

TEAM MANAGER GUIDE

January 2021



SETTING UP YOUR ACCOUNT

HOW TO CREATE AN ACCOUNT



[Watch video](#)

Only one person from a team is required to create a Teammo account to manage team payments. Visit app.teammo.com.au/get-started or [download the Teammo app](#) from the App Store for iPhone and iPad to create an account for your team. An Android version will be coming later in 2021.

1. Enter your team name and select your sport.

19:03

teammo

Signing up is easy.
Firstly, tell us about your team

STEP 1 OF 4

Team name

Team name

Sport

Sport

CONTINUE

Already have an account? [Login](#)

2. Enter your details (name, email, mobile, password).

19:03

teammo

Great, thanks!
Now, tell us about yourself

STEP 2 OF 4

Email

Email

Full name

Full name

Mobile

Your mobile number

3. Verify your account by entering the unique code sent to your email.

19:03

teammo

Almost there!
Please check your email.

STEP 3 OF 4

Enter the 6 digit code sent to your email to ensure your account is secure.

[Code input fields]

4. Connect to your association by selecting your team from the dropdown options.

19:03

teammo

Connect to your association or league.

STEP 4 OF 4

Association / League

Sports organisation/league

Competition

Competition

Section

Section

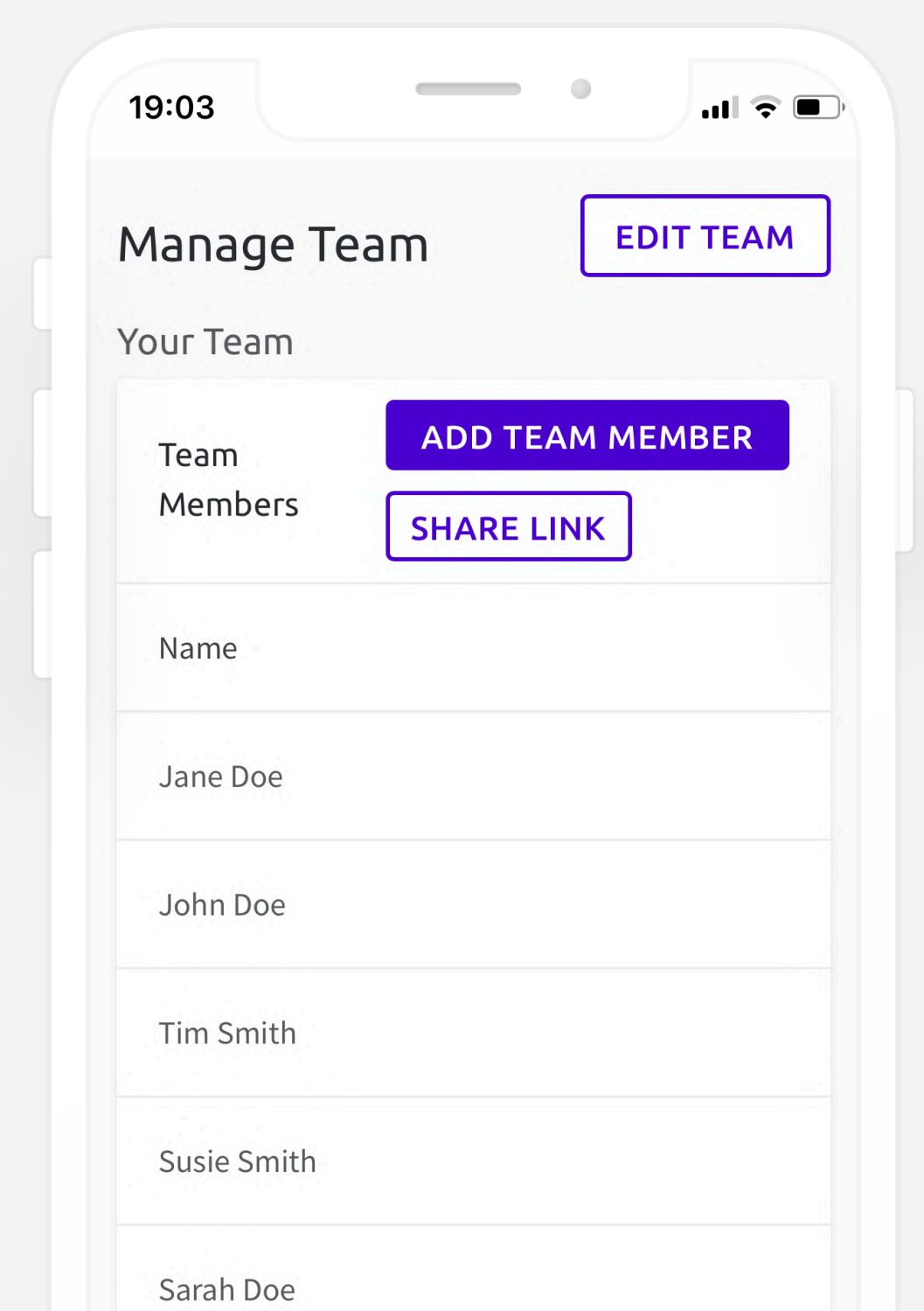
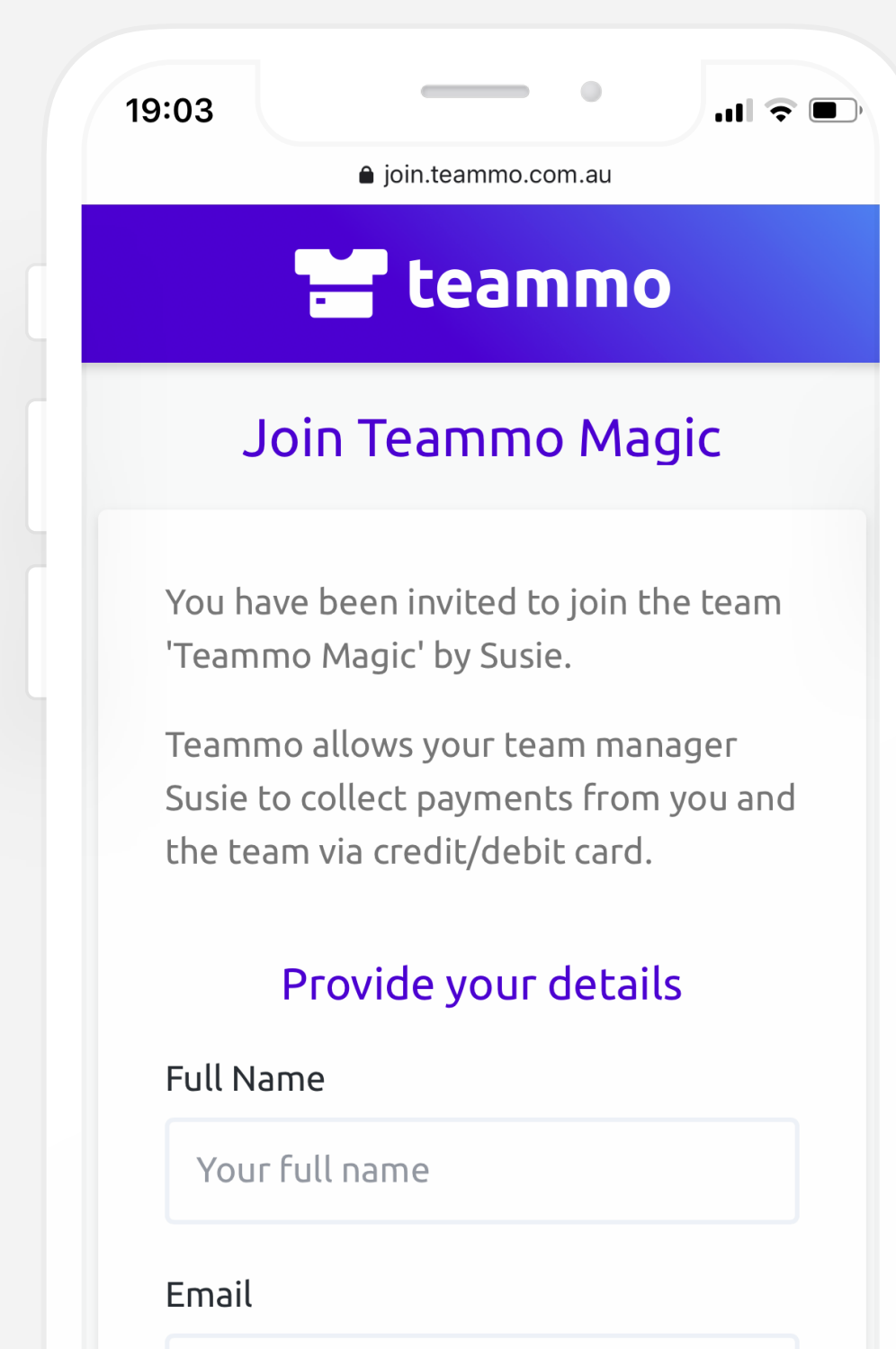
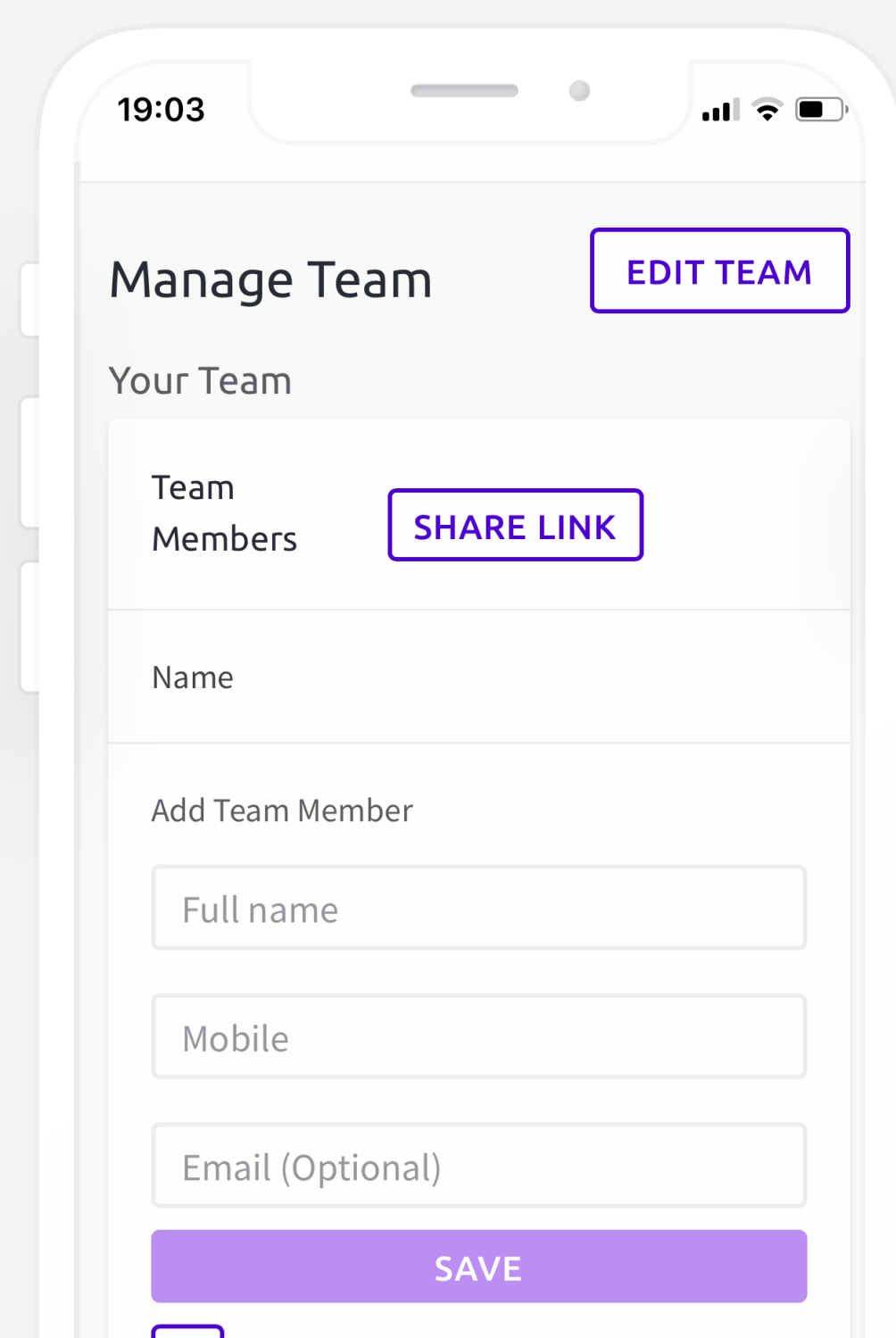
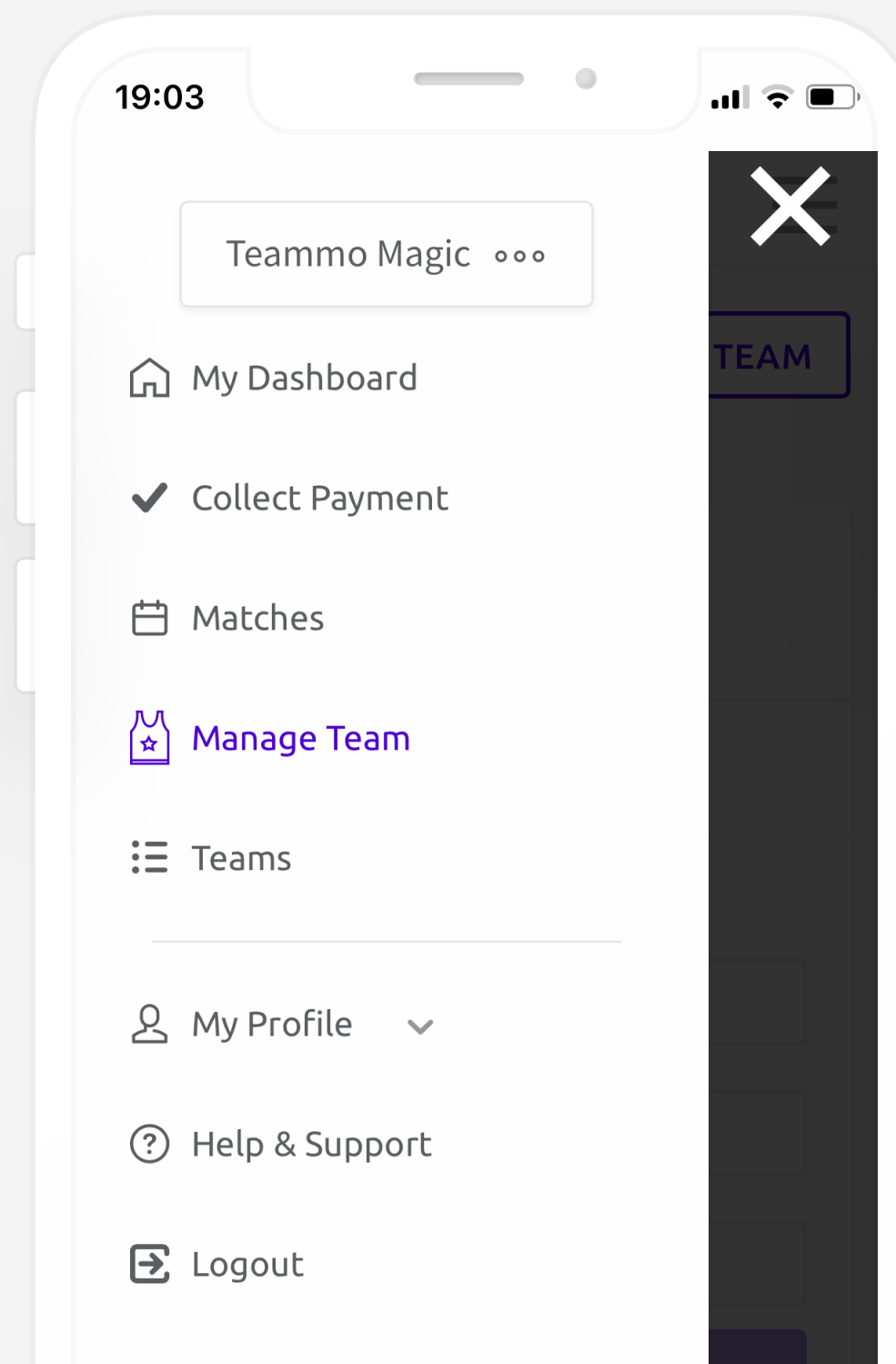
ADDING TEAM MEMBERS

