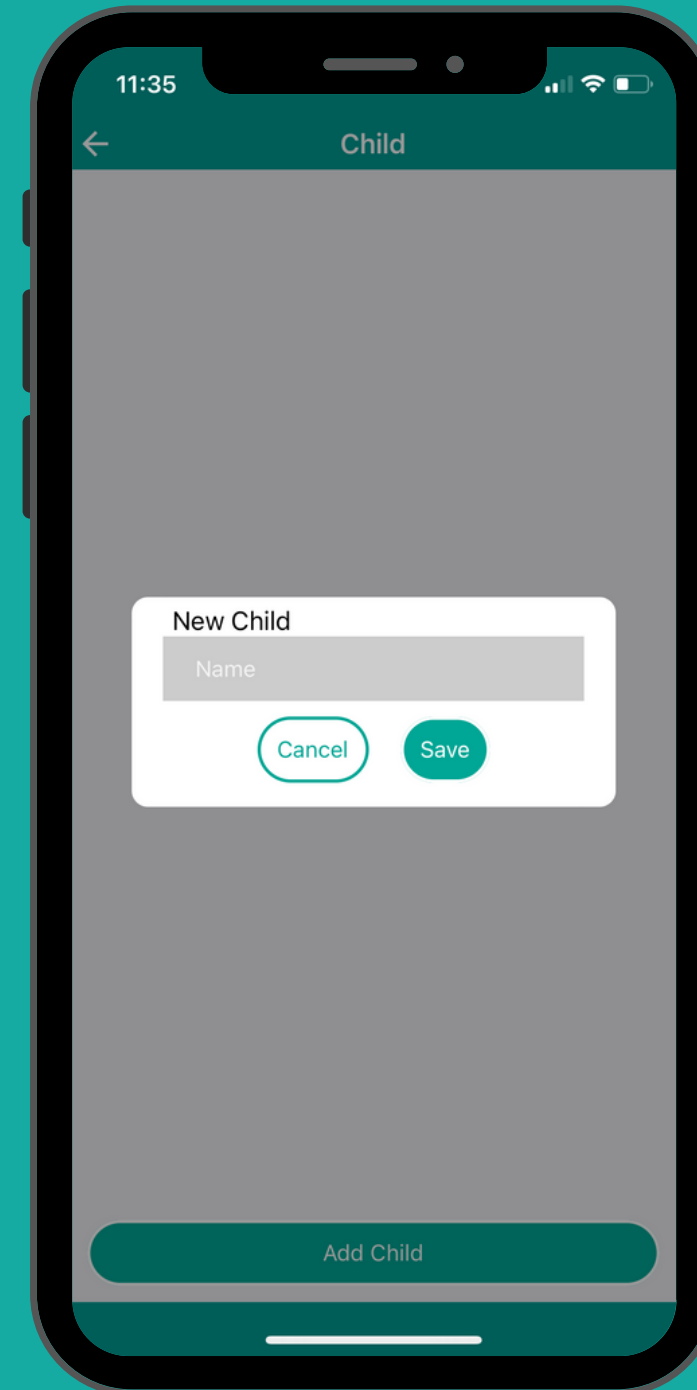
# Adding more children



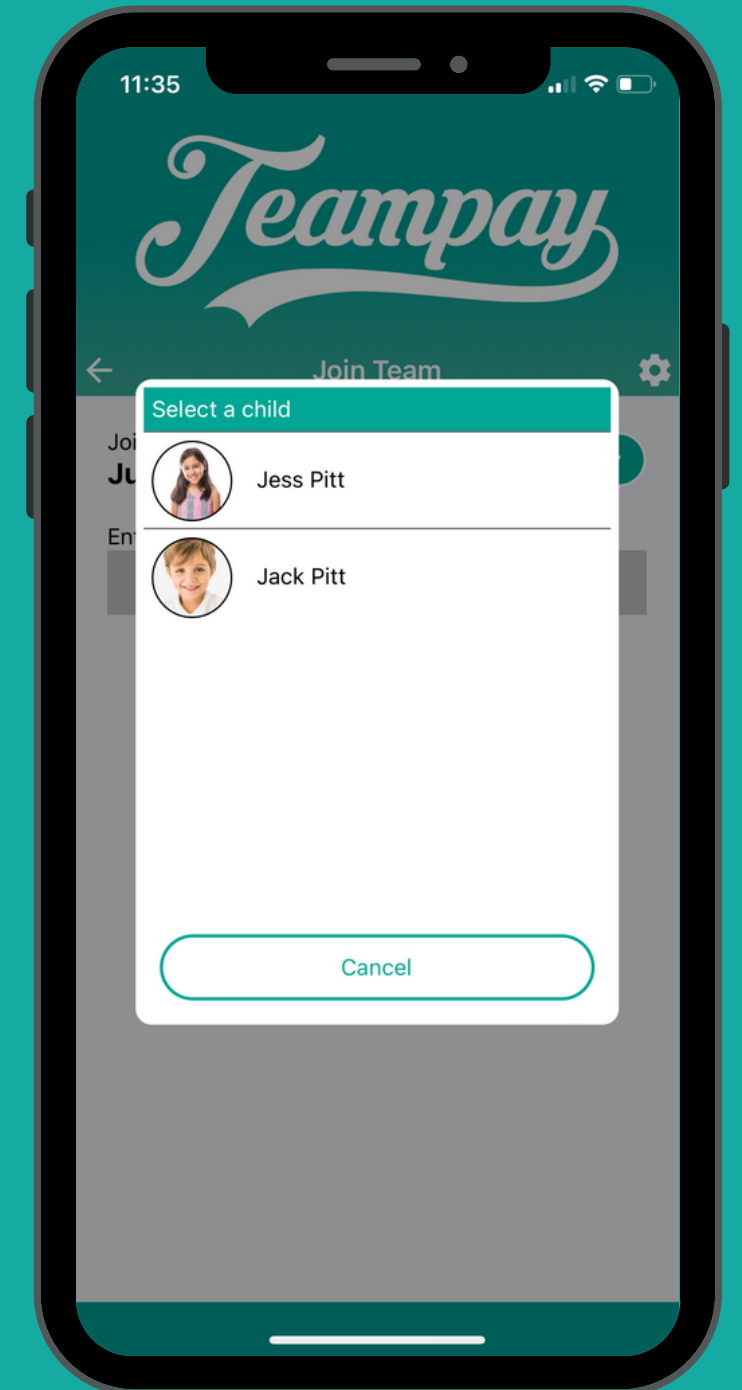
Click on the settings toggle and select 'Add/Edit Child Player'



Tap 'Add Child'

