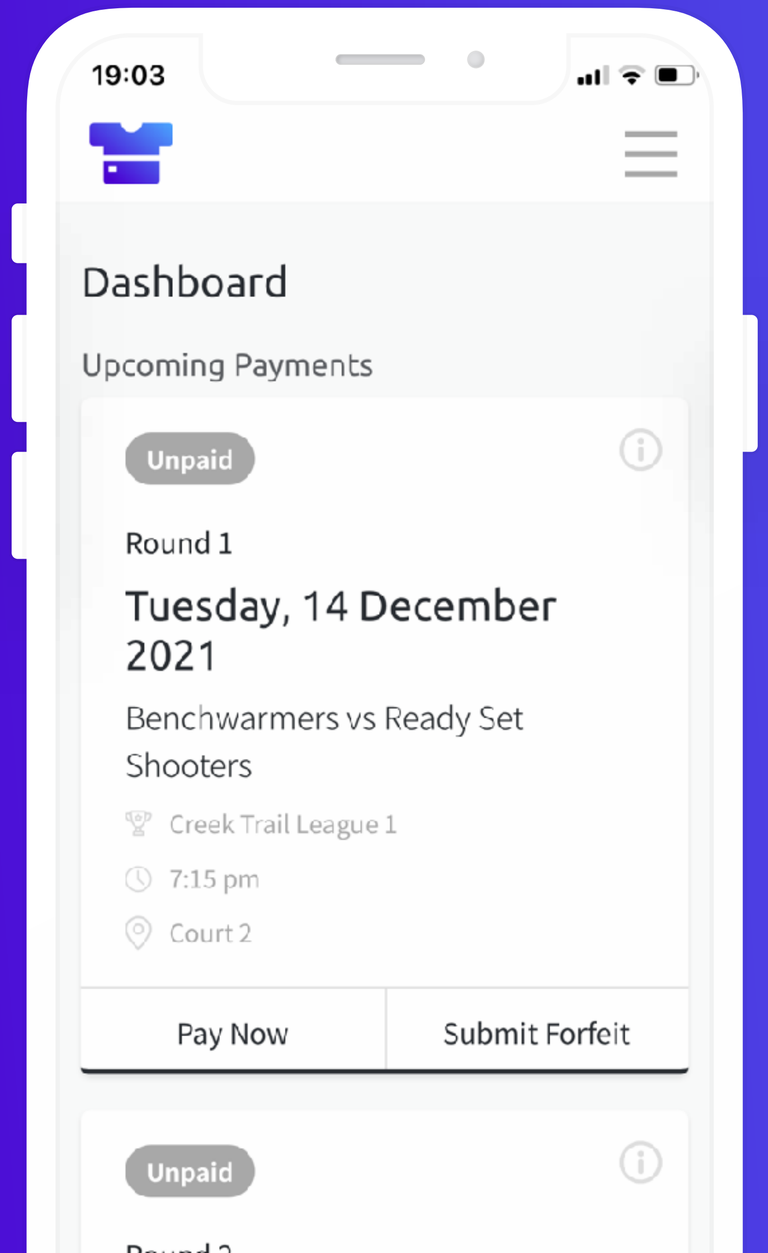


teammo

TEAM MANAGER GUIDE

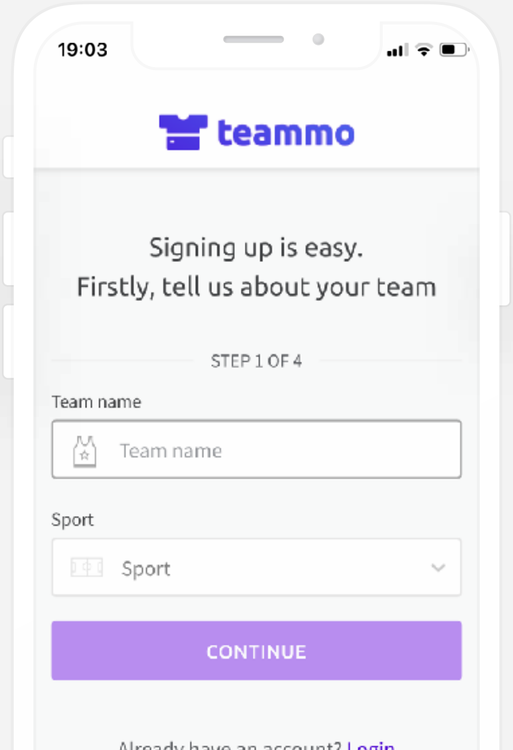
teammo

SETTING UP YOUR ACCOUNT

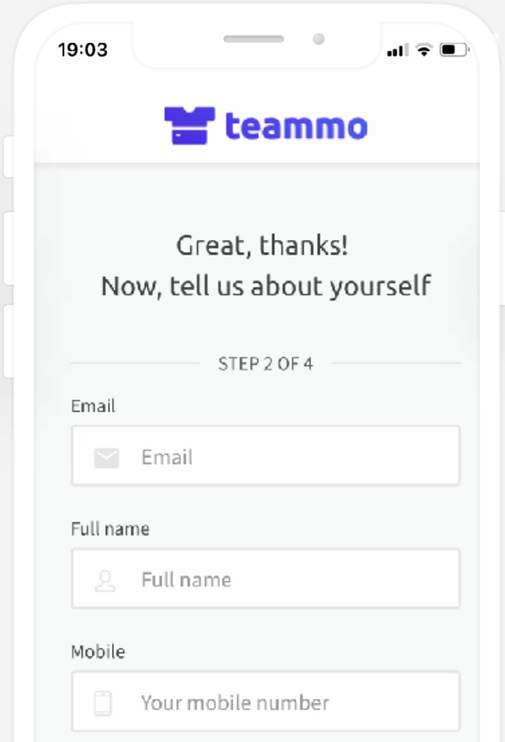
HOW TO CREATE AN ACCOUNT

Only one person from a team is required to create a Teammo account to manage team payments.
Visit app.teammo.com.au/get-started to create an account for your team.