If you want to collect money from team members using Teammo (optional), you will need to add your team members to your team. You can add team members via the **Manage Team** page in your account: app.teammo.com.au/manage-team.

1. Log in to your Teammo account, and go to the **'Manage Team'** page.

2. Click **'Add Team Member'** and enter details. Alternatively, click **'Share Link'**. Share this with your team members, and they can add themselves to your team using the unique link.

3. Once your team members are added, you can **start requesting payments from them**.





**ALREADY
HAVE A TEAMMO
ACCOUNT?**

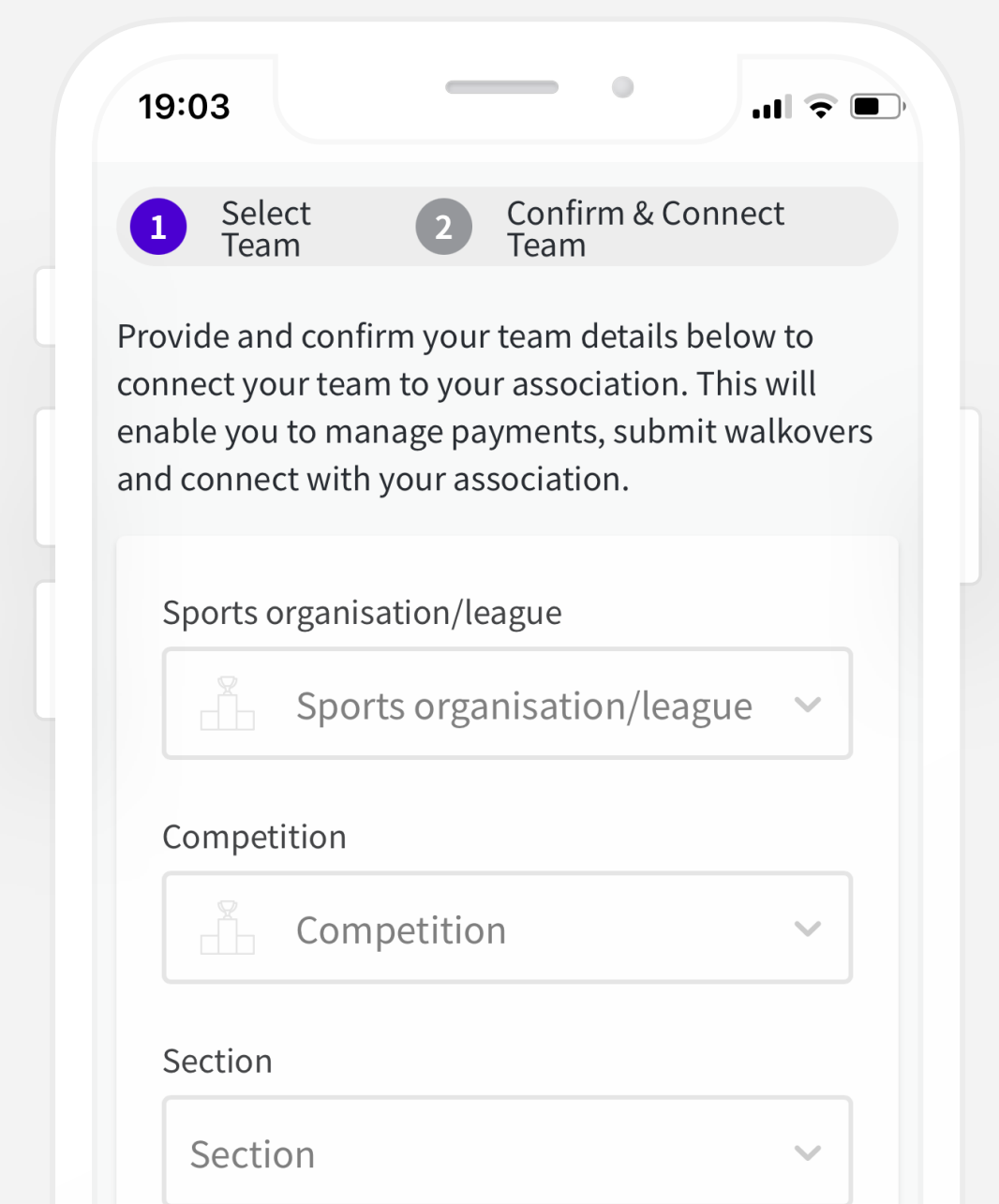
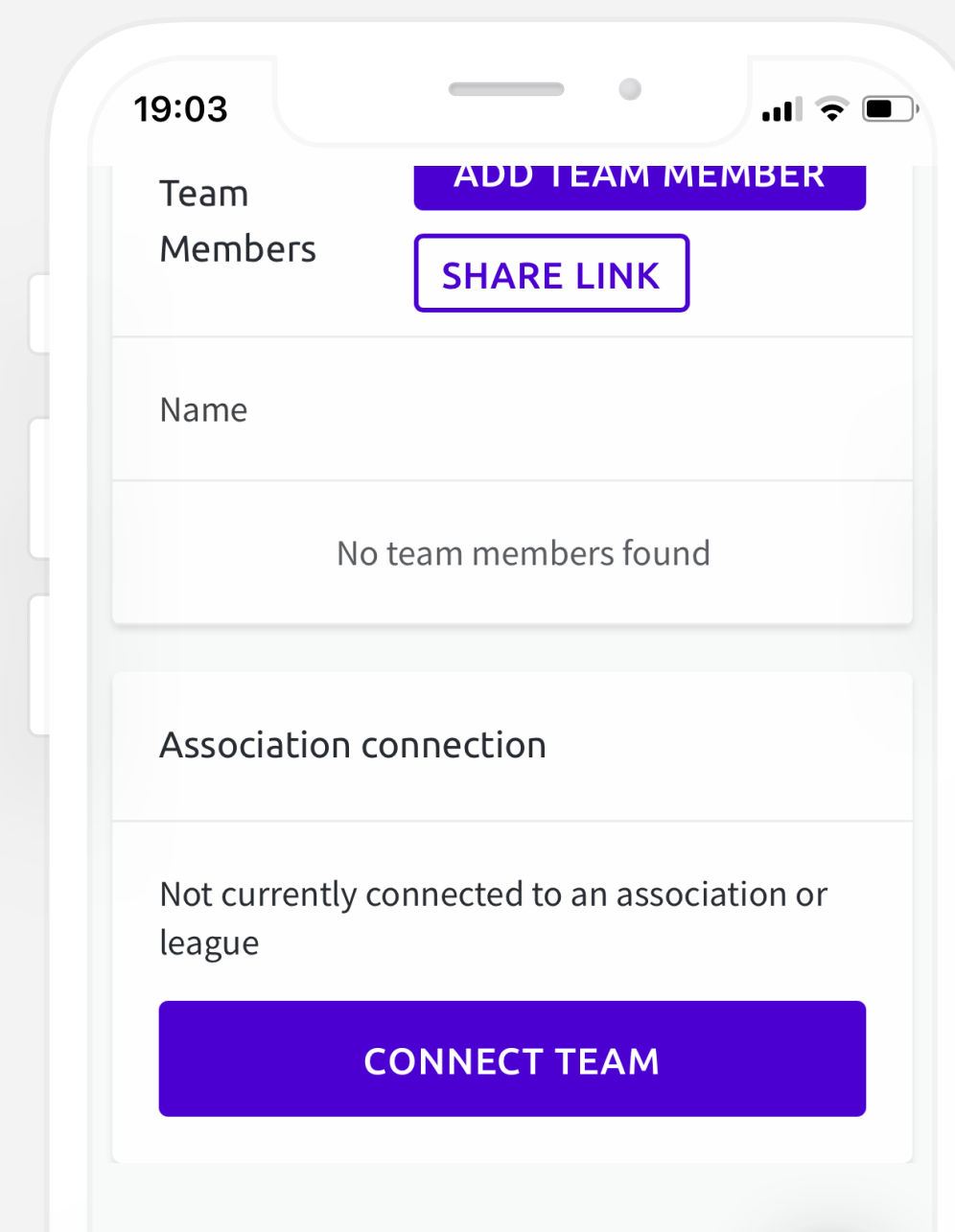