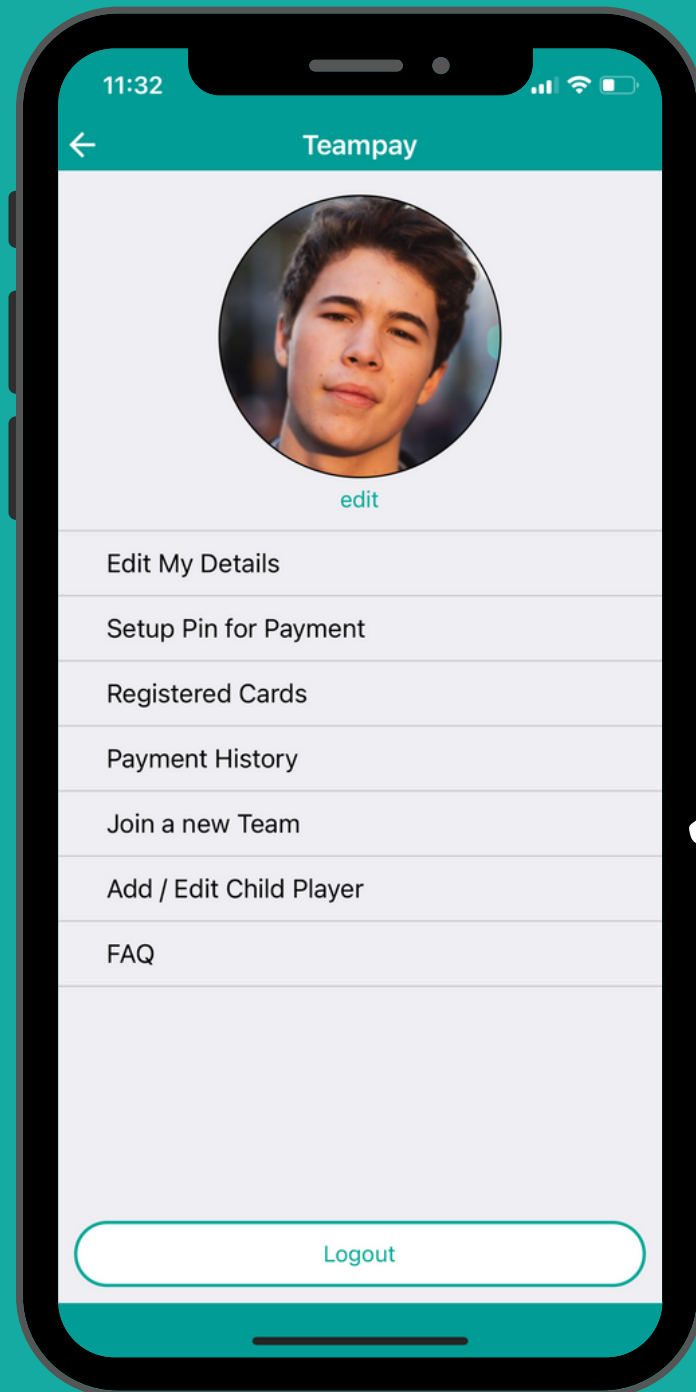


Type in the child's name and tap 'Save'

