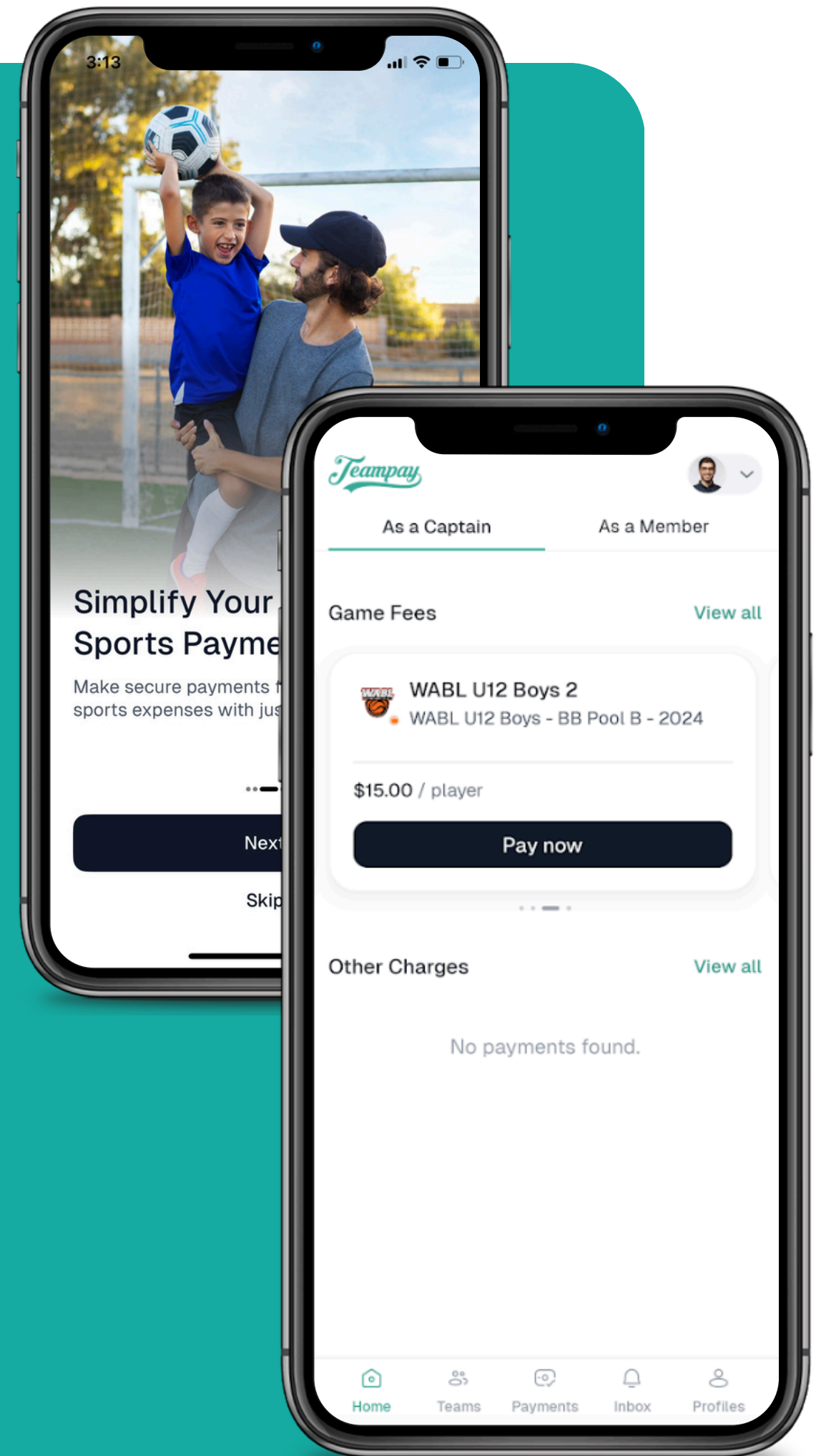
