

Quick Guide

Getting started

Nunawading Basketball uses Teammo to provide an **easier way to manage payments and walkovers** throughout the season.

Your club is invoiced for match fees throughout the season. However, **walkovers are required to be lodged and paid via Teammo**. This ensures efficient communications, as affected teams and association contacts are contacted immediately via Teammo following a walkover being lodged.

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 Nunawading Basketball.

3

MANAGE WALKOVERS (as needed)

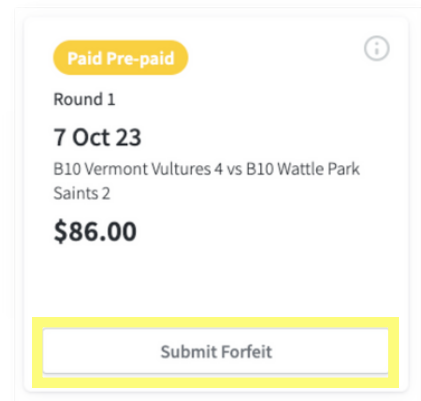
Once connected to Nunawading Basketball, you will be able to lodge and pay walkover fines.

* Managing walkovers via Teammo can be the responsibility of the team manager or a club representative – whatever works best for you.

Lodge a forfeit/walkover

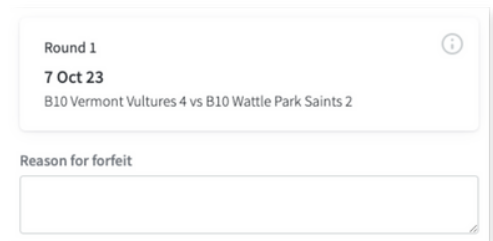
1 SELECT MATCH

Find the match you need to forfeit from your Dashboard (under 'Paid' tab) or [Matches](#) list. Select '**Submit Forfeit**'.



2 MAKE YOUR PAYMENT

Enter a reason for the forfeit and finalise your payment (debit/credit card). The fee is automatically calculated based on the amount of notice provided. ***There are no transaction fees.***



3 AUTOMATED COMMUNICATIONS

Nunawading Basketball will be notified automatically. Your team contact and the opposition team will receive an SMS to inform of the walkover.

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.

i THINGS TO KNOW

- It's up to your team/club to determine who is responsible for lodging walkovers via Teammo (e.g. club representative or team manager).
- Your **club's invoice will be adjusted** by Nunawading Basketball to account for matches impacted by walkovers.