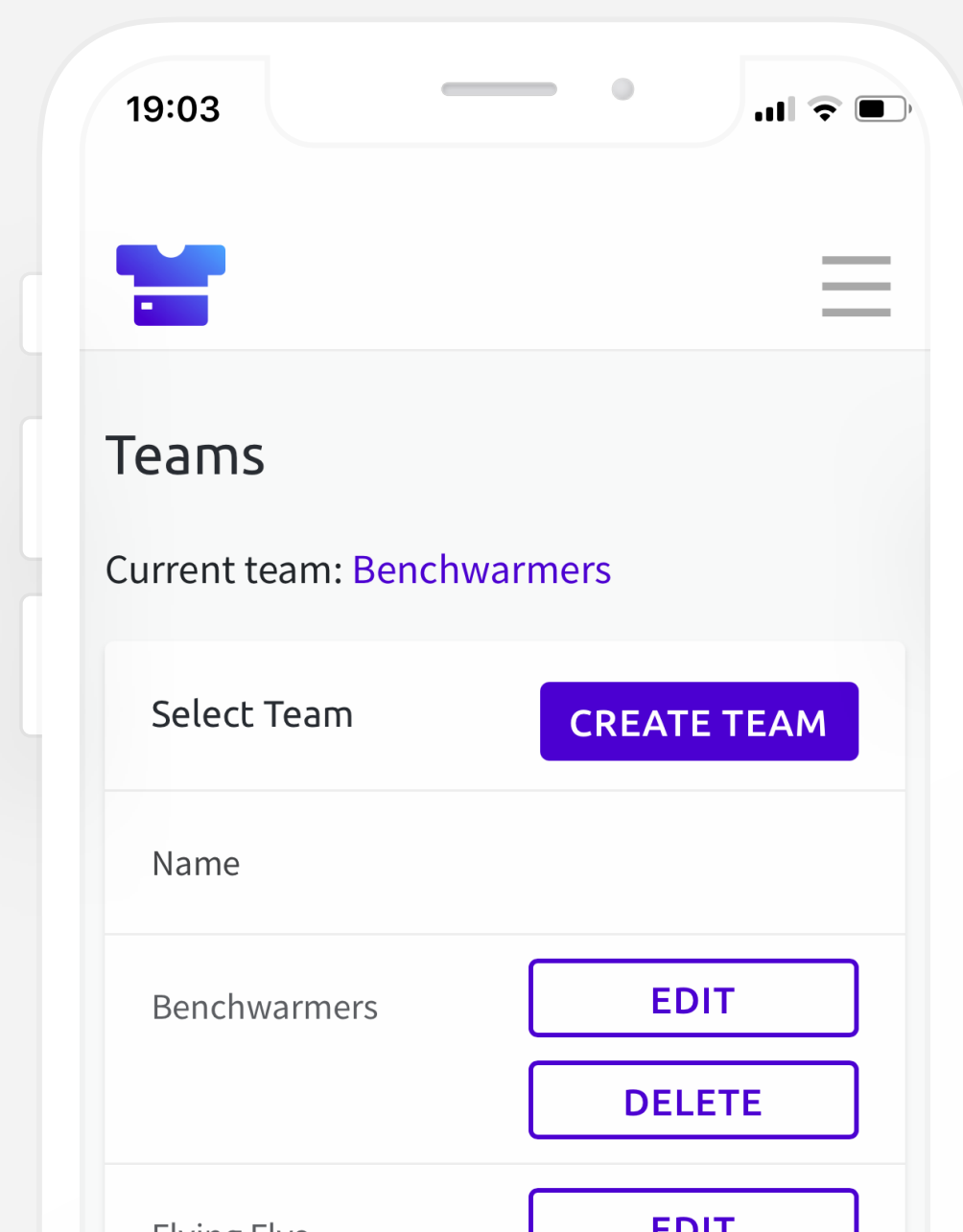
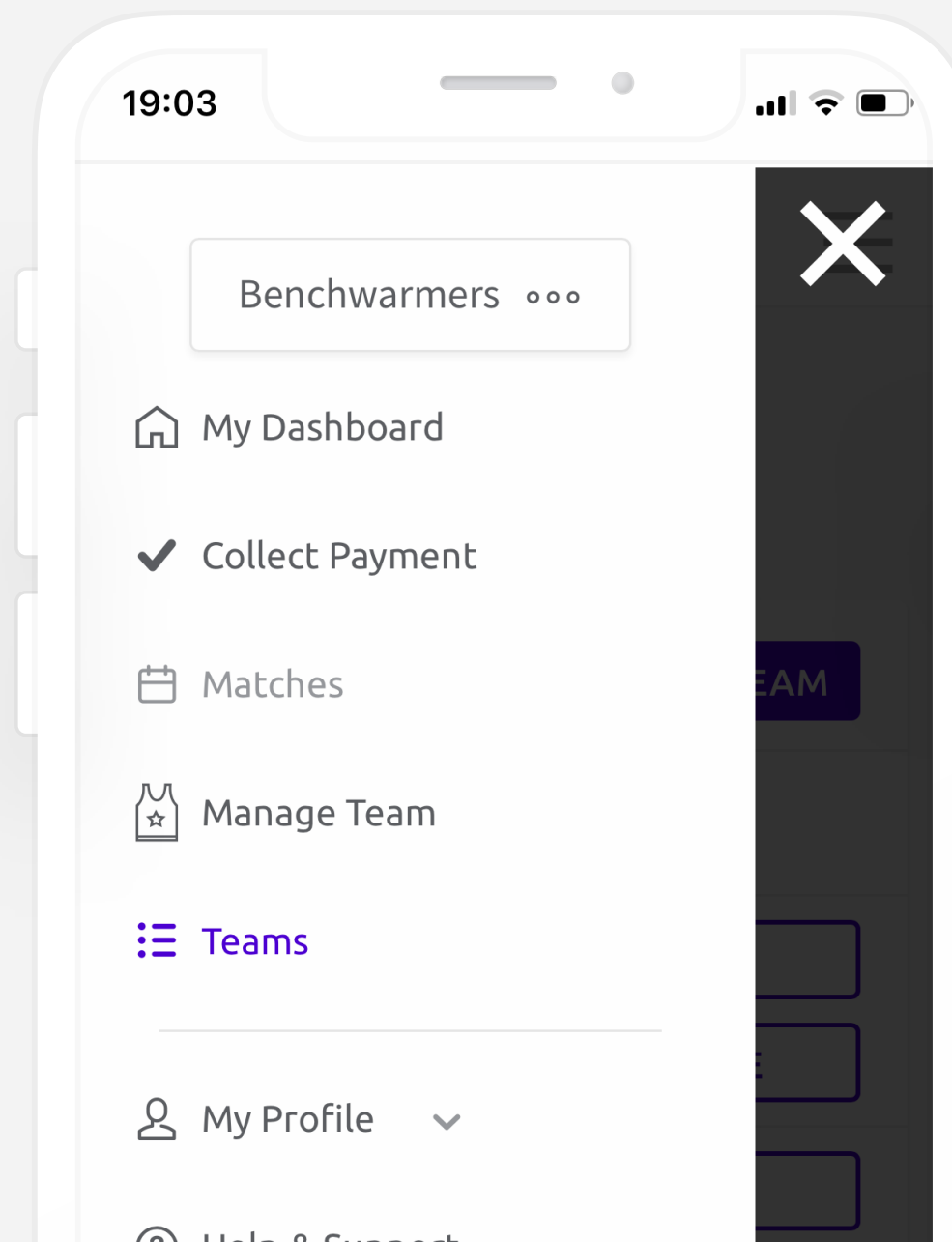
HOW TO UPDATE YOUR ASSOCIATION CONNECTION



[Watch video](#)

If you created a Teammo account and didn't connect to your association (i.e. skipped Step 4), or you need to update your connection, follow these steps. Once done, you will see upcoming team payments from your association.

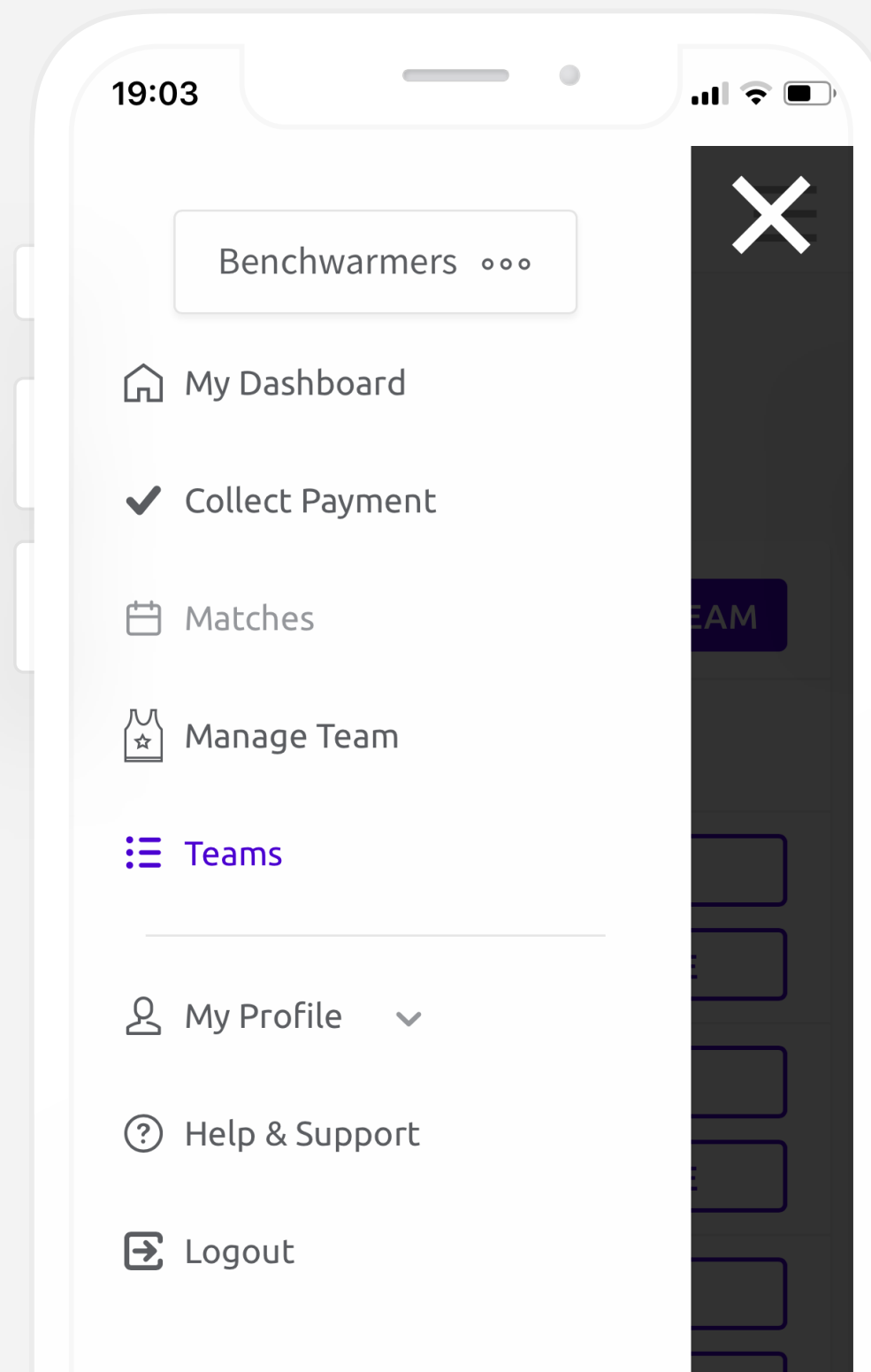
1. Log in to your Teammo account, and go to the [Teams](#) page.
2. Click the **'Edit'** button of the team you want to connect.
3. Click the **'Connect Team'** button.
4. **Connect to your association** by selecting your team from the dropdown options.



