

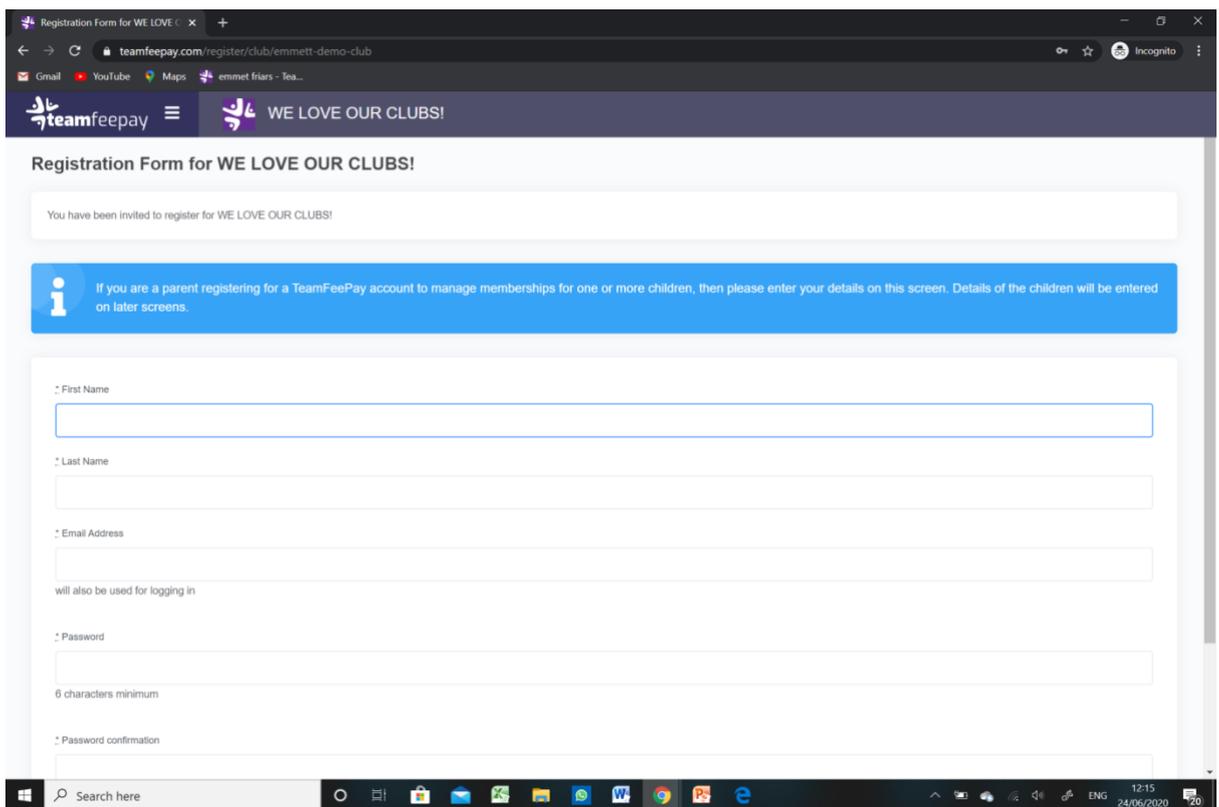
WELCOME TO TEAMFEEPAY 20-21

WELCOME TO TEAMFEEPAY, OR IN MANY CASES, WELCOME BACK!! WE HAVE MADE THE PROCESS SIMPLER AND LESS ONEROUS ON BOTH CLUBS AND MEMBERS THIS SEASON WITH THE INTRODUCTION OF THE NEW ONBOARDING LINK

BELOW ARE SOME STEP BY STEP INSTRUCTIONS TO FOLLOW FOR ON BOARDING HAVING RECEIVED THE LINK FROM YOUR CLUB

STEP 1 – OPENING THE LINK

- This is what the new link screen looks like once you have clicked to open
- If you are a returning member please use the same name and email address for previous TeamFeePay sign up
- If you have forgotten your password, you can request a password reset at the bottom of the screen
- If you are a new member, add your details to create the TeamFeePay account. If you are registering for your child, please enter your details, as the parent / guardian on the first screen.



Registration Form for WE LOVE OUR CLUBS!

You have been invited to register for WE LOVE OUR CLUBS!

i If you are a parent registering for a TeamFeePay account to manage memberships for one or more children, then please enter your details on this screen. Details of the children will be entered on later screens.

: First Name

: Last Name

: Email Address

will also be used for logging in

: Password

6 characters minimum

: Password confirmation

STEP 2 - MEMBER REGISTRATION

- If you are a returning member, you will see the associated member details
- If you are a new member, you will see the below screen, asking if you are a parent / guardian registering for a child. If the member is to be U18, click yes.
- This will then open the club registration form – please endeavour to fill all fields as this will give the club a comprehensive member database. If you are a returning member your account information will be pre-populated in some fields. Add information to the additional fields.