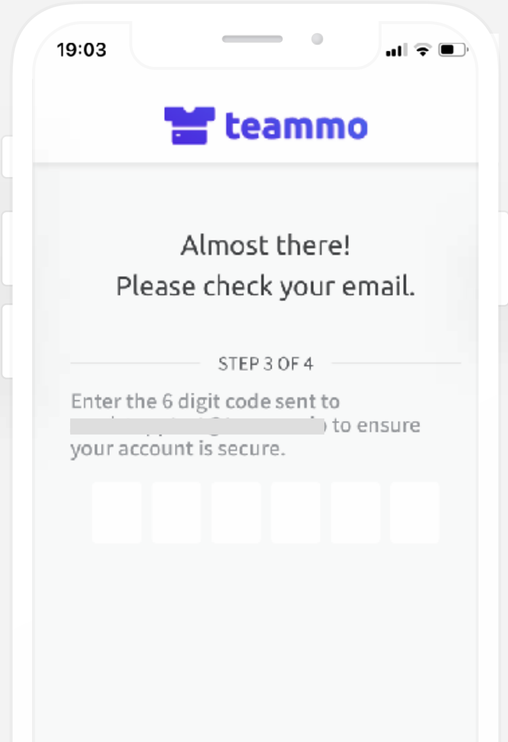
1. **Enter your team name** and select your sport.



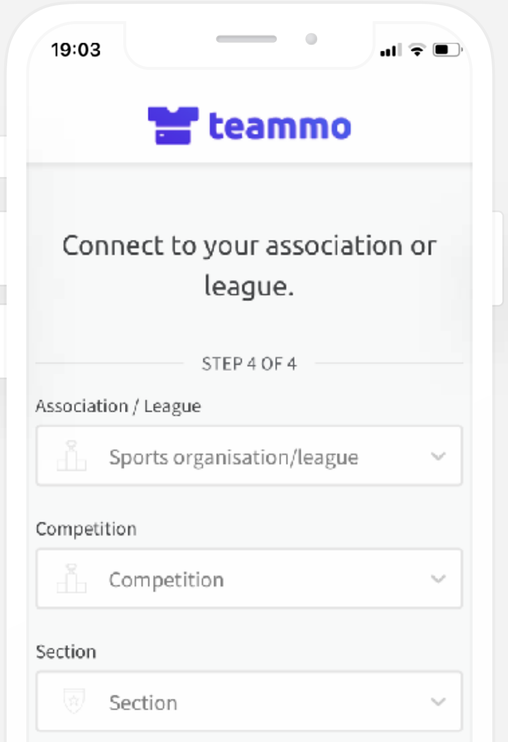
2. **Enter your details** (name, email, mobile, password).



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



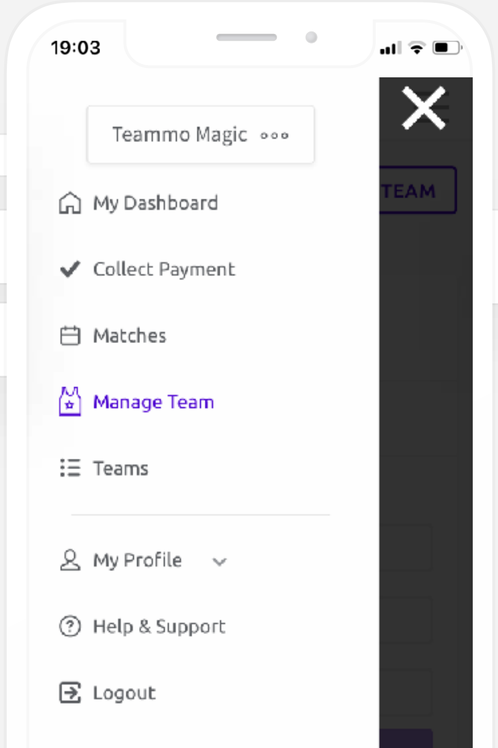
4. **Connect to your association** by selecting your team from the dropdown options.