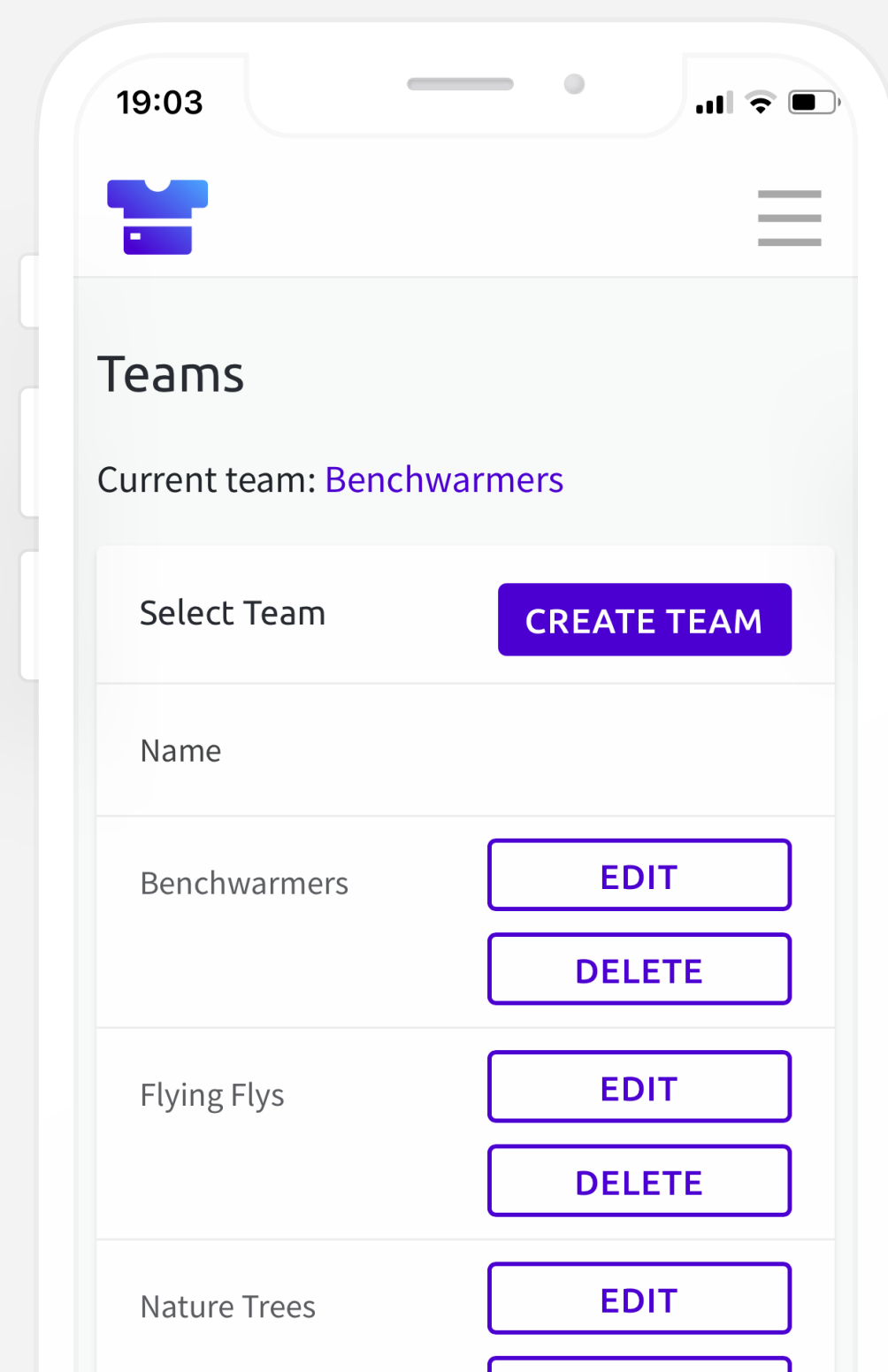
HOW TO ADD A NEW TEAM

You can manage multiple teams from the one Teammo account. This is useful if you are the team manager of multiple teams. Follow the steps below to add a new team to your Teammo account.

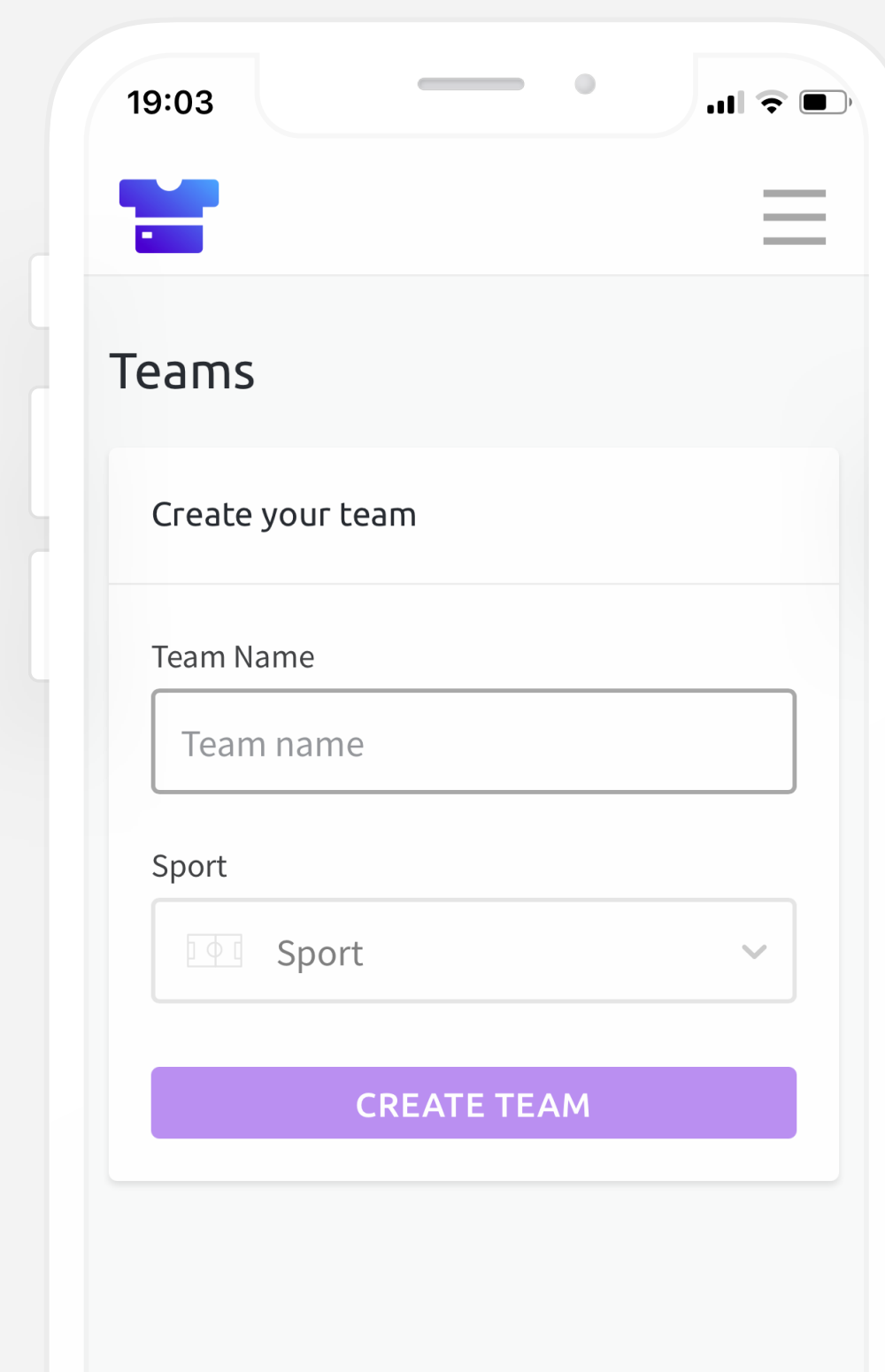
1. Log in to your Teammo account, and go to the [‘Teams’](#) page.



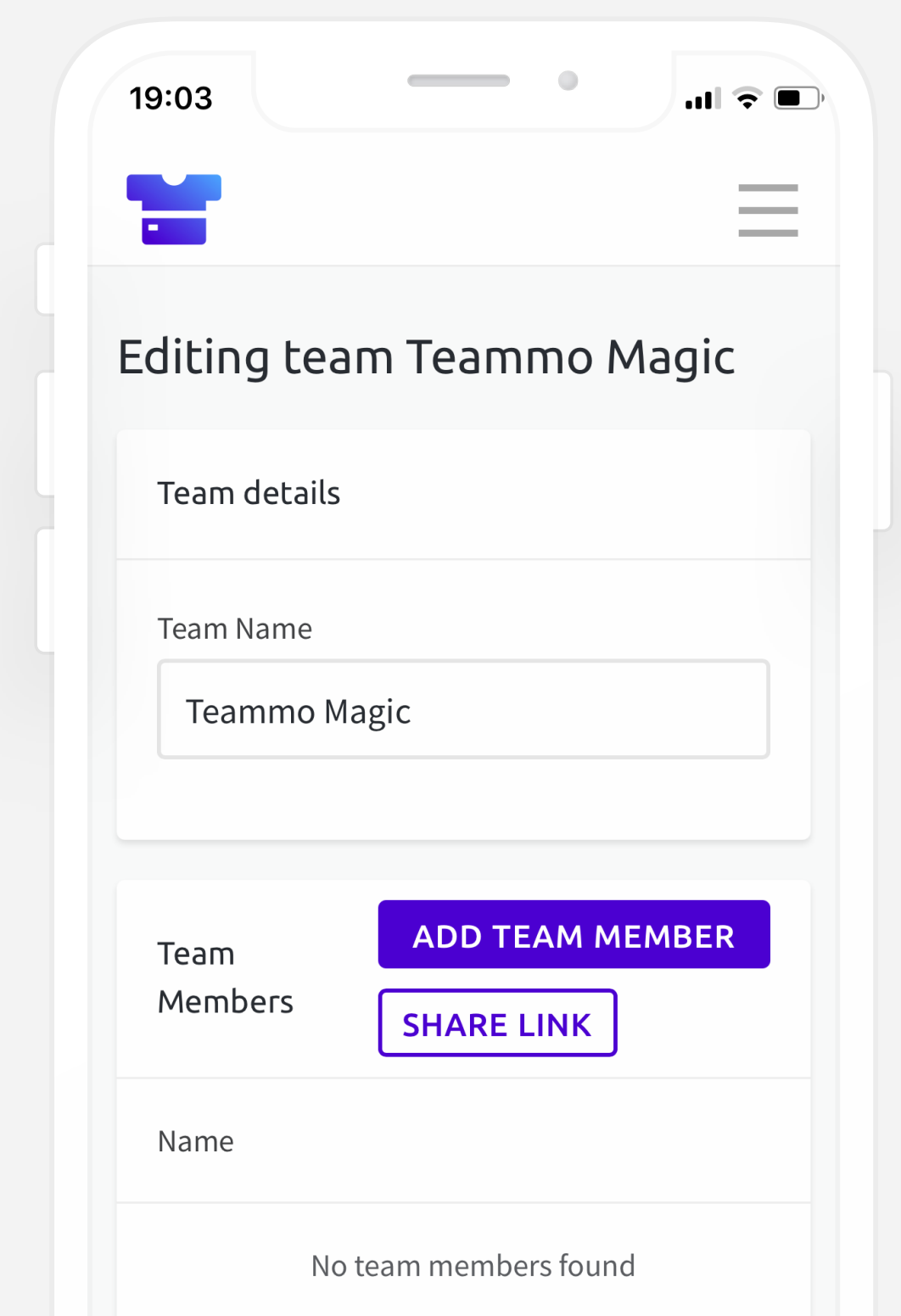
2. Click the **‘Create Team’** button.