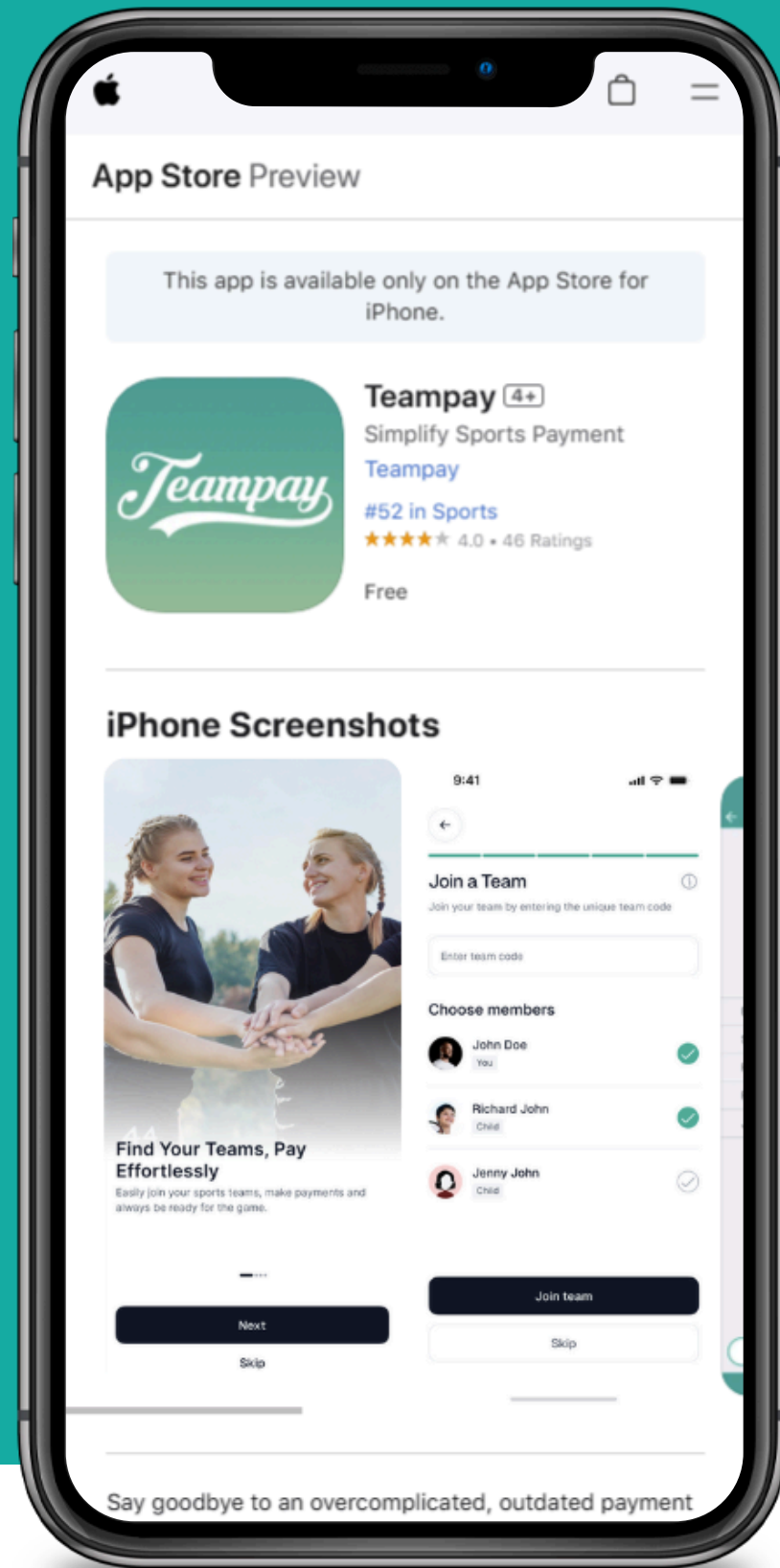