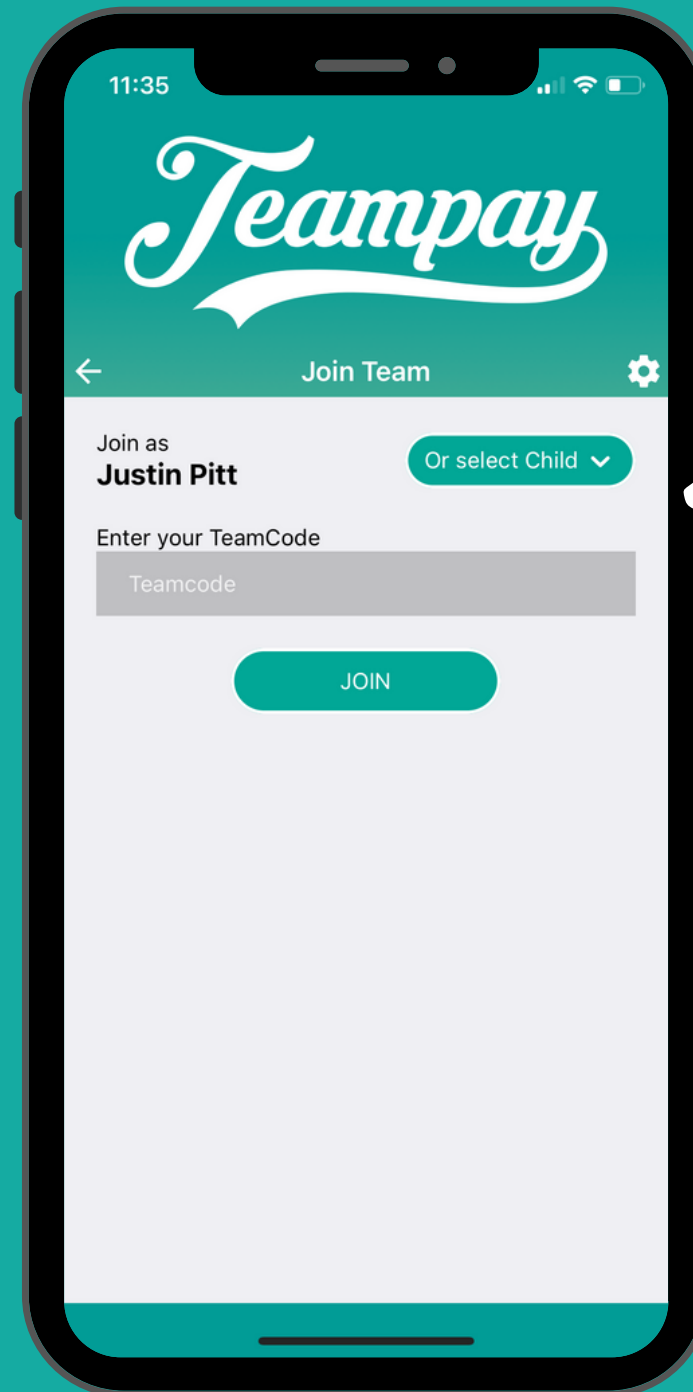


They will then appear

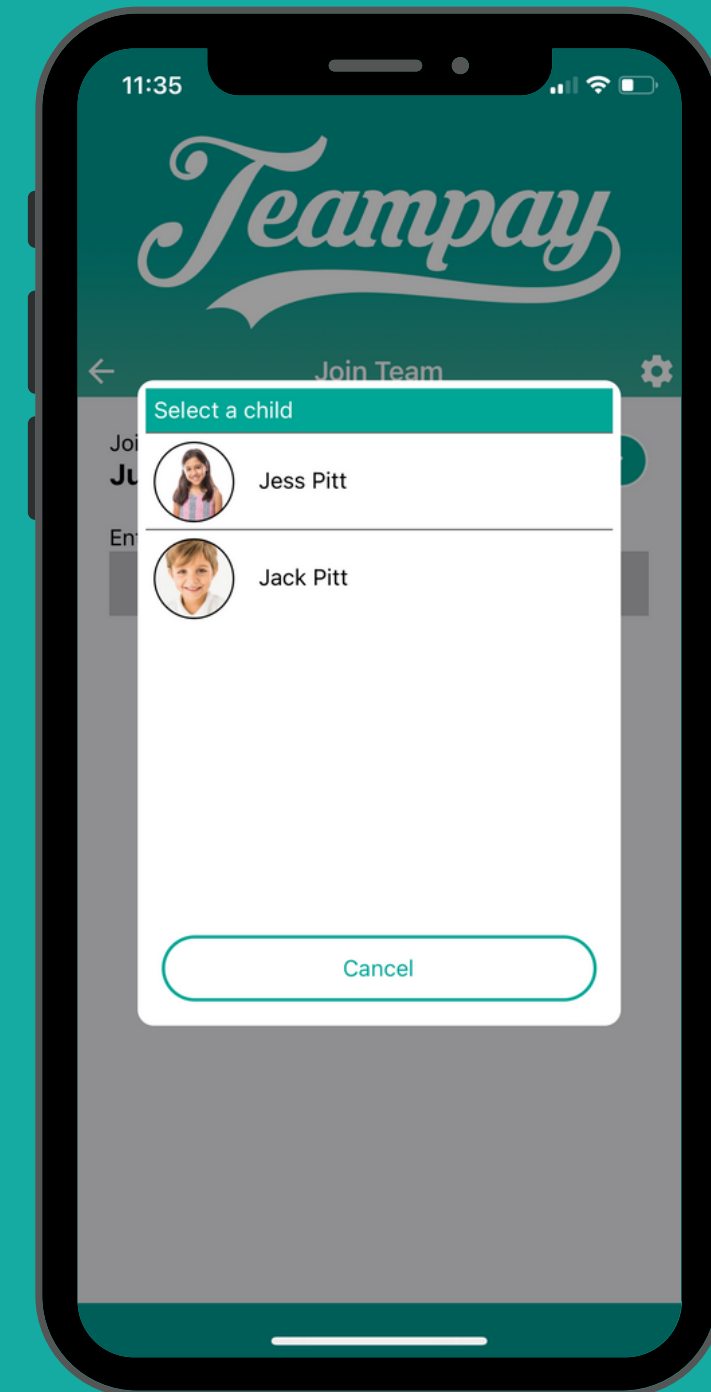
# Joining your child's team



From the settings click  
'Join a New Team'