3. Enter team information and click **‘Create Team’**.



4. **Your team has been created.** You can add team members and/or connect to your association.





MAKING PAYMENTS TO YOUR ASSOCIATION

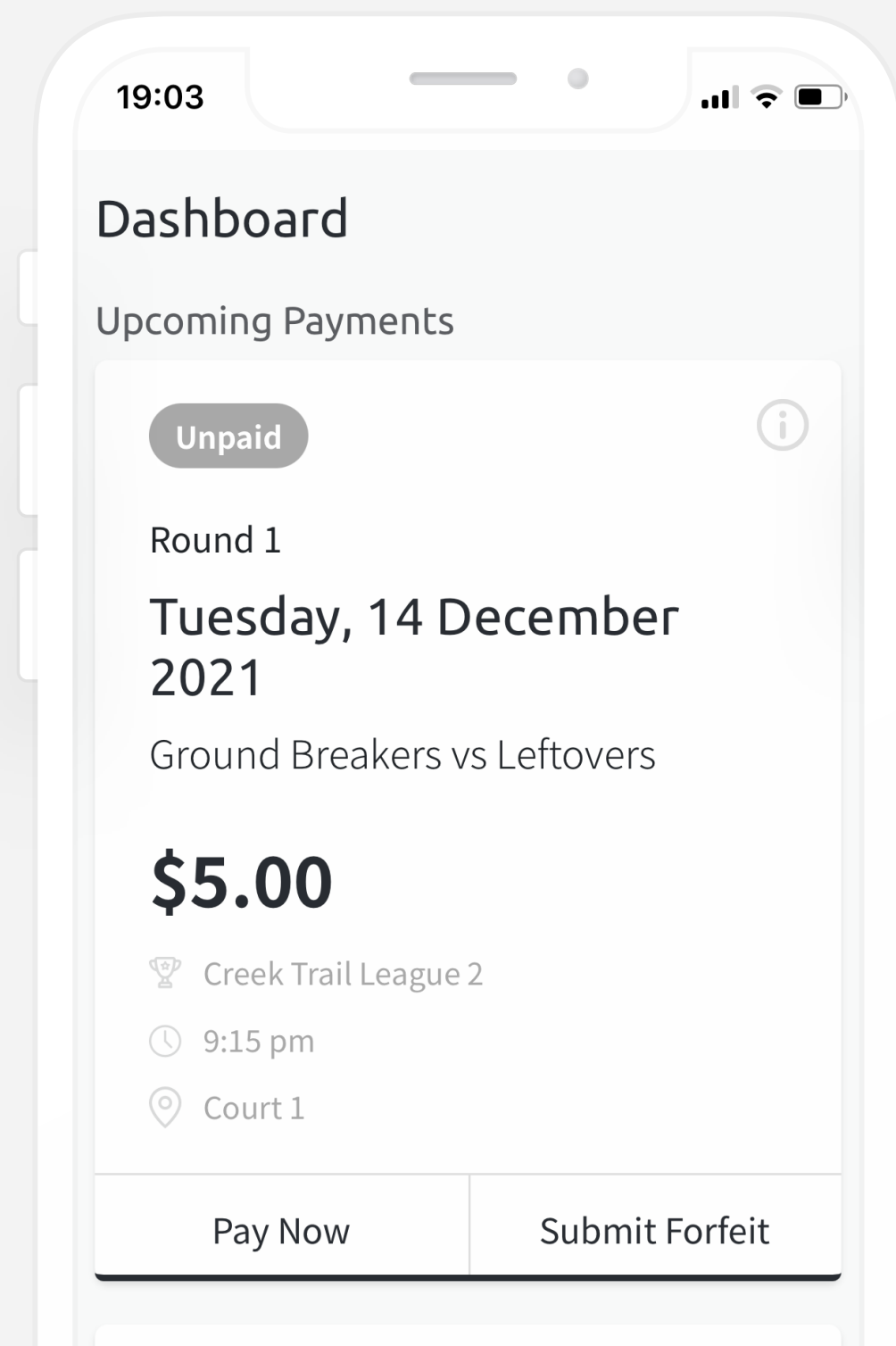
HOW TO PAY A FIXED FEE



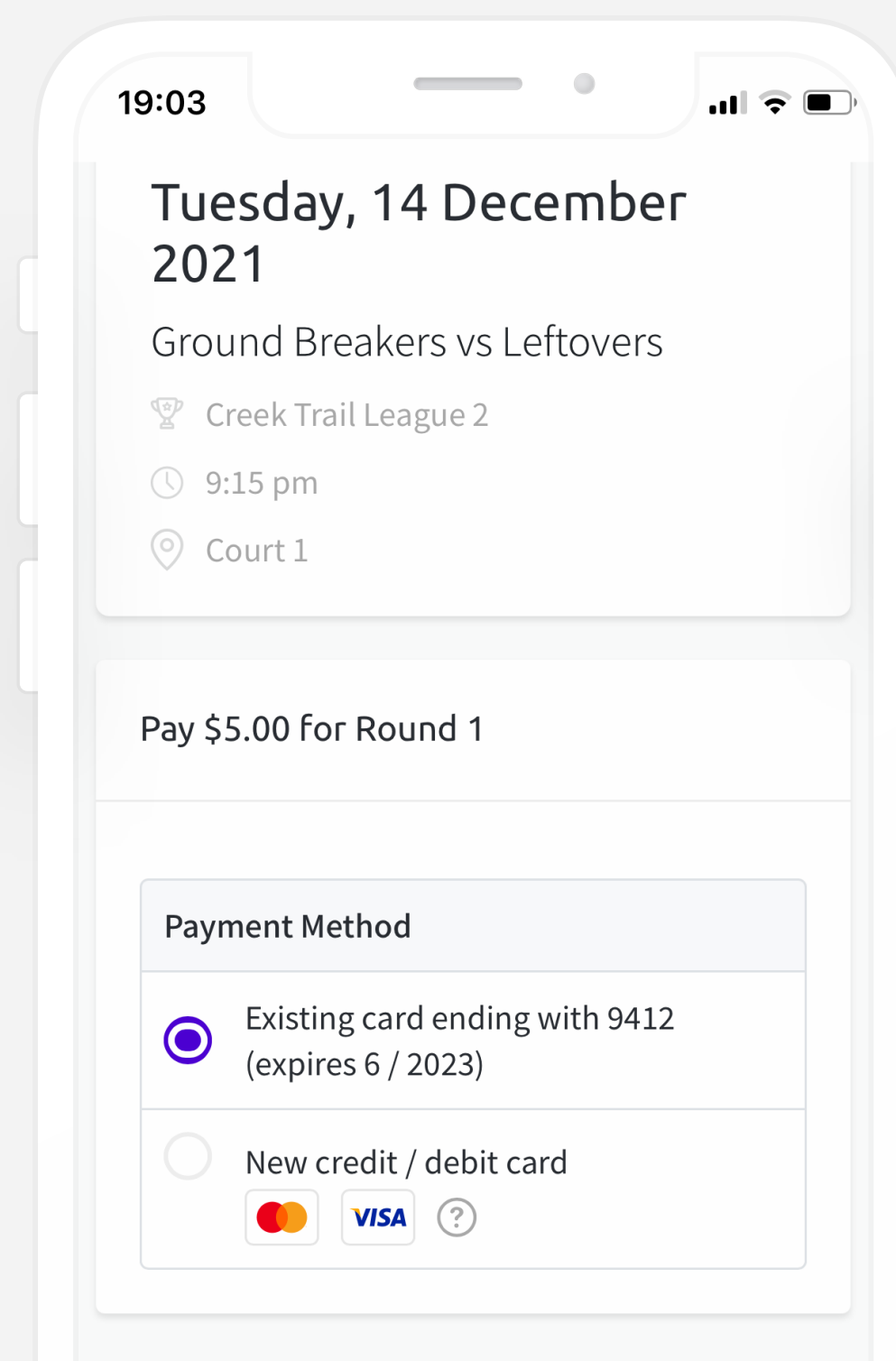
[Watch video](#)

For teams that pay a fixed match fee (e.g. \$50.00 each week). Once a team manager has created an account for their team, they can start paying for matches. Payments for matches will be sent to your association. *Teams are not charged any additional fees to use Teammo to pay for matches.*

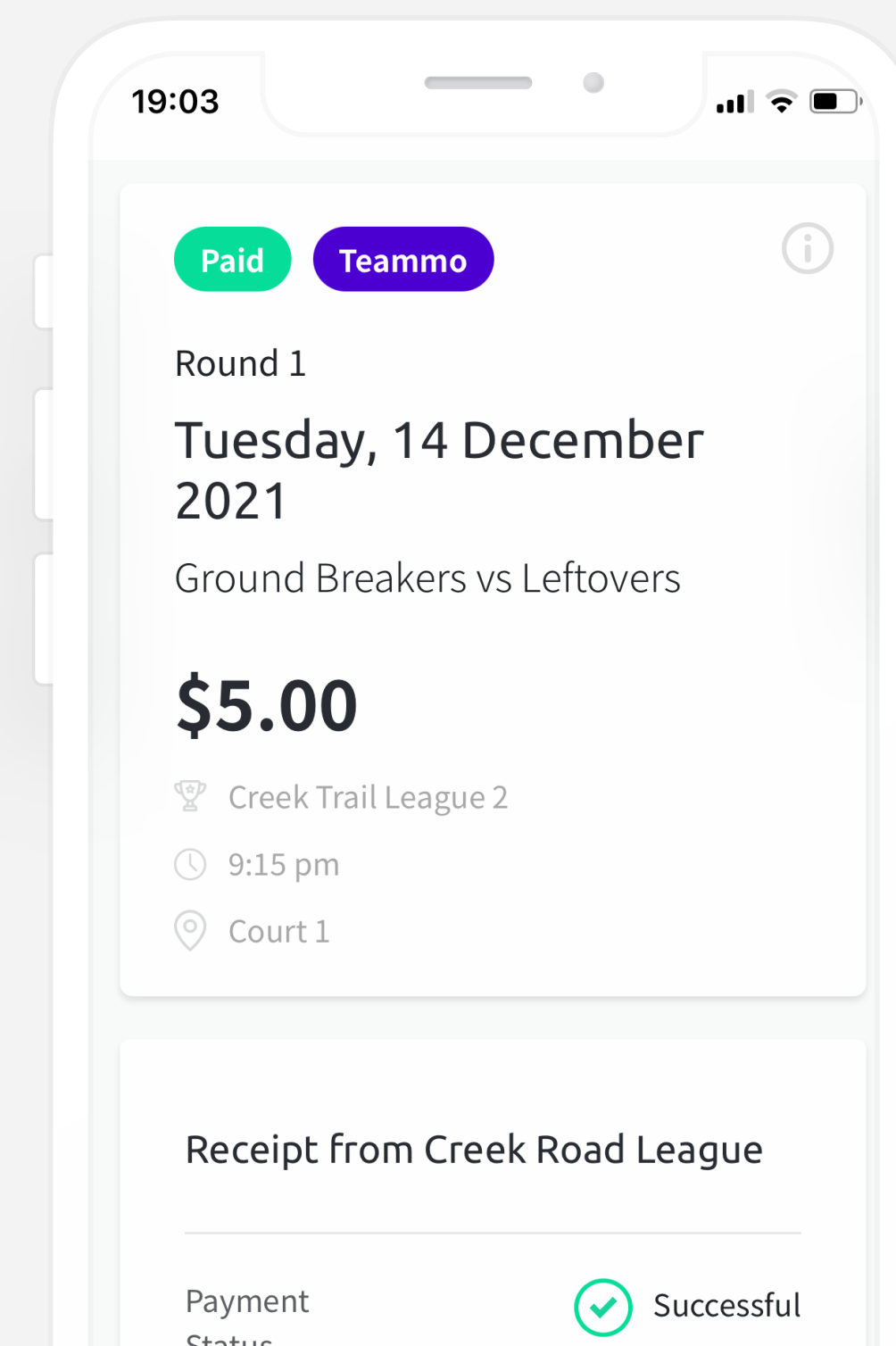
1. **Select the match** you want to pay for by clicking the 'Pay Now' button.