Parent info - WABL

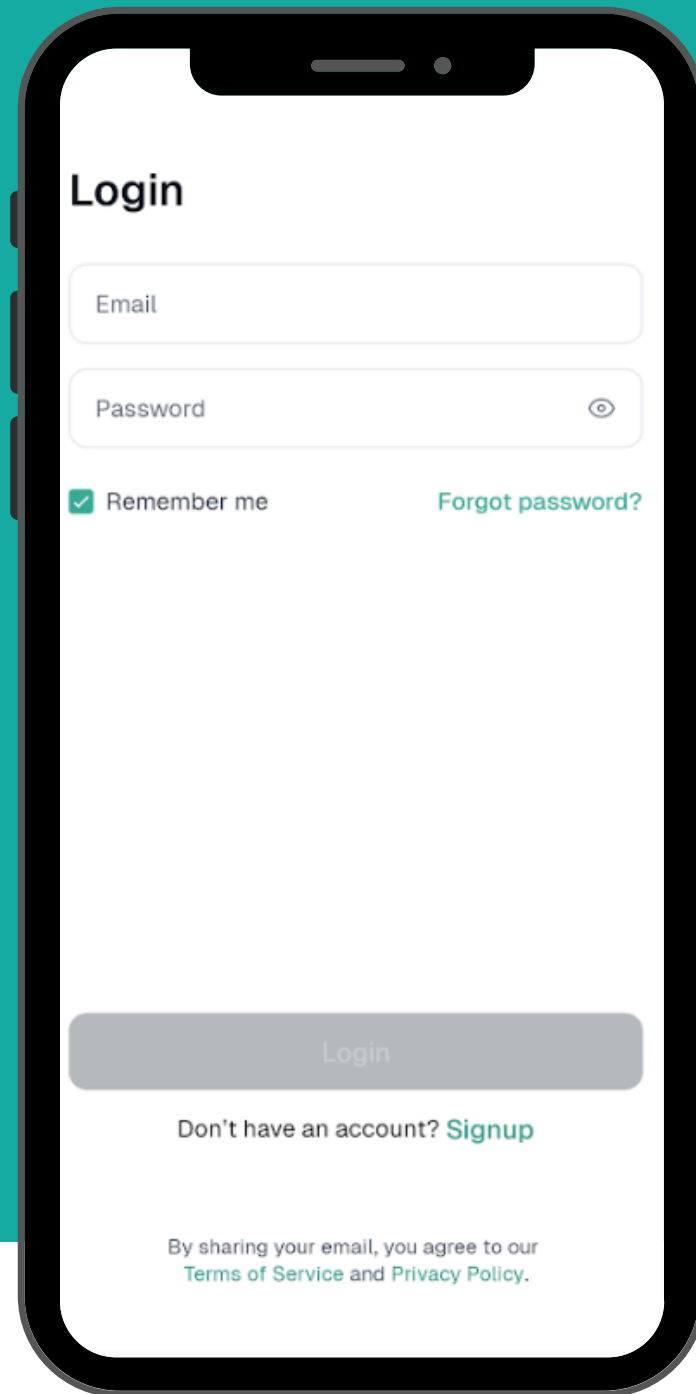


How to sign up

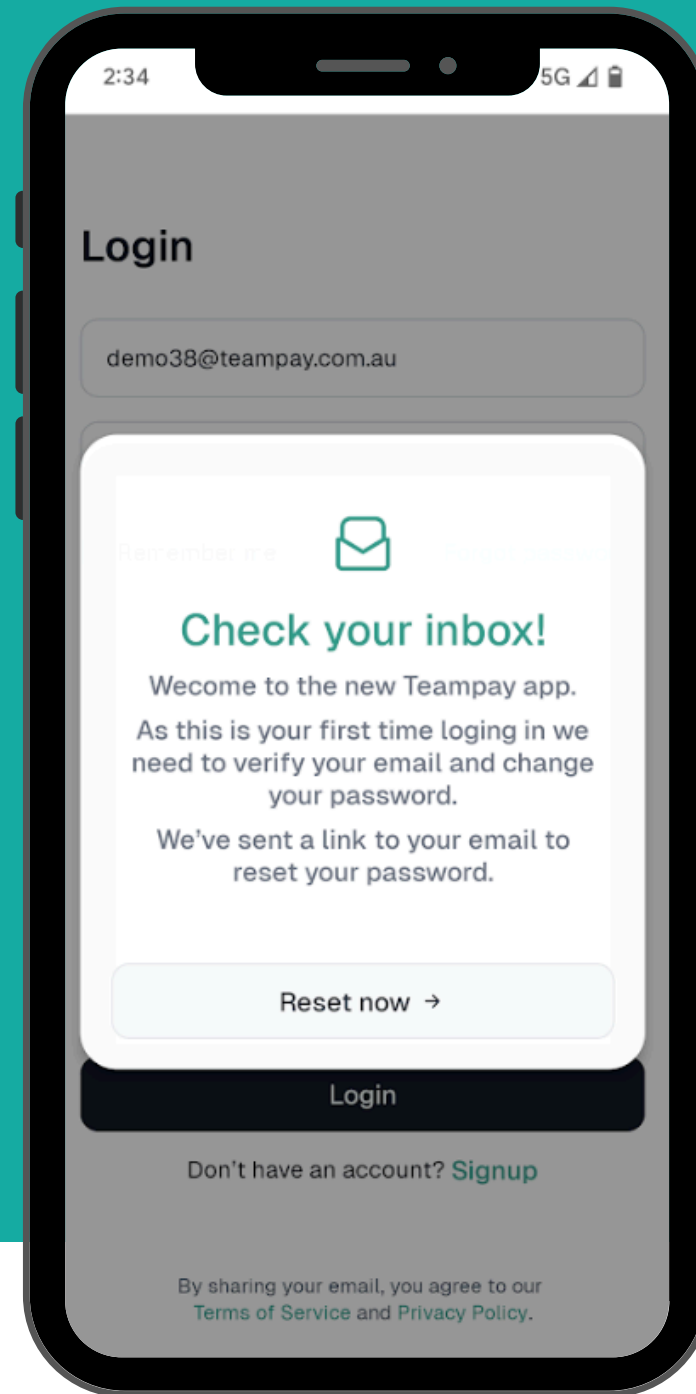


