

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

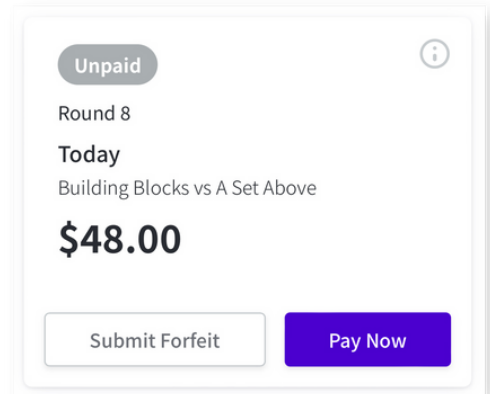
TRACK & COLLECT MONEY FROM TEAM MEMBERS *(Optional)*

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

Pay for matches

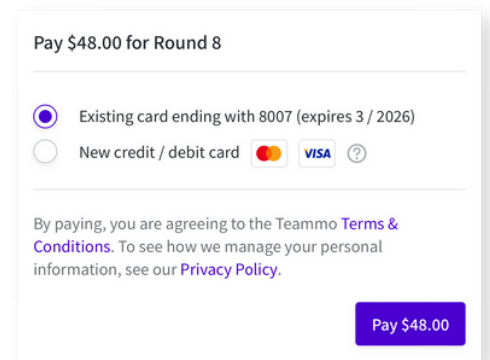
1 SELECT MATCH

Find the match you want to pay for from your Dashboard or [Matches](#) list. Select 'Pay Now'.



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



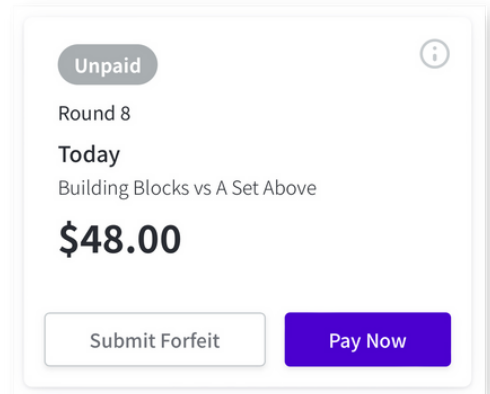
TIPS TO GET THE MOST OUT OF TEAMMO

- 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

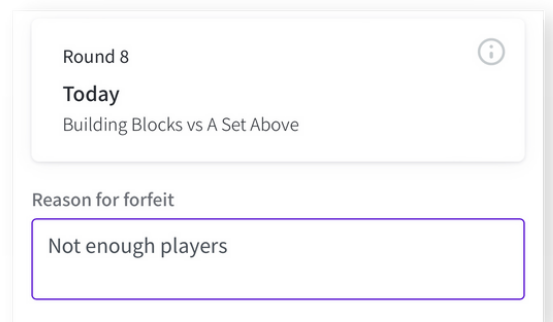
1 SELECT MATCH

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.

Hi Naomi, your team Building Blocks has confirmed a forfeit for your game on Wednesday 31 Aug against A Set Above. Please notify your team. Thanks, Creek Road League. Powered by Teammo. Reply STOP to unsubscribe.

? 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.

Quick Guide

Collect money from your team members

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.*