2. Enter your **payment details**. You can save card details for future payments.



3. **All done!** Just turn up and play. Your association will see your match payment.



HOW TO PAY PER PLAYER



[Watch video](#)

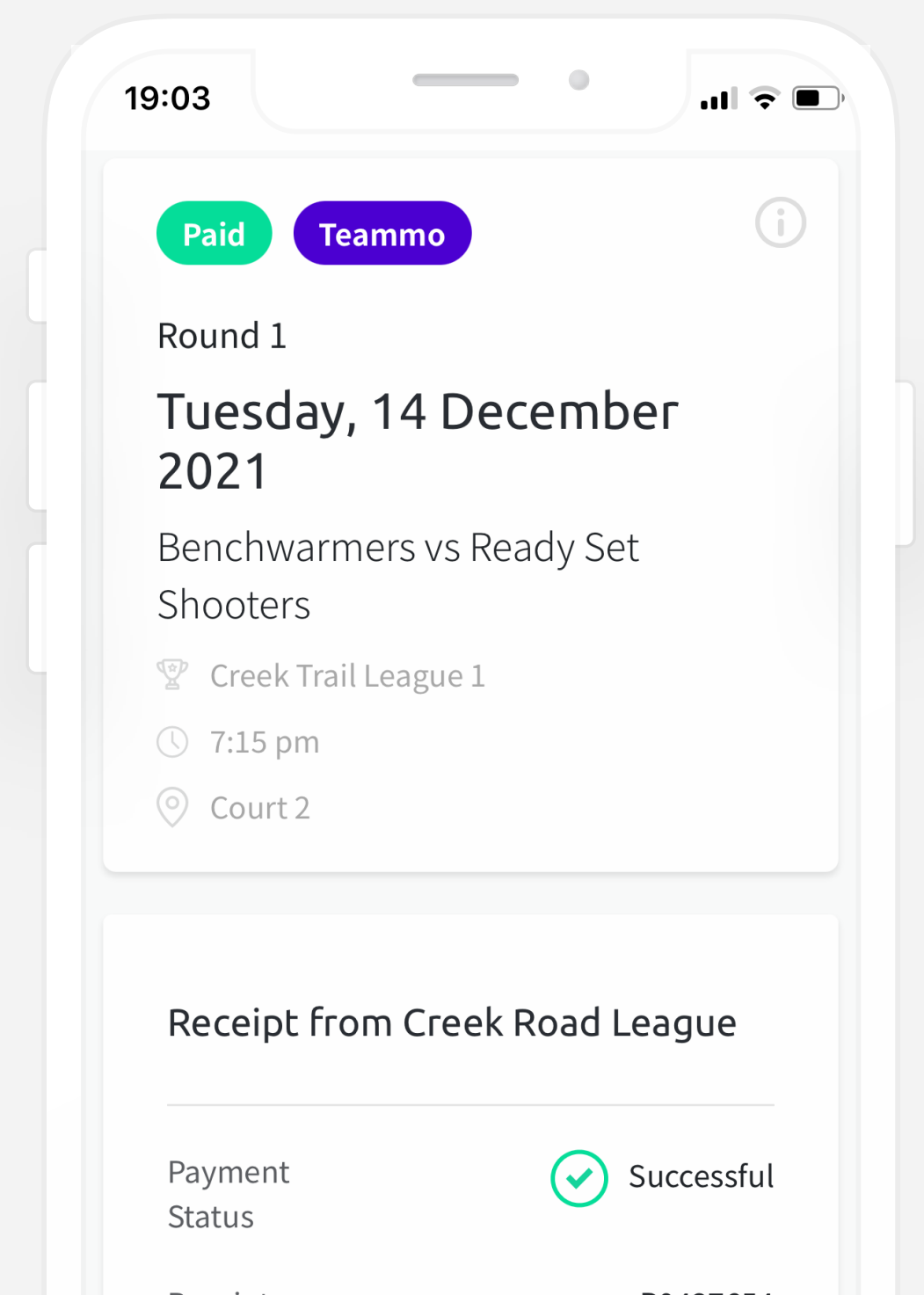
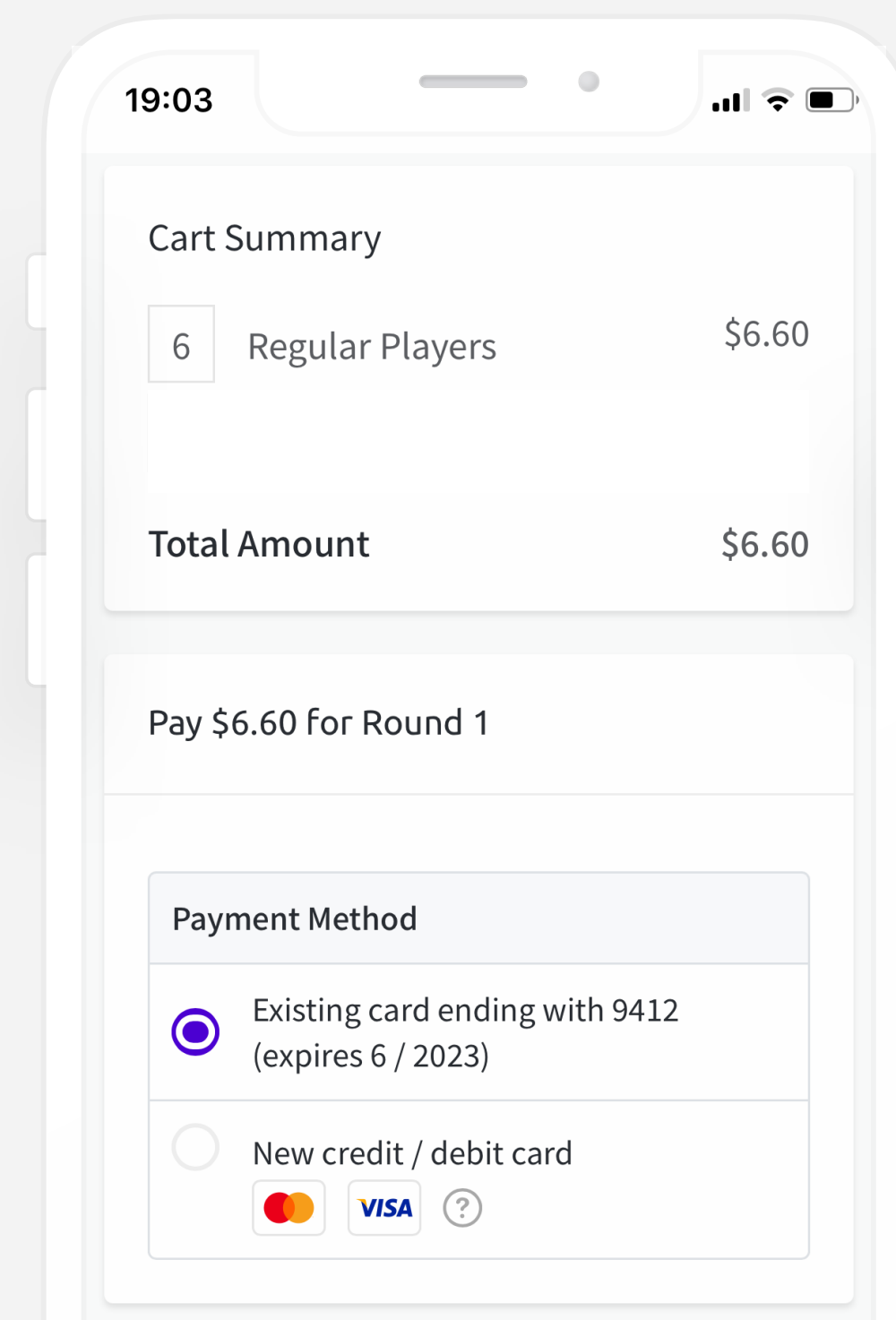
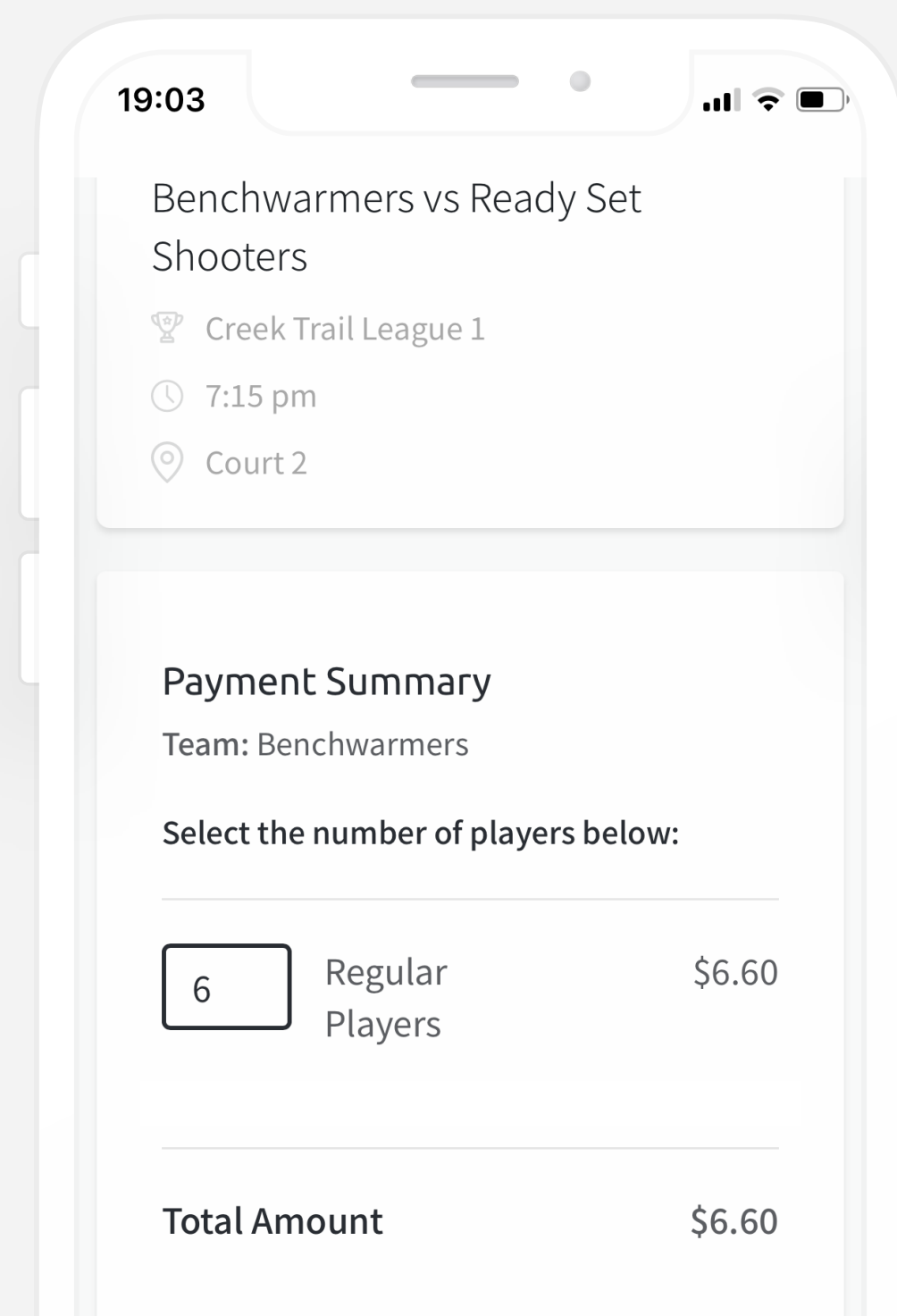
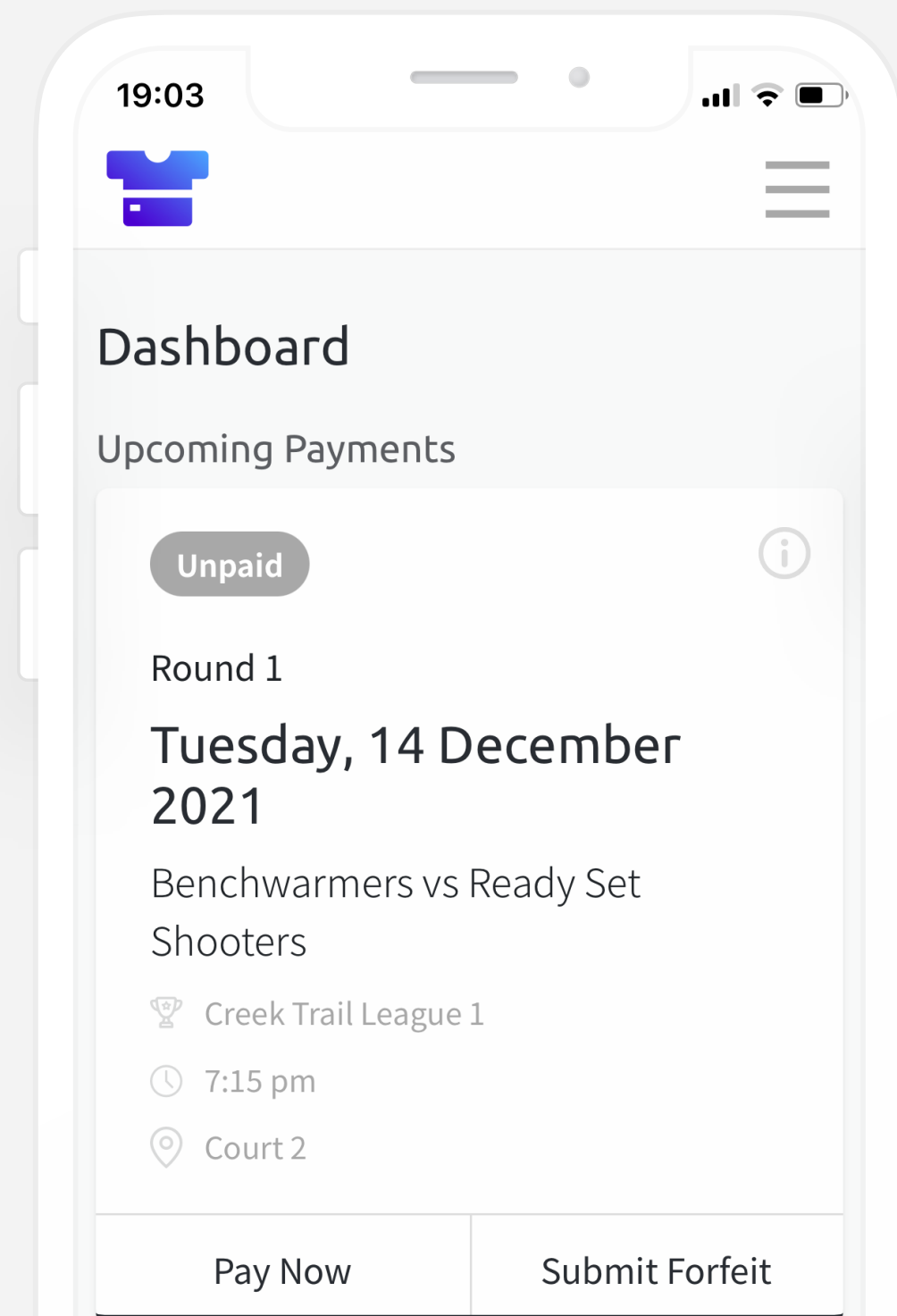
For teams that pay a variable match fee (e.g. \$10.00 p/player). Once a team manager has created an account for their team, they can start paying for matches. Payments for matches will be sent to your association. *Teams are not charged any additional fees to use Teammo to pay for matches.*