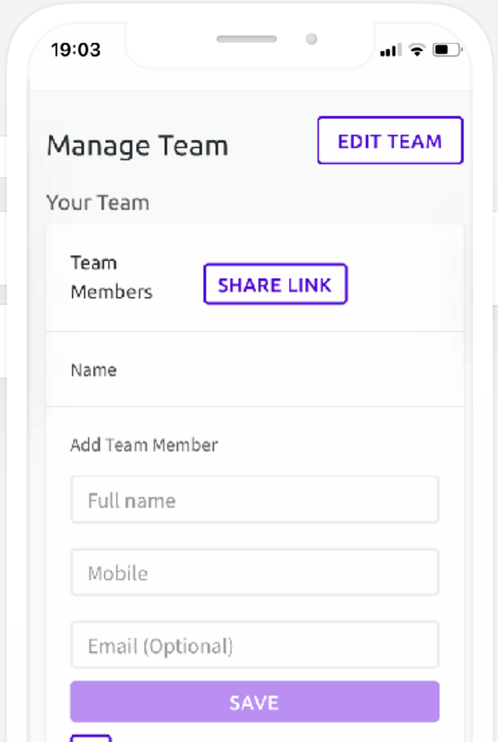
ADDING TEAM MEMBERS

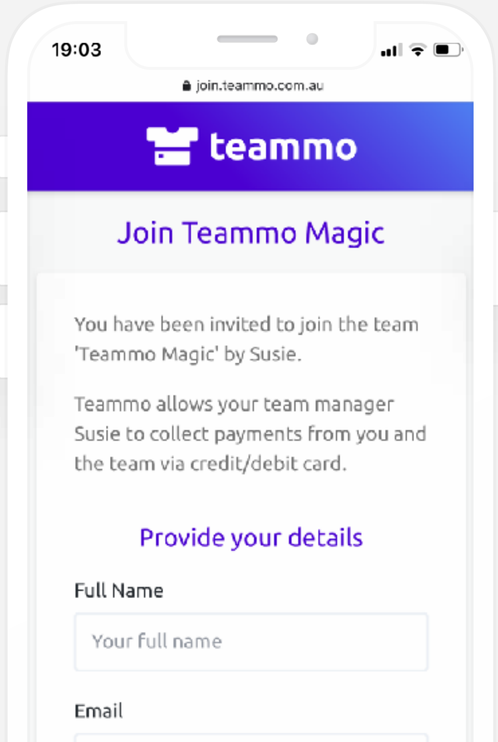
If you want to collect money from team members using Teammo (optional), you will need to add your team members to your team.
You can add team members via the Manage Team page in your account: app.teammo.com.au/manage-team.

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

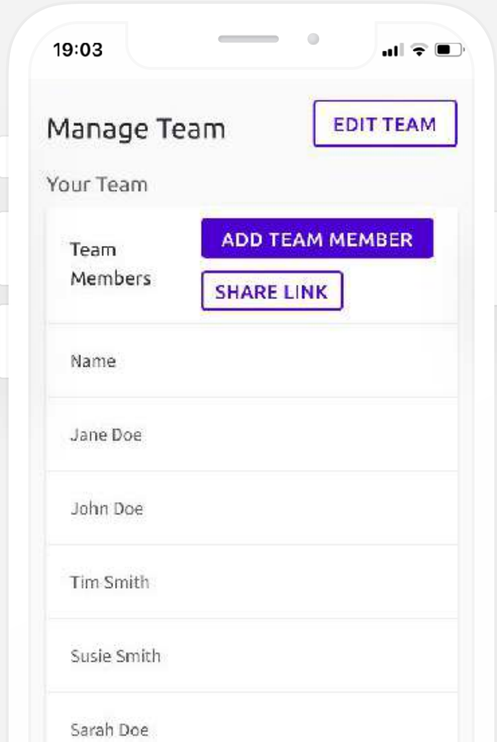


2. **Click 'Add Team Member'** and enter details. Alternatively, click 'Share Link'. Share this with your team members, and they can add themselves to your team using the unique link.





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



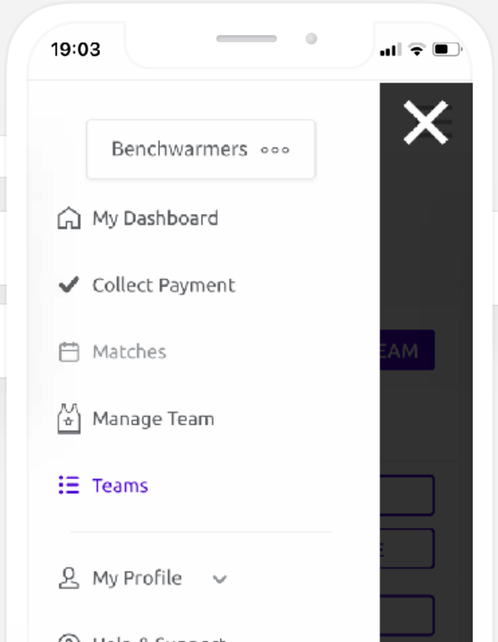
teammo

ALREADY HAVE A TEAMMO ACCOUNT?