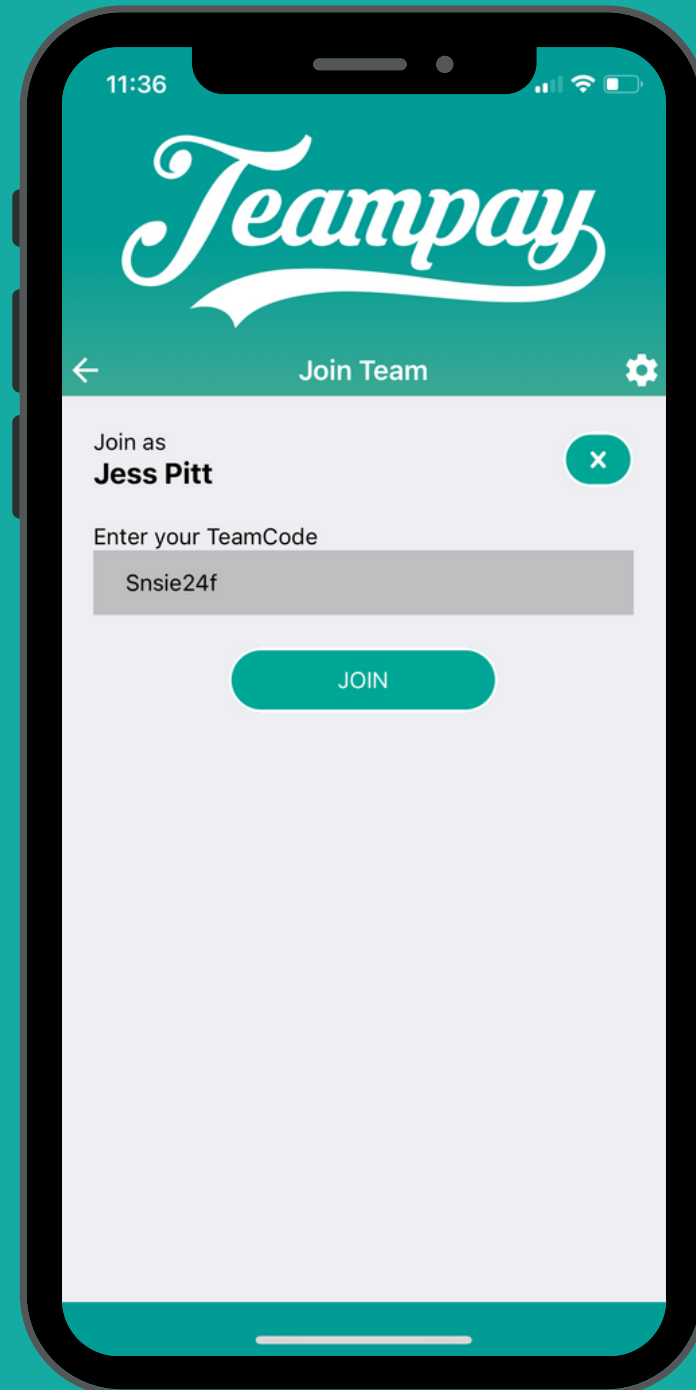


Hit the 'Select Child' toggle  
on the right hand side

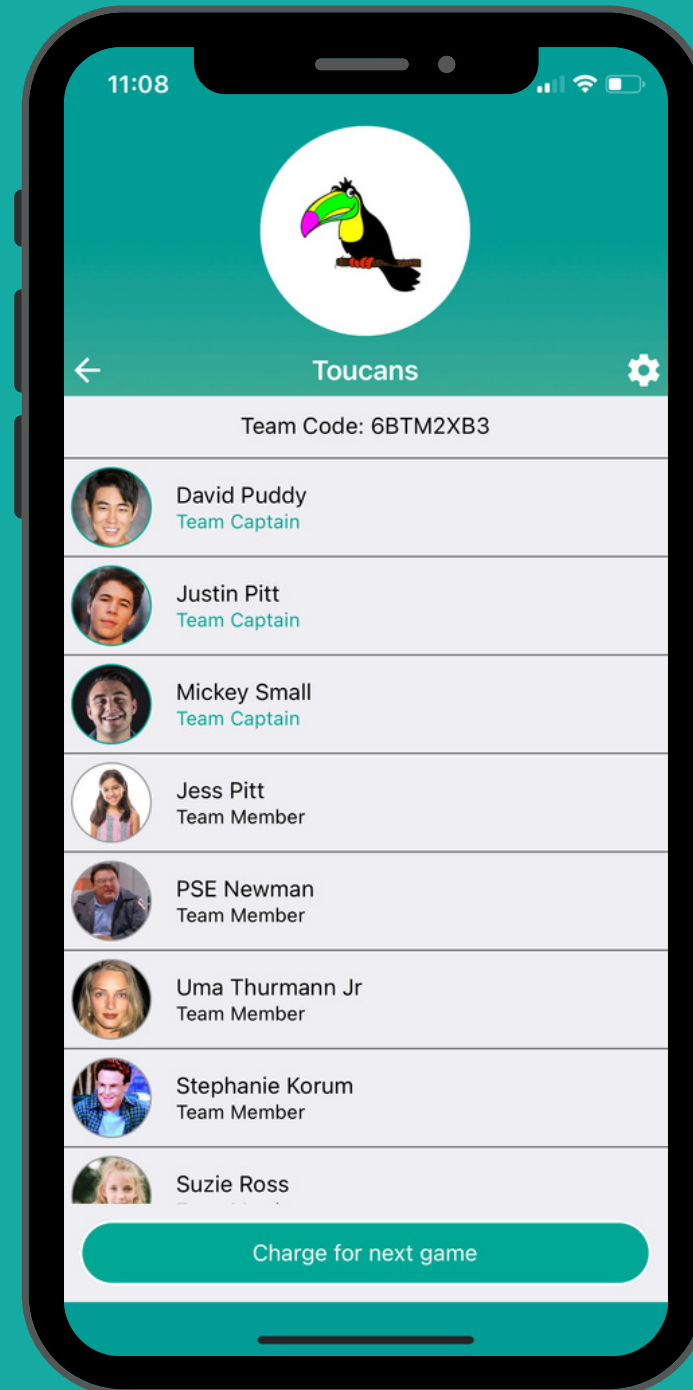


