



TEAM SHEET FEES: PAYMENT PROTOCOL

All teams must pay a weekly game fee (aka TEAM SHEET, set fee determined by the KMDBA) to the Kilsyth Association before their game. **It is the responsibility of the Team Manager to:**

1. Ensure Team Sheet money has been paid from players or their parents/carers
2. Weekly payment of the team sheet - **USING THE TEAMPAY APP**

HOW TO GET STARTED...

STEP 1
Download the app
Download the Teampay App via the iOS App store or Android Play Store
Sign up by registering your details and allocating your preferred debit/credit card to pay with.

STEP 2
Enter your team code
Grab your unique team code from your organisations administrators and share it with your team
Have all your team mates join your team using the unique team access code

STEP 3
Pay your game fee in seconds
On game day only the team captain needs to login and select who's playing
Confirm by selecting charge and the payment will process within seconds.
Once approved the money will be sent direct to the organisation

MAKING PAYMENT ON GAMEDAY...

1. The team captain logs into the Teampay app and selects who is playing

2. The match fee is charged to each of the players selected

3. Tap confirm & process payment

4. Confirm payment is successful and the organisation receives notification in real time that payment has been made

MLBC G28
Payment Approved

Player	Amount	Status
[Player Name]	\$ 11.79	✓
[Player Name]	\$ 11.79	✓
[Player Name]	\$ 11.79	✓
[Player Name]	\$ 11.79	✓
[Player Name]	\$ 11.79	✓
[Player Name]	\$ 11.79	✓
[Player Name]	\$ 11.79	✓
[Player Name]	\$ 11.79	✓

Paid: \$90.00 + \$4.32
Transaction fee is \$ 0.26 + 2.5% per person

Close

- ☐ **PARENTS/CARERS:** Download the app
- ☐ Register your login details
- ☐ Add your preferred debit/credit card
- ☐ Enter your team code (you will receive this from your Coach or TM)
- ☐ You're all set!
- ☐ **TEAM MANAGERS:** Each week, login and select every player in your team and process the payment. Team sheet paid!

The seasons fees are to be split **EQUALLY*** between each player. Regardless of sick leave, school camps or other reasons a player cannot attend a game, these fees must be paid, to keep it fair and equitable for every parent and player. Any extenuating circumstances can be discussed with the team manager and the treasurer.

* **PLAYERS**, if you are experiencing financial difficulties please notify the treasurer asap and the team manager.

* **TEAM MANAGERS**, if you are experiencing difficulties collecting payment please notify the treasurer immediately treasurer@mlbclakers.com.au