To begin, download the Teampay app from the Apple App Store or Android Play store

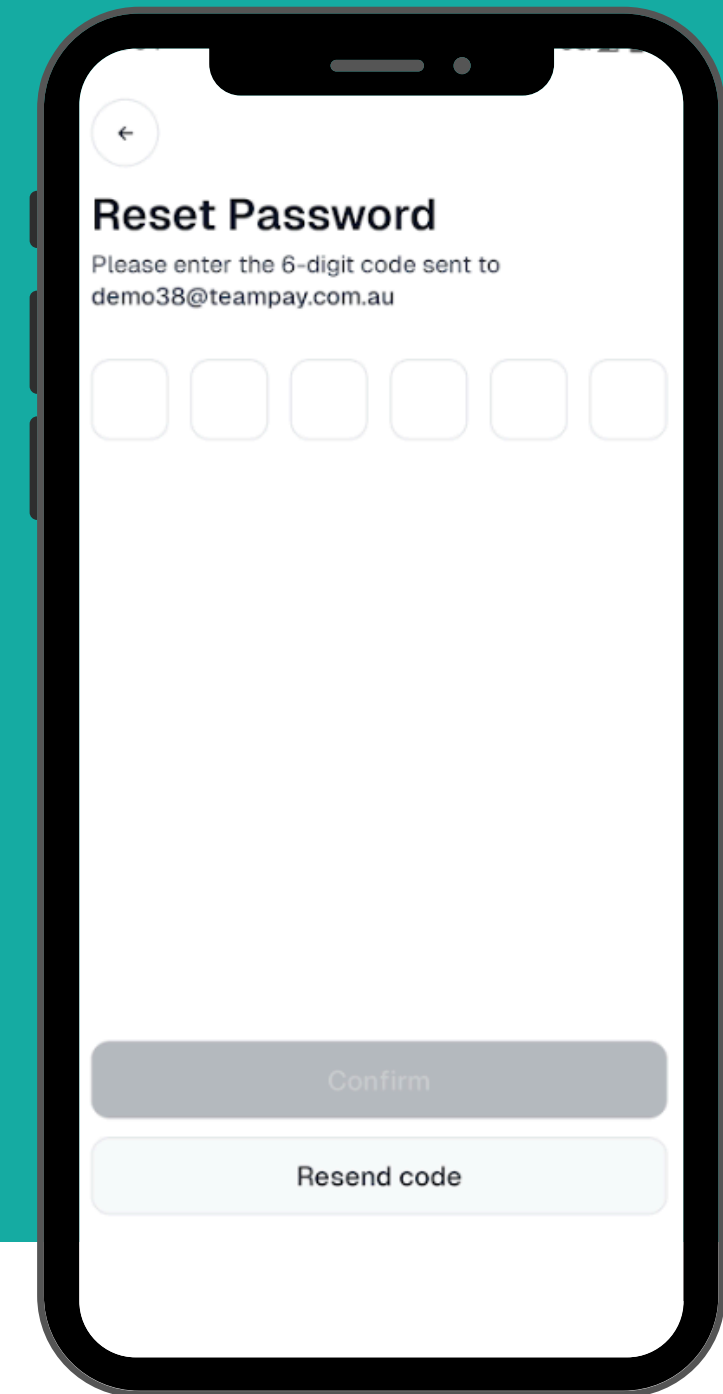
Already have a Teampay account?