Choose the child you wish  
to allocate to a team

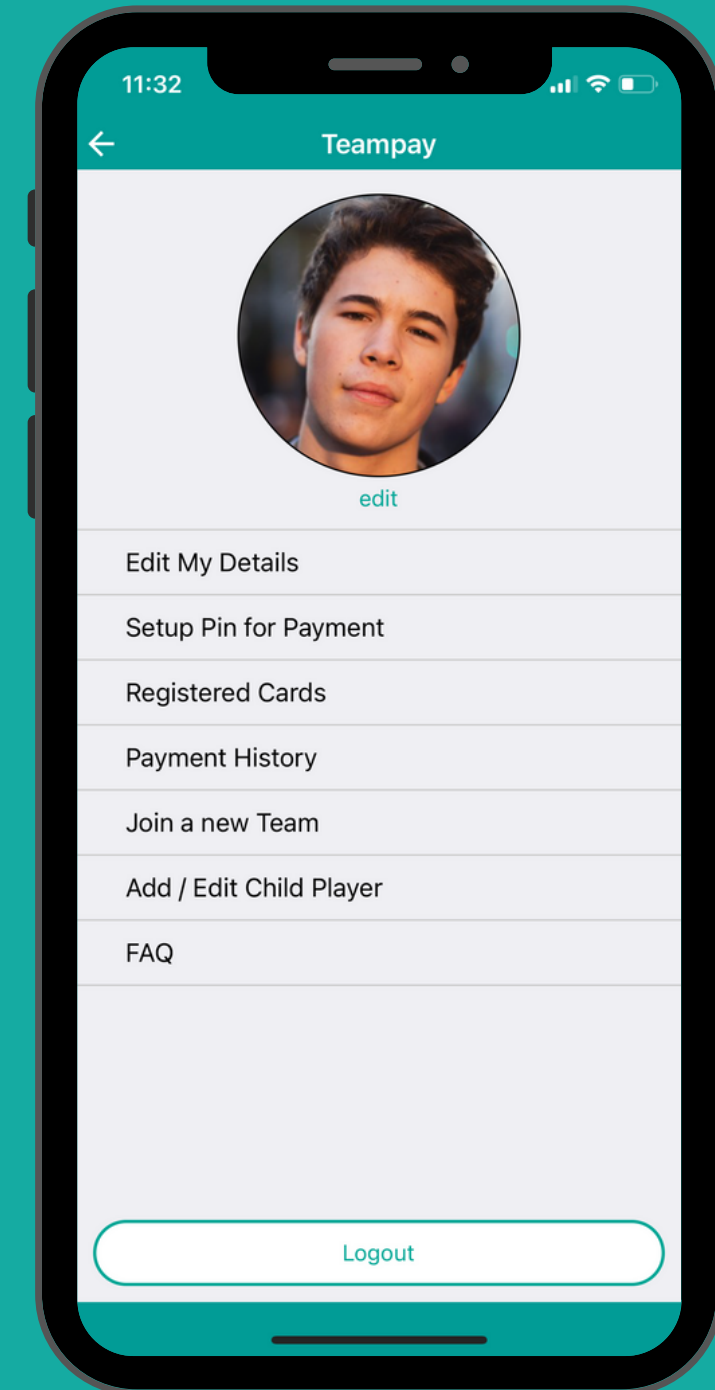
# Joining your child's team



Enter the unique team code and hit 'Join'