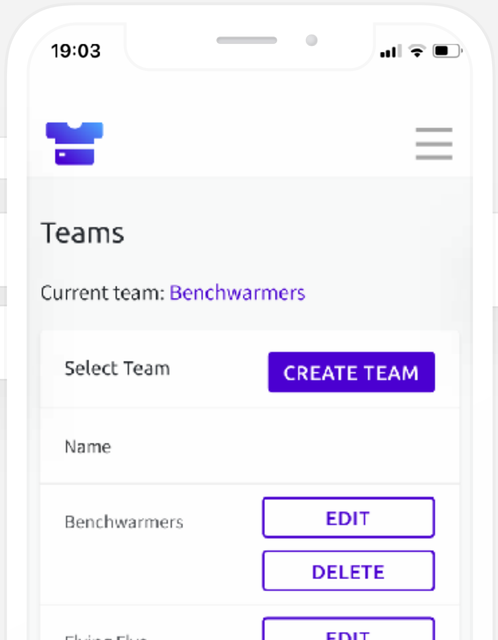
HOW TO UPDATE YOUR ASSOCIATION CONNECTION

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.

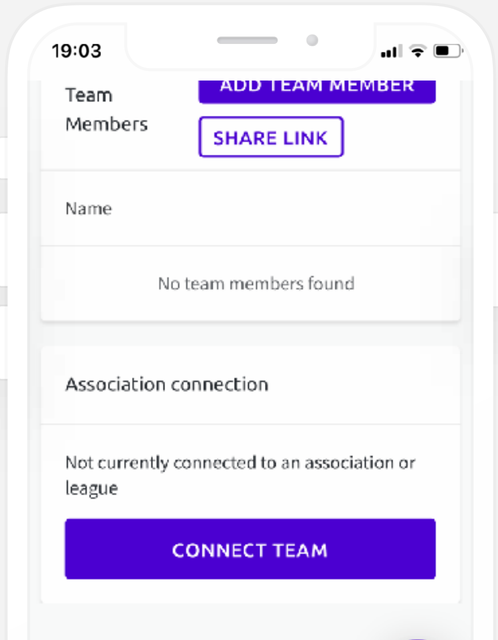
1. Log in to your Teammo account, and go to the **'Teams' page**.



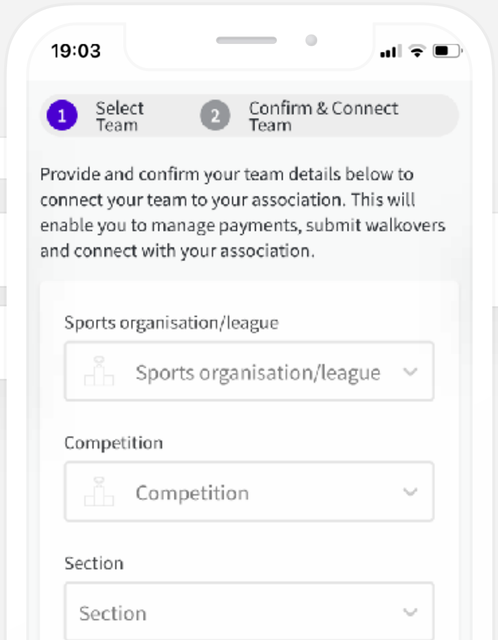
2. Click the **'Edit' button** of the team you want to connect.



3. Click the **'Connect Team'** button.



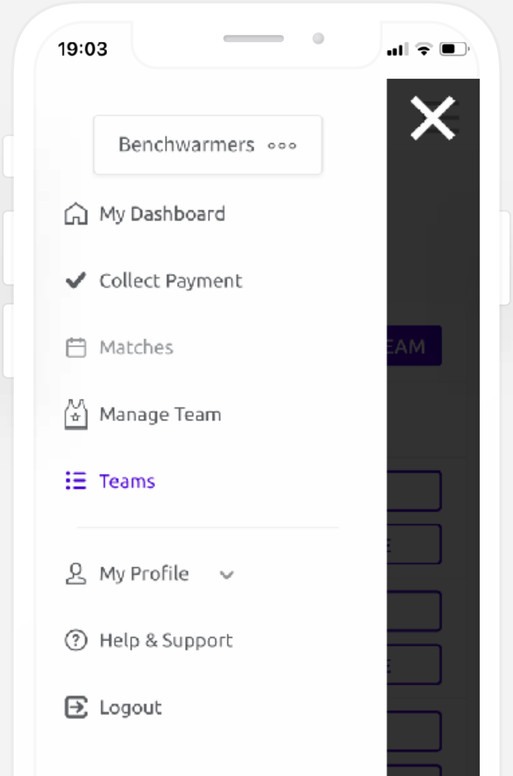
4. **Connect to your association** by selecting your team from the dropdown options.