If you already have a Teampay account you can simply use the same login details

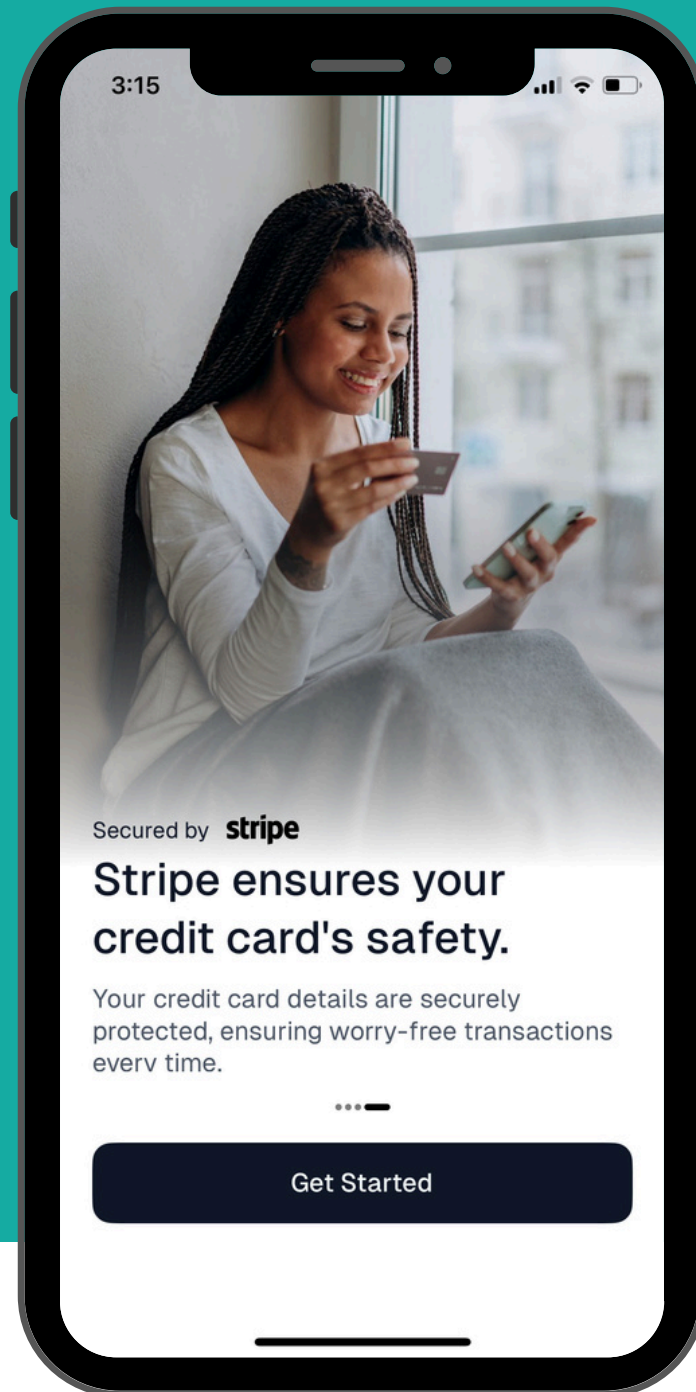


The first time you login you will be prompted to update your password