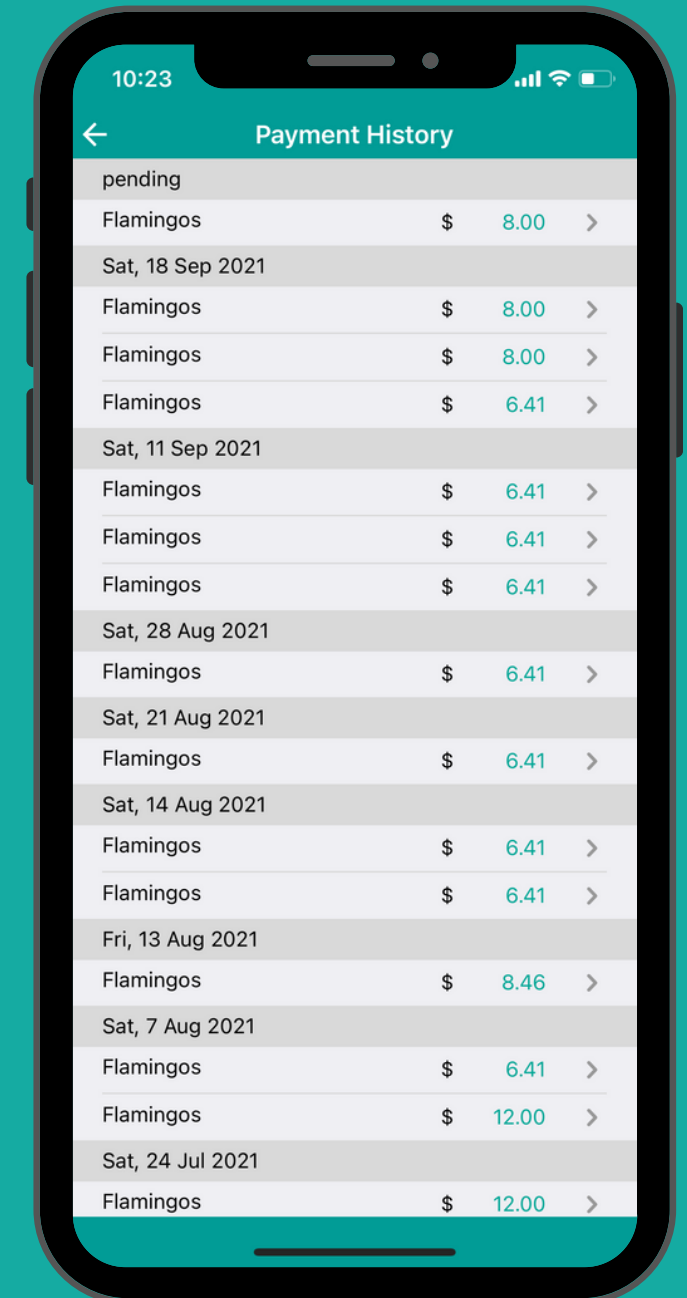
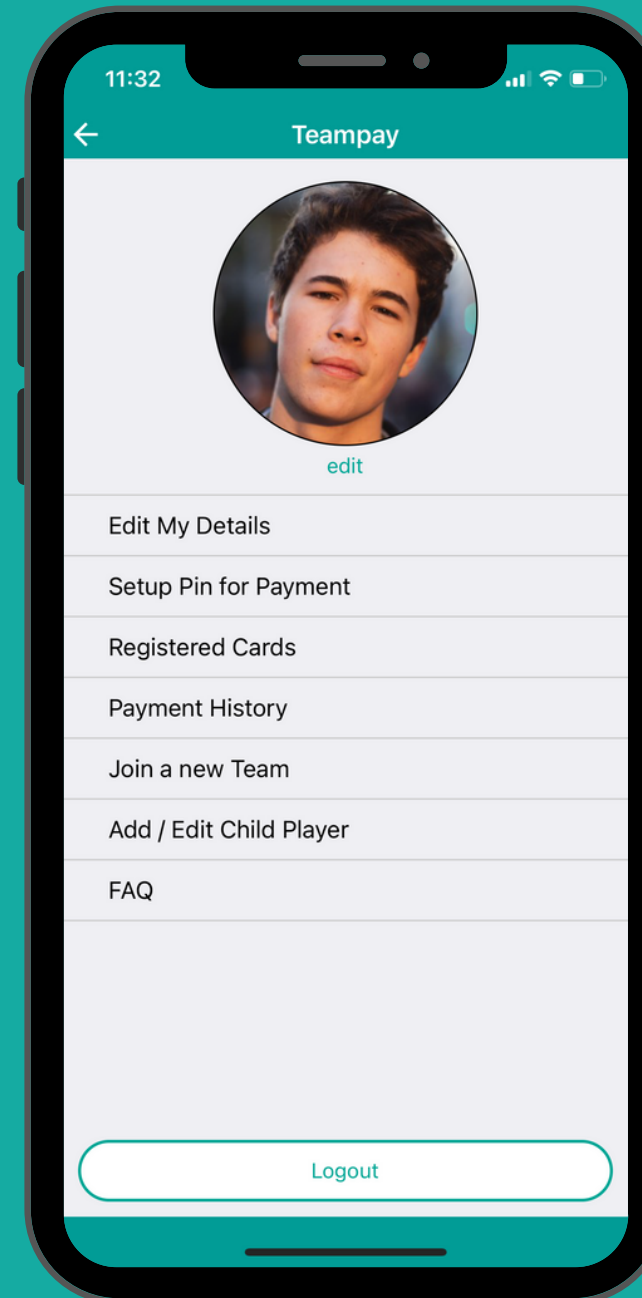
It will then allocate them to their team



You can add another child by going back into settings and following the same process

# Access payment history

- You can see all the payments that have been made from your account by going into settings on your app and selecting Payment History.
- This will generate a list of every charge that has been made for your son or daughter.



# Your security is our priority



Stripe has been audited by a PCI-certified auditor and is certified to PCI Service Provider Level 1. This is the most stringent level of certification available in the payment industry.



All card numbers are encrypted on disk with AES-256. Decryption keys are stored on separate machines.



Stripe's infrastructure for storing, decrypting and transmitting card numbers runs in separate hosting infrastructure, and doesn't share any credentials with Stripe's primary services.



# Learn More

You can visit our website for more information, including videos on how Teampay works.

There's also helpful instructional videos you can view.

## Visit

[www.teampay.com.au/how-to-guides](http://www.teampay.com.au/how-to-guides)

## Email

[support@teampay.com.au](mailto:support@teampay.com.au)