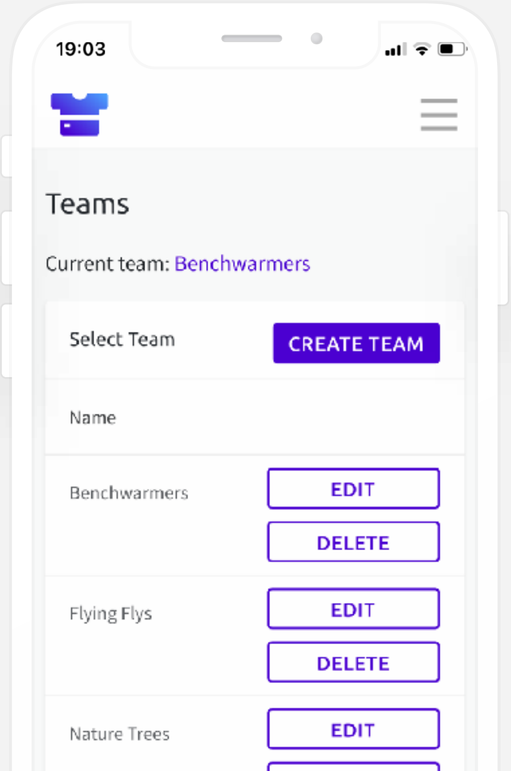
HOW TO ADD A NEW TEAM

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.

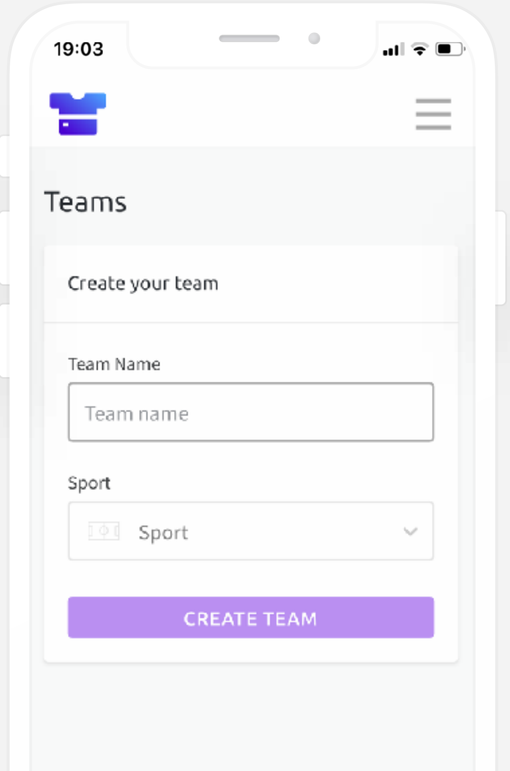
1. Log in to your Teammo account, and go to the **'Teams' page.**



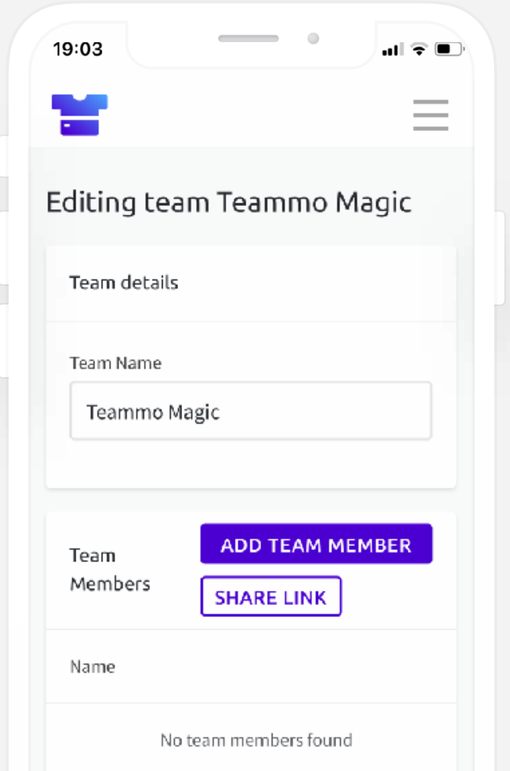
2. Click the **'Create Team'** button.



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.