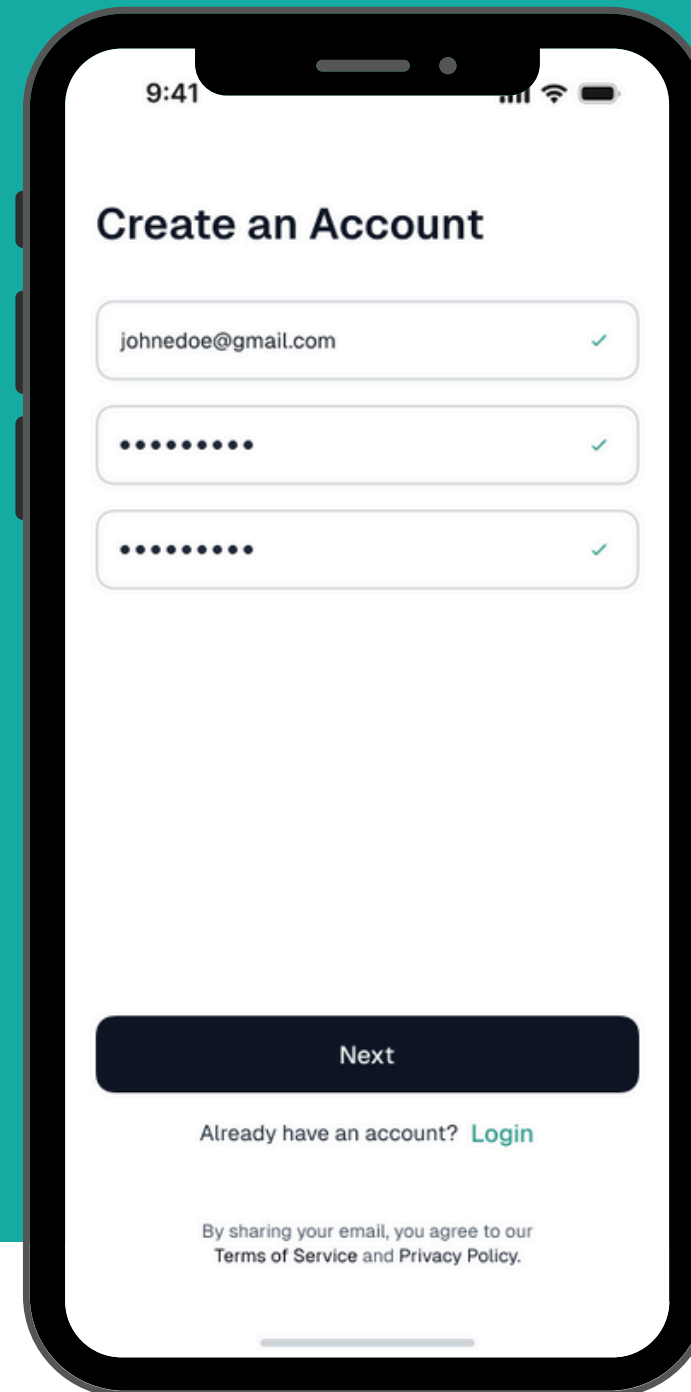


Check your email for the verification code and update your password

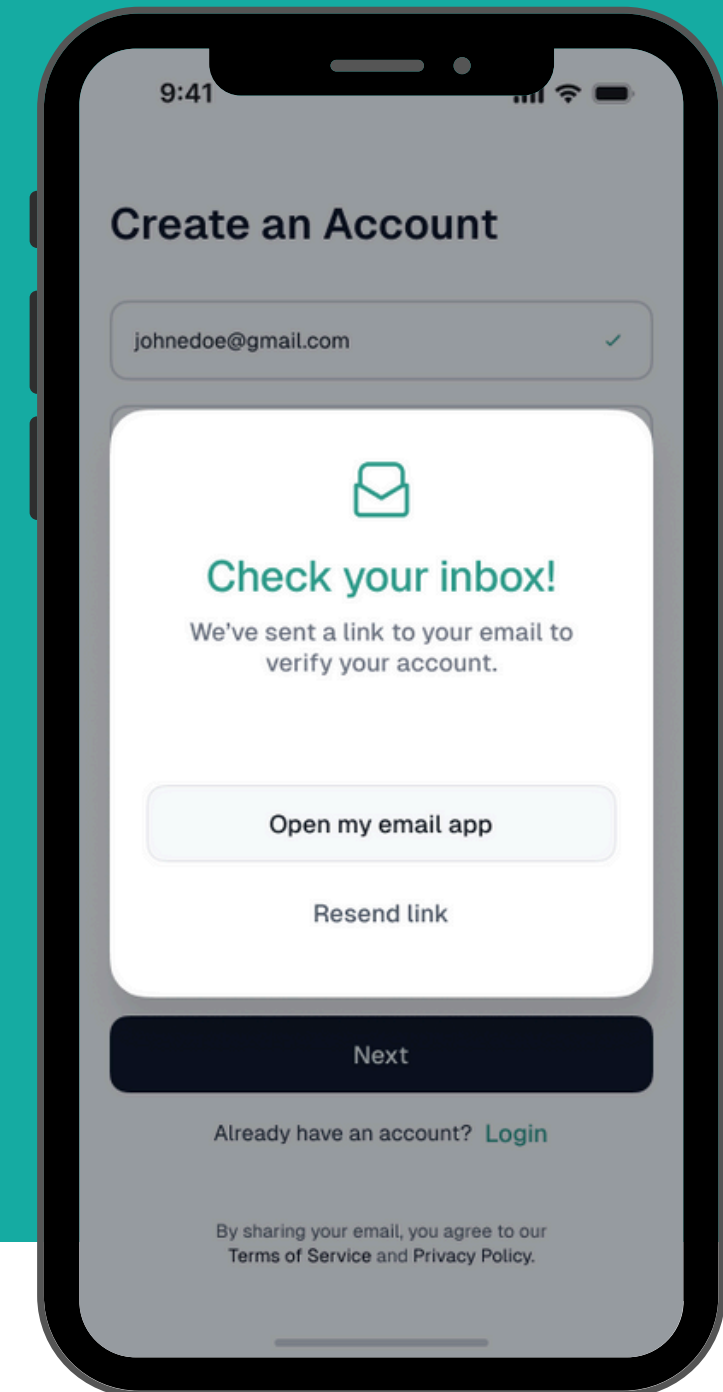
Create an account