Registration Form for WE LOVE OUR CLUBS!

Enter a new member

Are you a parent/guardian registering a child?

Yes
No

Are you interested in volunteering?

Search here

12:15 24/06/2020

STEP 3 - REGISTRATION FORM - THIS INFORMATION RELATES TO THE MEMBER / PLAYER

Registration Form for WE LOVE OUR CLUBS!

Mobile Phone

Date of birth
01/01/2011

Gender
M

Jersey Chest Size
M (10-12 years)

Shorts Size
M (10-12 years)

Member Address

Street Line 1
66 Sesame Street

Street Line 2

Special dietary

Choose File | No file chosen

Requirements

Consent for WE LOVE OUR CLUBS! to photograph the member?

Yes
No

Consent to receive medical treatment in an emergency?

Allergies
Do not enter anything if there aren't any

Disabilities
Do not enter anything if there aren't any

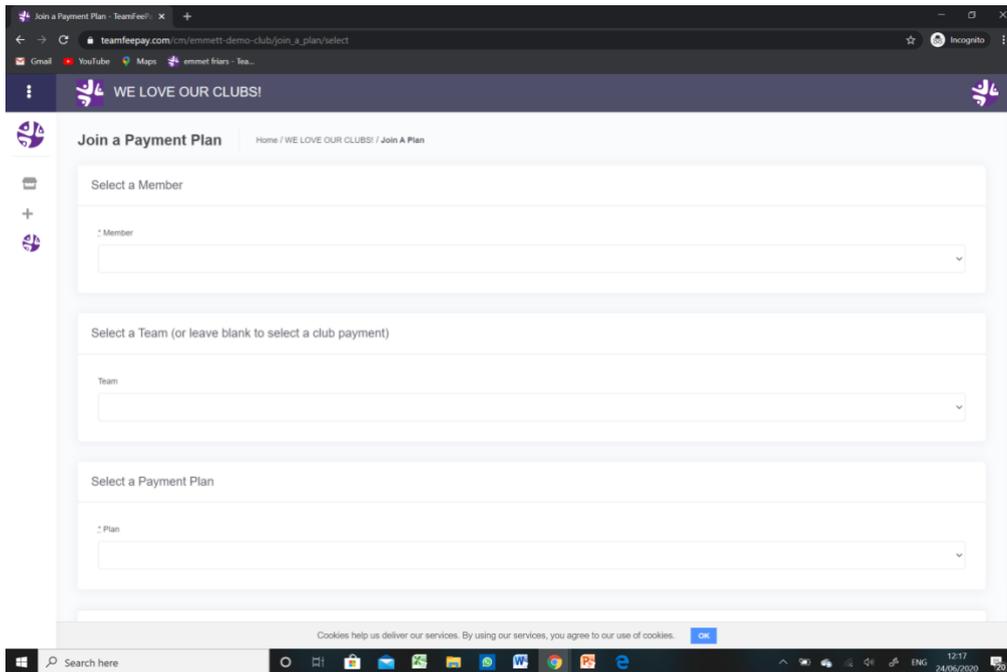
Medical conditions
Do not enter anything if there aren't any

Search here

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STEP 4 – SELECTING PAYMENT PLAN TO JOIN / ADDING A SECOND MEMBER

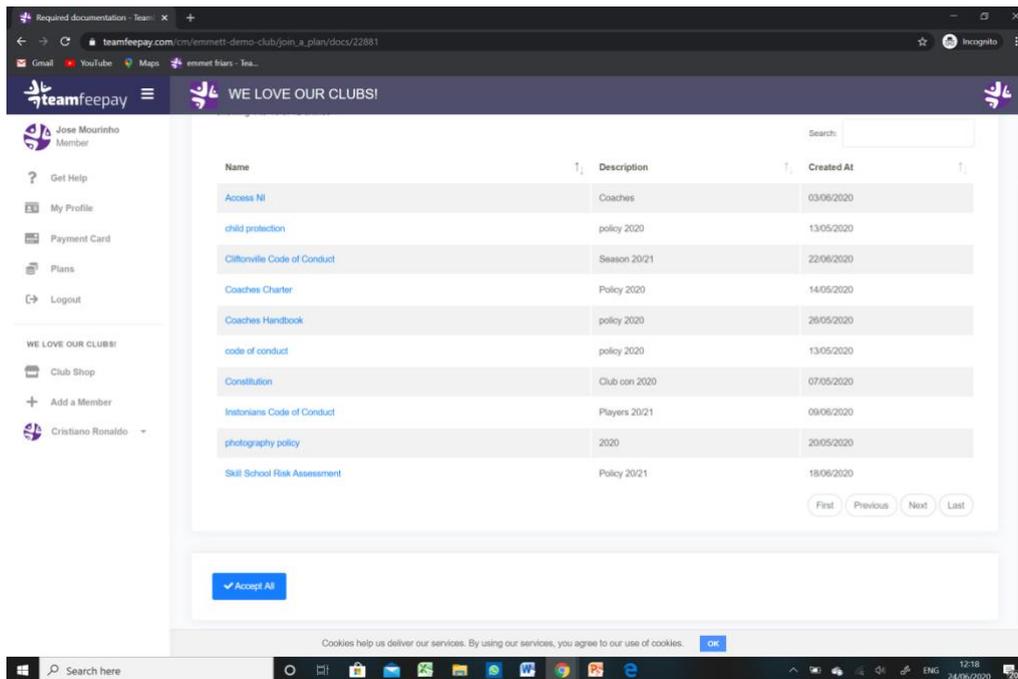
- You will see the screen below having progressed from the completion of the first registration form (in case where there are more than one member to register) If you have a second child to enter details for, click the '+' sign showing on the left hand tool bar.
- This is also the payment plan selection page.
- Click to confirm the member you are joining plan on behalf of.
- Open the 'Teams / Groups' tab to see the various groups in your club. For example '2007 / specific team name etc'
- Having selected the appropriate group you will be presented with the payment plan options for that group – Select, and then click to 'Join plan'.