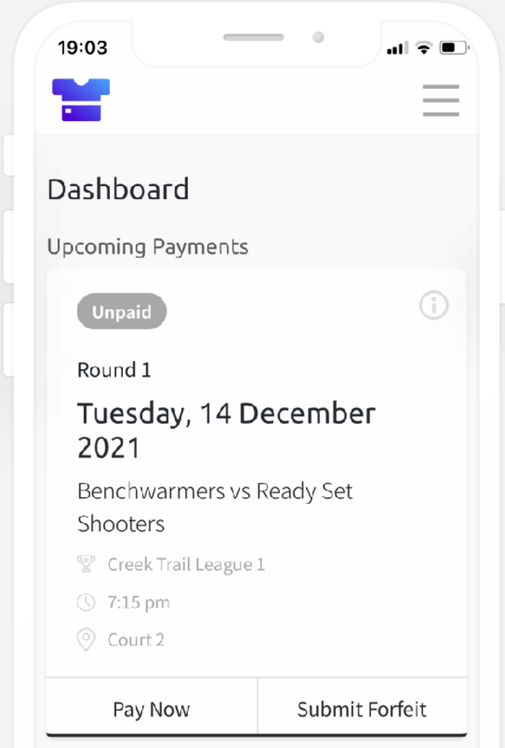
teammo

MAKING PAYMENTS TO YOUR ASSOCIATION

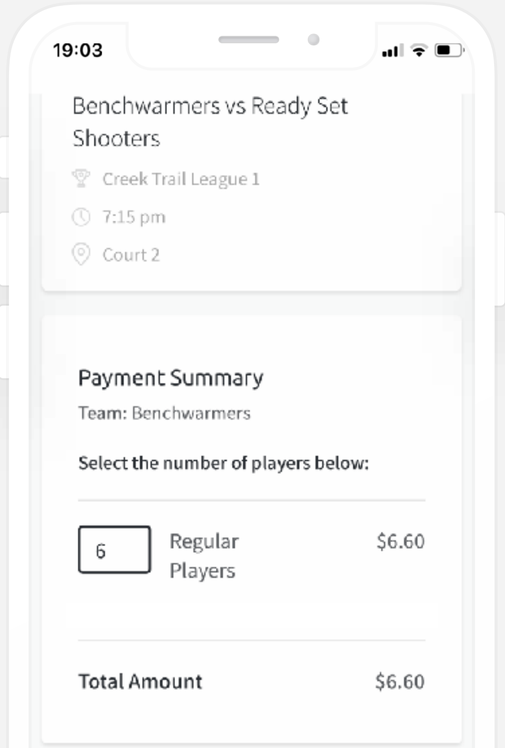
HOW TO PAY PER PLAYER

Once you have created an account for your team, you can start paying for matches. Payments for matches will be sent to your association.
You are not charged any additional fees to use Teammo.

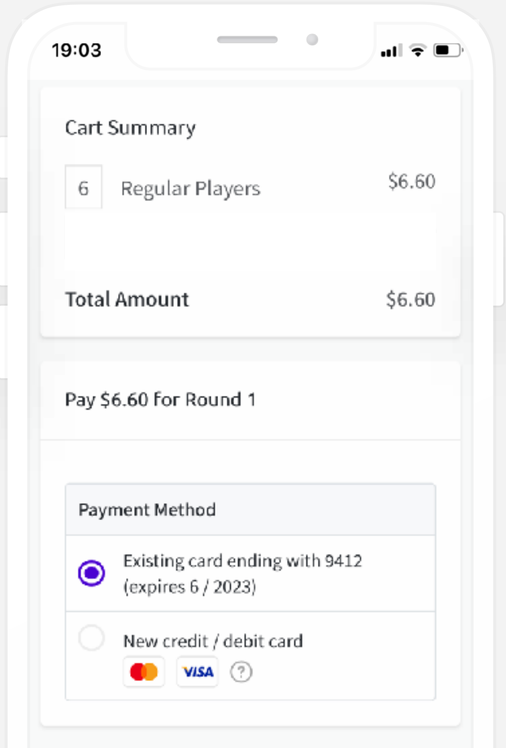
1. **Select the match** you want to pay for by clicking the 'Pay Now' button.



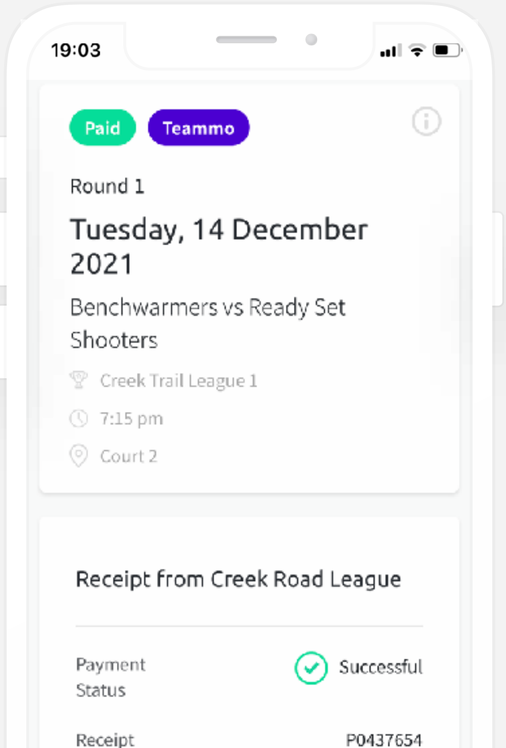
2. **Select the number of players** you are paying for.