If you don't have a Teampay account you can create an account by selecting 'Get Started'

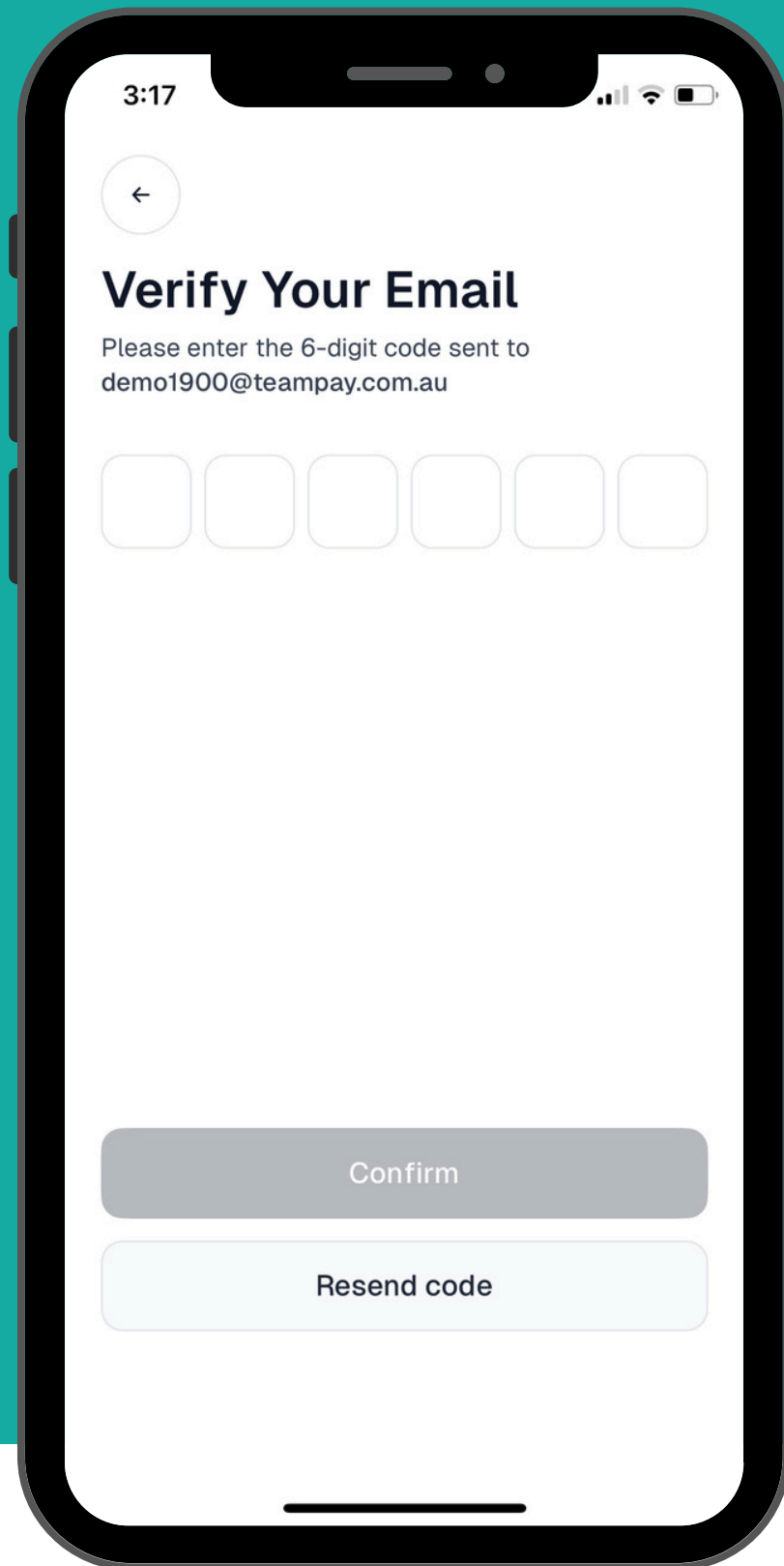


Enter the primary card holder's email, choose a password and click 'Next'