1. **Select the match** you want to pay for by clicking the 'Pay Now' button.

2. **Select the number of players** you are paying for.

3. Enter your **payment details**. You can save card details for future payments.

4. **All done!** Just turn up and play. Your association will see your match payment.





COLLECTING MONEY FROM TEAM MEMBERS USING TEAMMO

COLLECT MONEY FROM TEAM MEMBERS

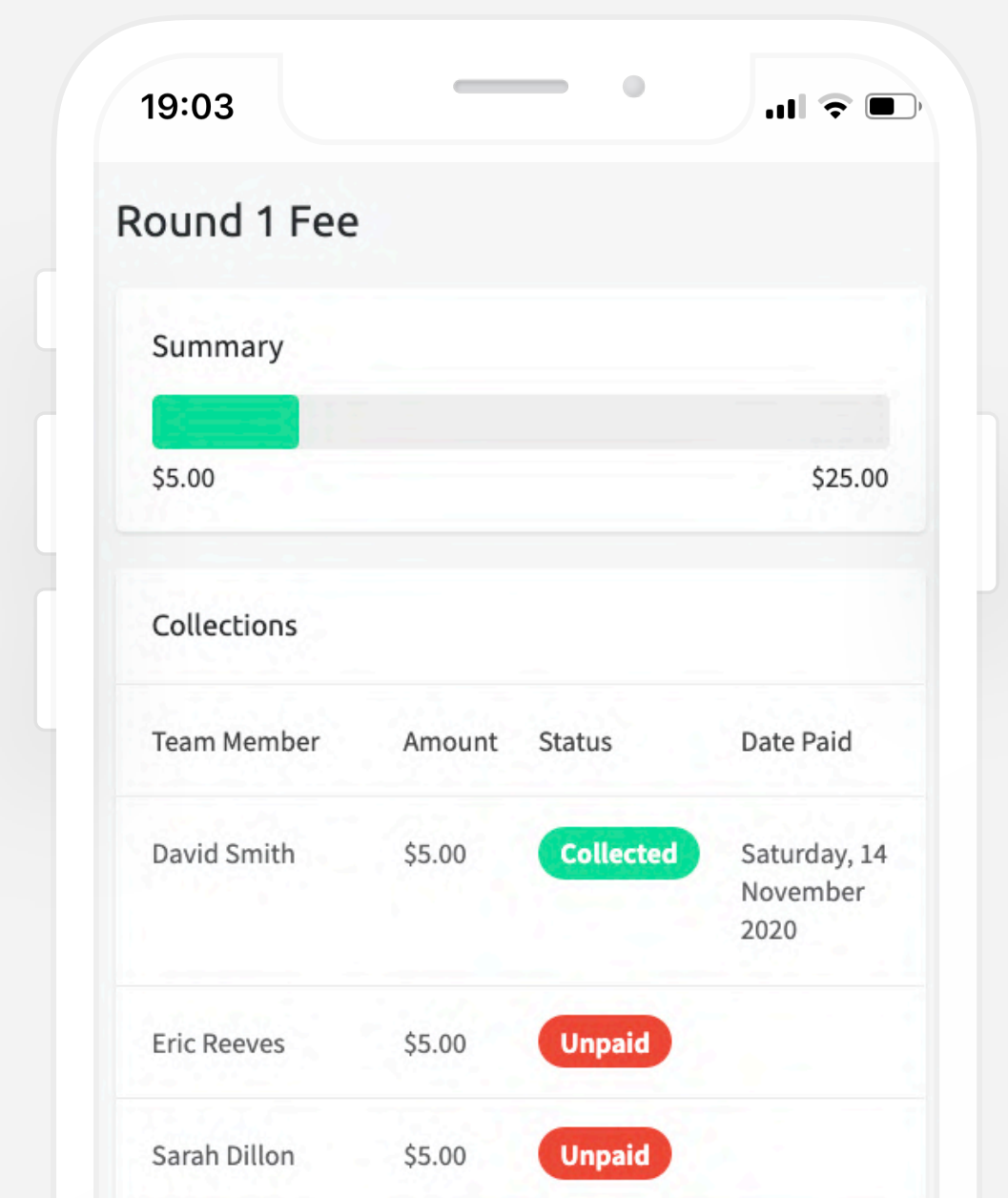
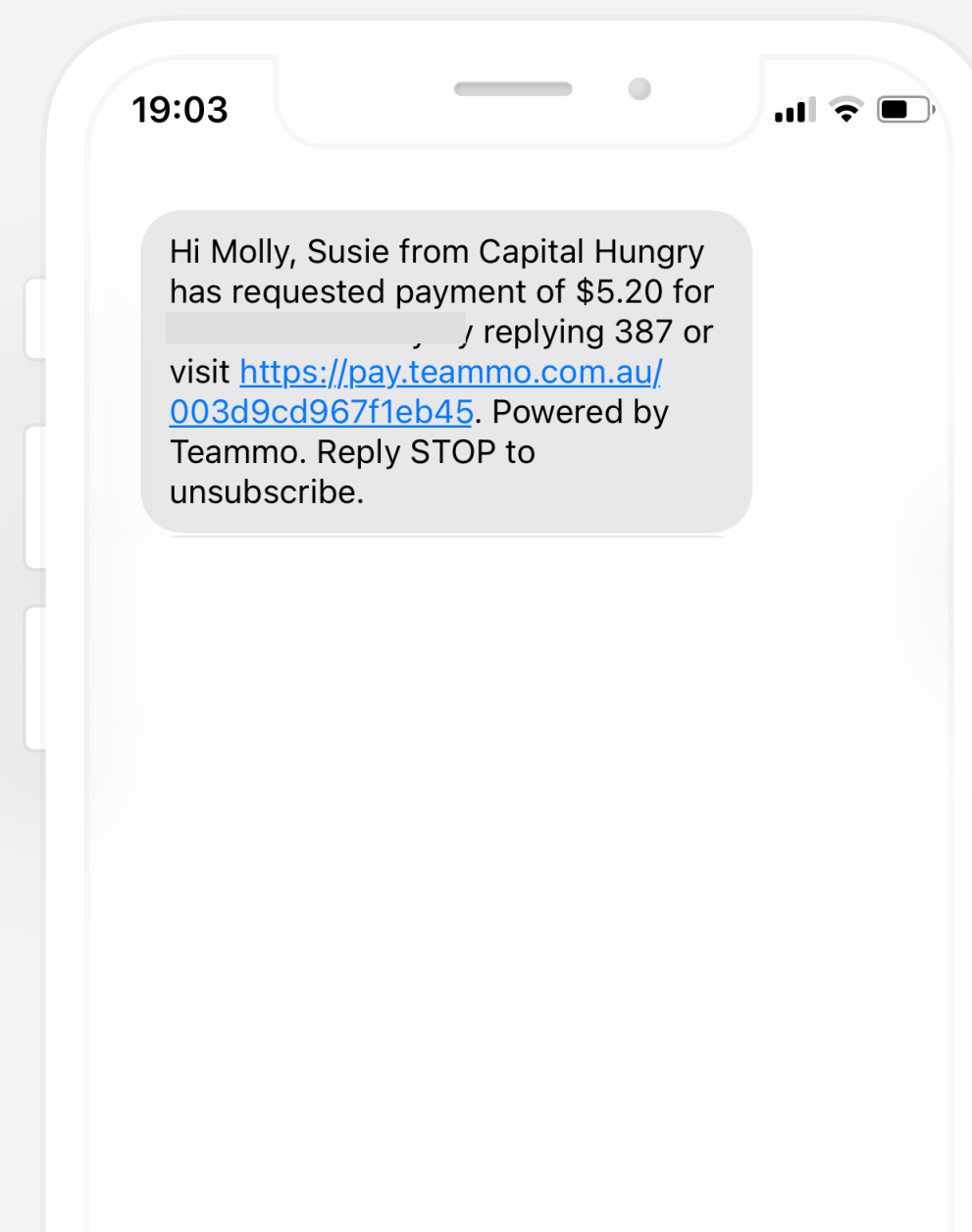
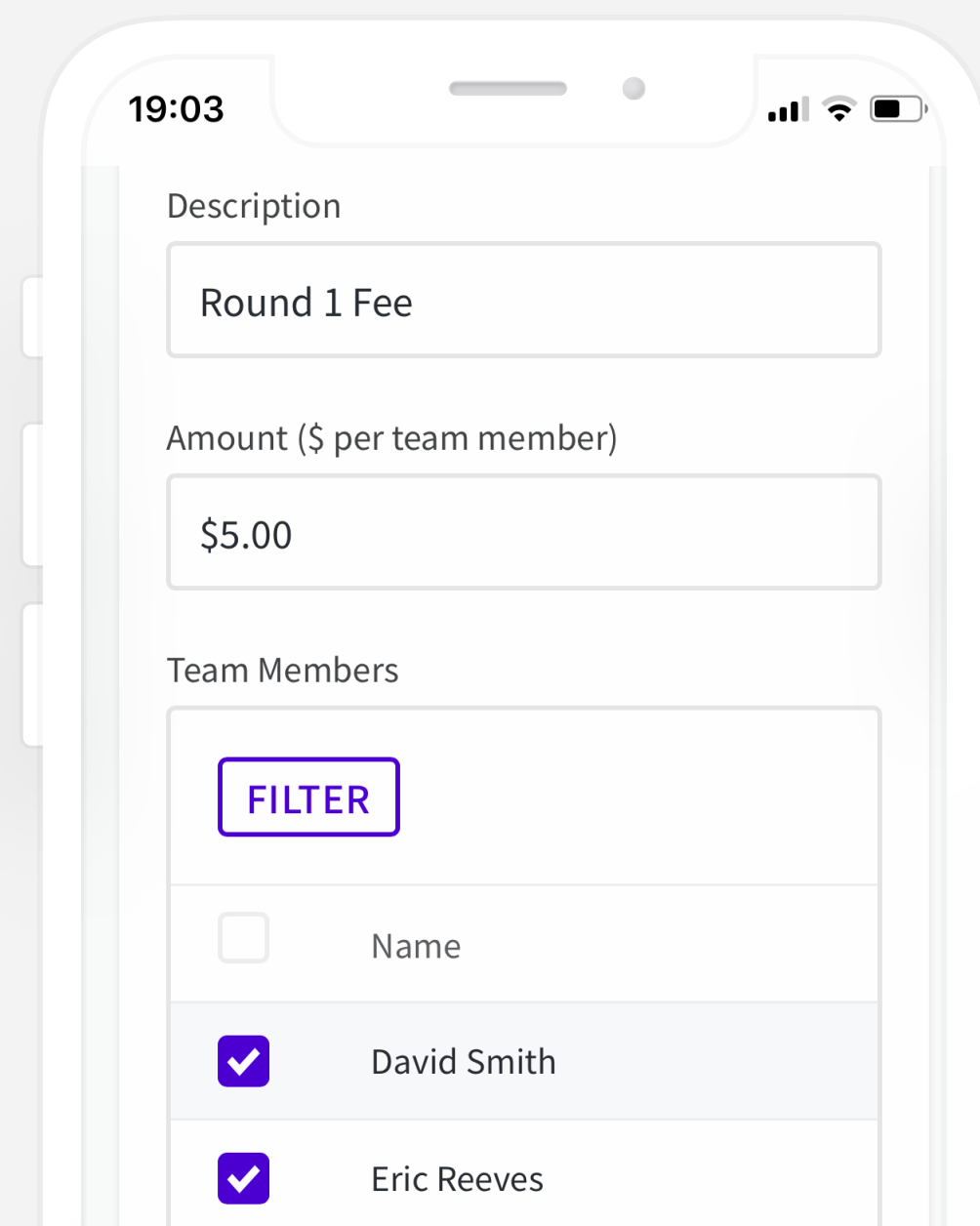
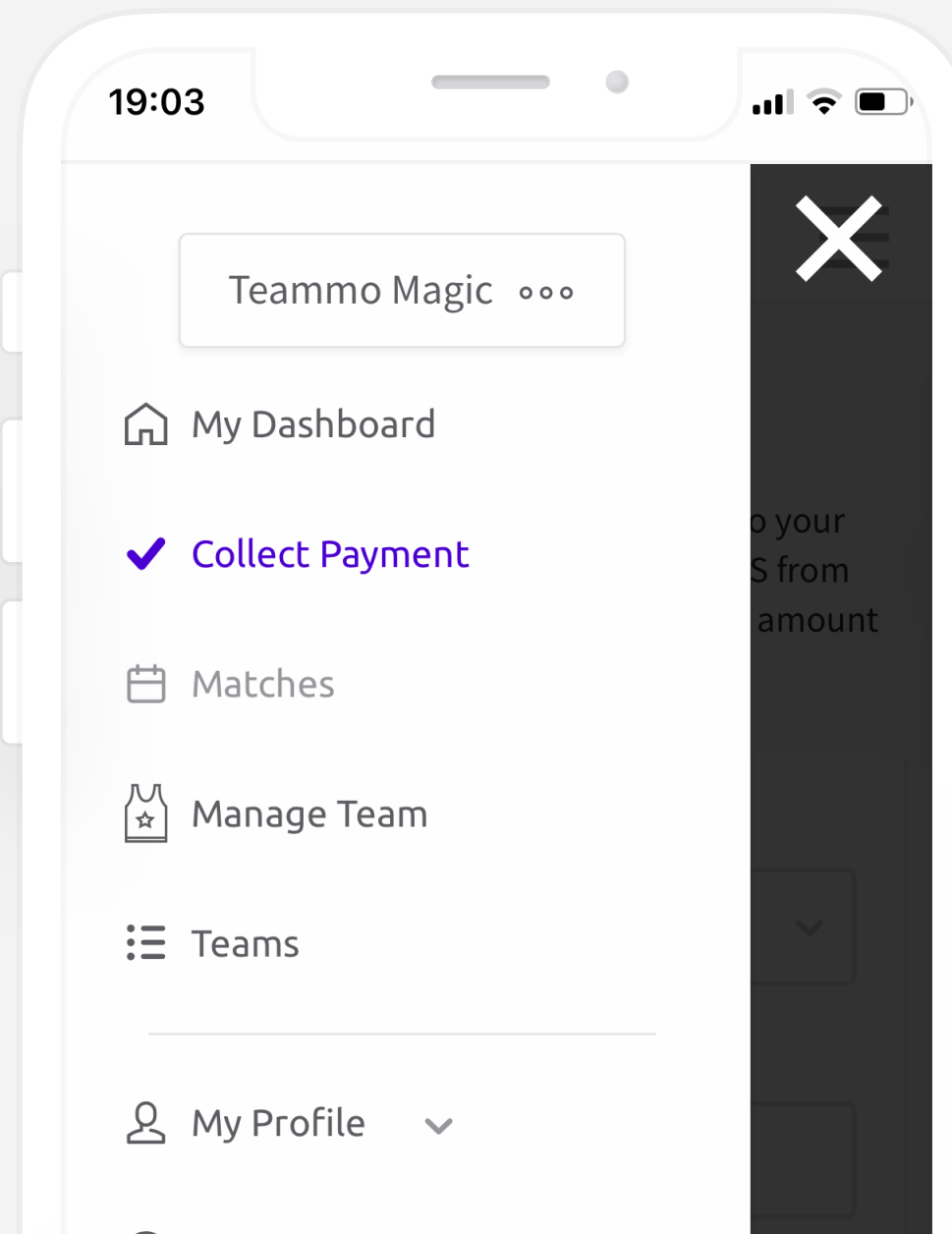
As a team manager, you have the option of using Teammo to request and collect money from team members. Money is sent to the your nominated bank account. When you request money, an SMS is sent to team members with a link to pay. They do not require a Teammo account to pay.

A 3.9% transaction fee is applied on top of your payment request. For example, if you request \$10 from each team member, they will each be charged \$10.39. As a team manager, you will always receive the full amount you request. Teammo does not charge any other fees to teams.



[Watch video](#)

1. Log in to your Teammo account, and go to the **'Collect Payment'** page.
2. Fill out the payment request form, choose team members, then click **'Collect Payment'**.
3. Team members will receive an **SMS with a link to pay**.
4. Funds take **1-2 business days** to be deposited into your bank account.





MANAGING FORFEITS & WALKOVERS IN TEAMMO

HOW TO SUBMIT A FORFEIT / WALKOVER

If your team is unable to play, you can submit and pay for your forfeit online.
Once a forfeit has been submitted and paid for, your association and opposition team will be notified.