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.



teammo

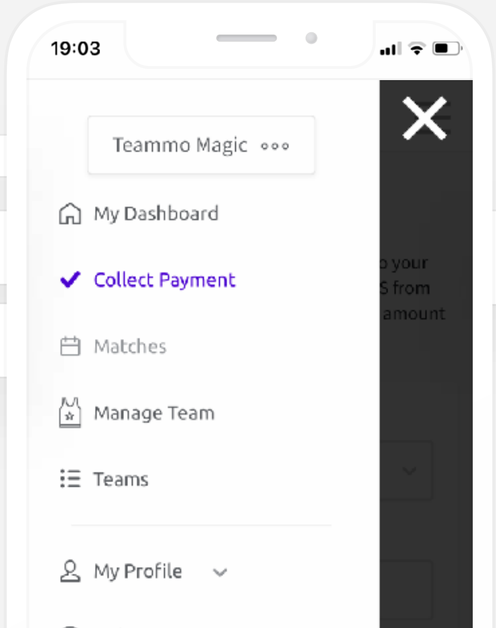
COLLECTING MONEY FROM TEAM MEMBERS USING TEAMMO

COLLECT MONEY FROM TEAM MEMBERS

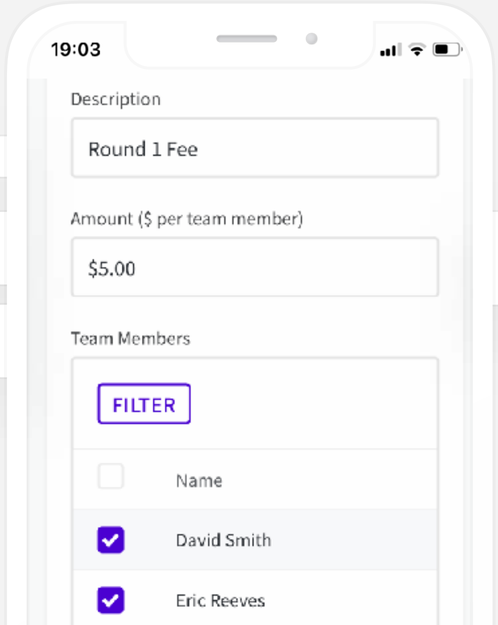
As a team manager, you have the option of using Teammo to request and collect money from team members. Money is sent to the your nominated bank account. When you request money, an SMS is sent to team members with a link to pay. They do not require a Teammo account to pay.

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 for teams to use the platform.

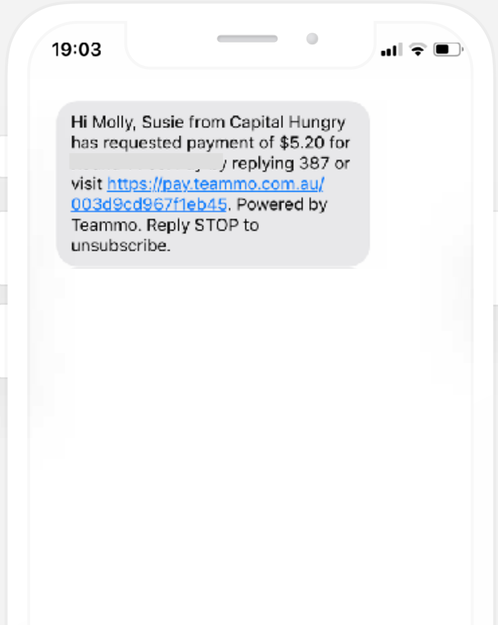
1. Log in to your Teammo account, and go to the **'Collect Payment' page**.



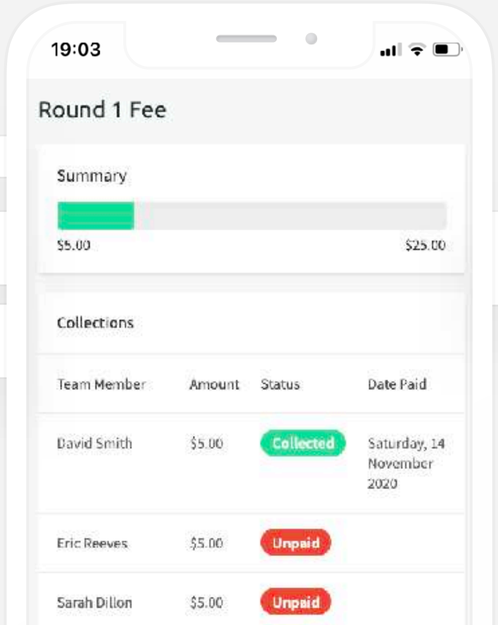
2. Fill out the payment request form, choose team members, then click **'Collect Payment'.**



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.