The screenshot shows a web browser window displaying the 'Join a Payment Plan' page. The browser's address bar shows the URL 'teamfeepay.com/emmett-demo-club/join_a_plan/select'. The page header includes the text 'WE LOVE OUR CLUBS!' and a navigation menu with 'Home / WE LOVE OUR CLUBS! / Join A Plan'. The main content area contains three dropdown menus: 'Select a Member' with a '+' icon on the left, 'Select a Team (or leave blank to select a club payment)' with a 'Team' dropdown, and 'Select a Payment Plan' with a 'Plan' dropdown. A cookie consent banner is visible at the bottom of the page.

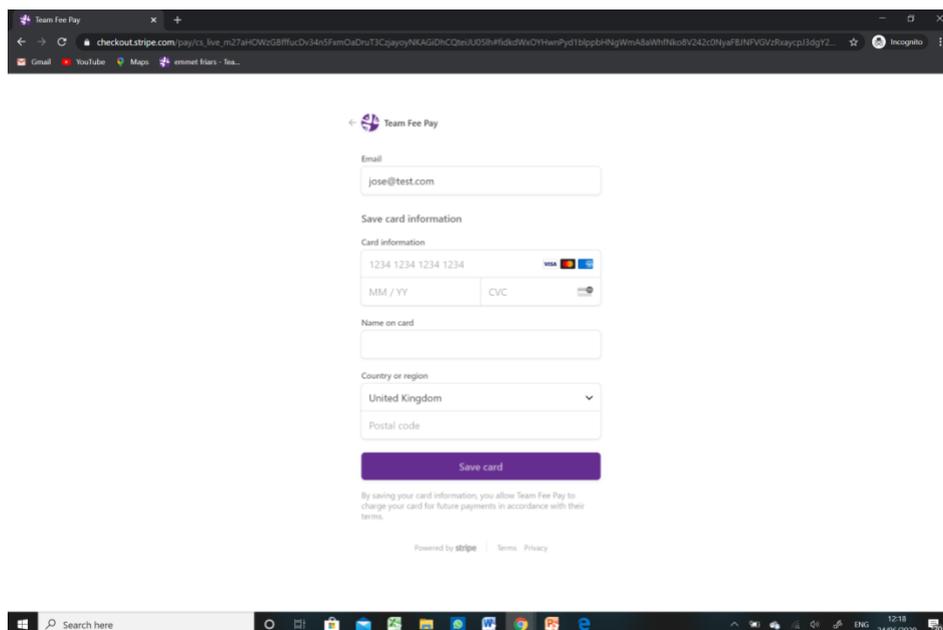
STEP 5 – ACCEPTING CLUB DOCUMENTATION

- The new link enables clubs to share policies and procedures etc with members, essential to be accepted as part of the overall membership process.
- All documents can be downloaded and read – Member can also 'click to accept' the documents when happy.



NEARLY THERE . . . STEP 6 - ADDING A PAYMENT CARD

- The next screen prompts you to add your payment card details
- This will take you directly to the STRIPE interface, where all card details are securely stored. At no time do TeamFeePay, nor the club have access to any member payment card information.
- This card will become the default card for all payments / purchases using the TeamFeePay system for your club / clubs.



STEP 7 PAYMENT CONFIRMATION

- If your club have requested a registration fee as part of the overall sign up process, this amount is payable upon completion of the registration process.
- If the payment plan you have selected requires a sign up payment, you will be prompted in the screen to authorise the payment to be processed.
- If there is no sign up payment, and you are on scheduled payments only, you will progress to the welcome screen and your sign up process is completed.

WELCOME TO TEAMFEEPAY!!!