[Watch video](#)

1. **Select the match** you want to forfeit clicking the 'Submit Forfeit' button.

19:03

Unpaid

Round 2
Wednesday, 15 December 2021
Road Runners vs Ground Breakers

\$5.00

Creek Trail League 2
7:15 pm
Court 3

Pay Now Submit Forfeit

[VIEW MORE](#)

Your Payment Requests

2. **Enter a reason for your forfeit.**

19:03

1. Selected Match

Round 2
Wednesday, 15 December 2021
Road Runners vs Ground Breakers

Creek Trail League 2
7:15 pm
Court 3

2. Forfeit Reason

Reason for forfeit

Not enough players

[CONTINUE TO PAYMENT](#)

3. **Enter your payment details.**

19:03

Road Runners vs Ground Breakers

Creek Trail League 2
7:15 pm
Court 3

Pay \$7.50 for Forfeit fee: Round 2 - Road Runners vs Ground Breakers

Payment Method

☒ Existing card ending with 9412 (expires 6 / 2023)

☐ New credit / debit card

By paying, you are agreeing to the Teammo [Terms & Conditions](#). To see how we manage your personal

4. **All Done! Your association and opposition team will be notified.**

19:03

Forfeit

Round 2
Wednesday, 15 December 2021
Road Runners vs Ground Breakers

Creek Trail League 2
7:15 pm
Court 3

The forfeit has been confirmed. The opposition team will be notified of the cancellation via SMS and email. Your receipt is below.

If you would like your team members to pay you back, you can use Teammo to collect the money.



NEED HELP OR ASSISTANCE?

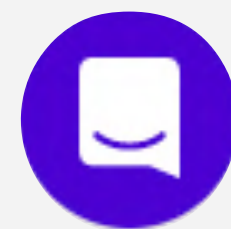
[Teammo how-to videos \(YouTube Playlist\)](#)



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support@teammo.com.au



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