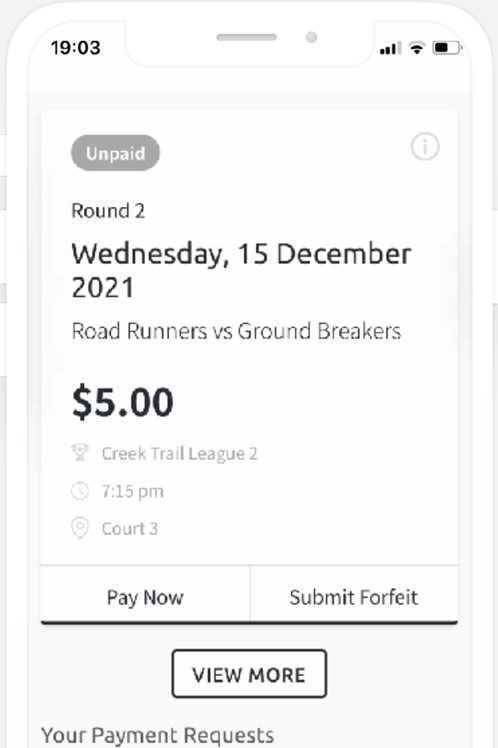
teammo

MANAGING FORFEITS & WALKOVERS IN TEAMMO

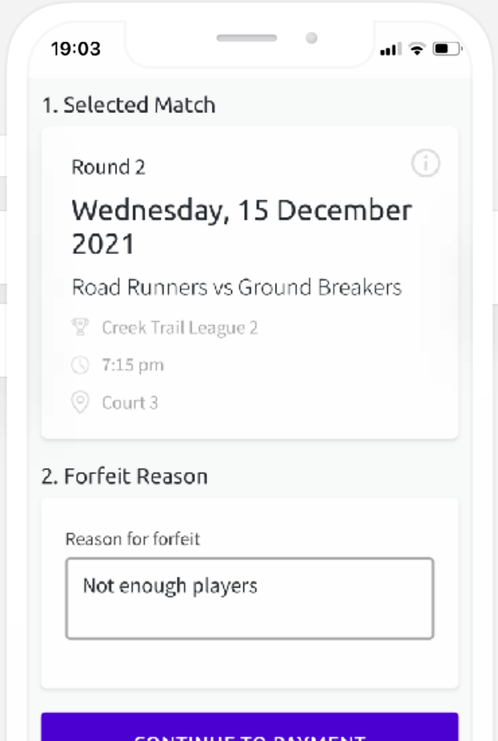
HOW TO SUBMIT A FORFEIT / WALKOVER

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.

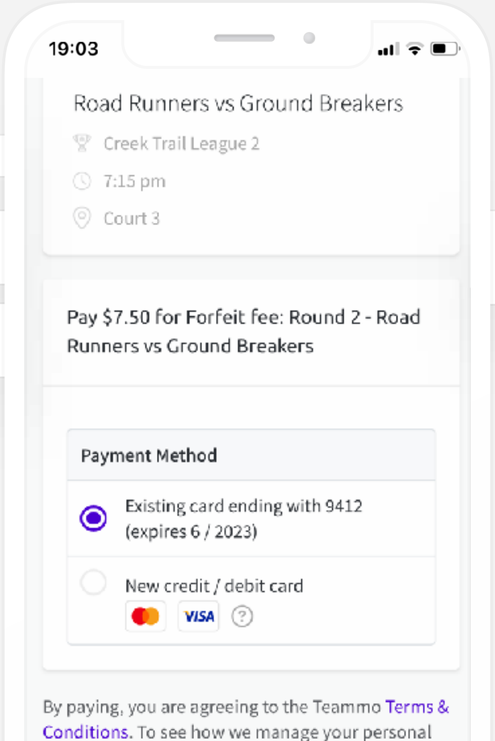
1. **Select the match** you want to forfeit clicking the 'Submit Forfeit' button.



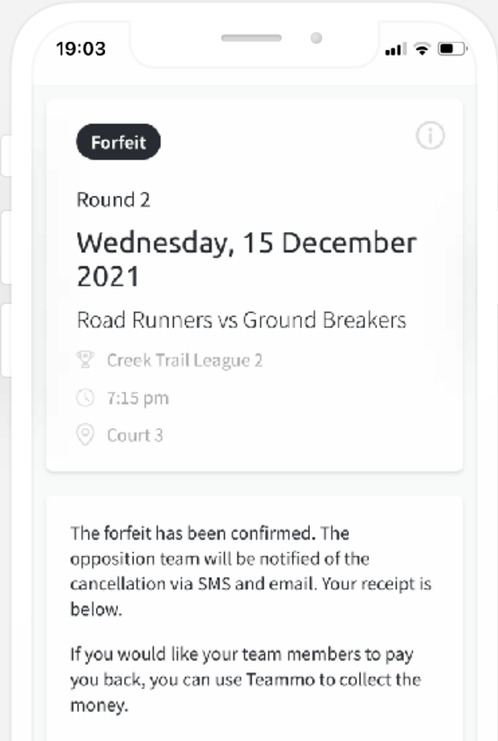
2. **Enter a reason for your forfeit.**



3. Enter your **payment details.**



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



teammo

NEED HELP OR ASSISTANCE?

Contact us

support@teammo.com.au

Send us a chat message (available across the website by the blue chat icon)

FAQs & articles in our Help Centre