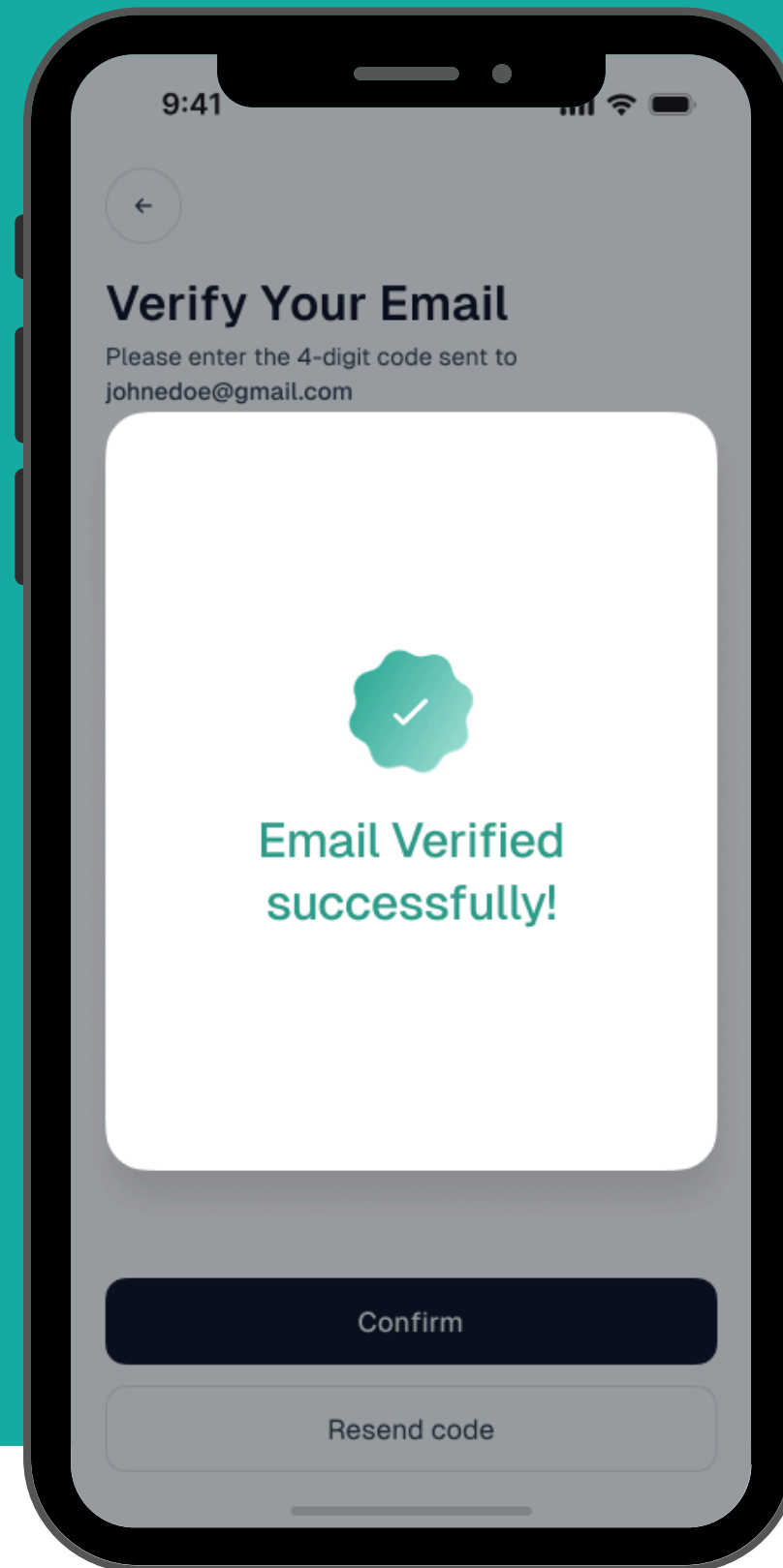


Check your email for the verification code

Verify your email

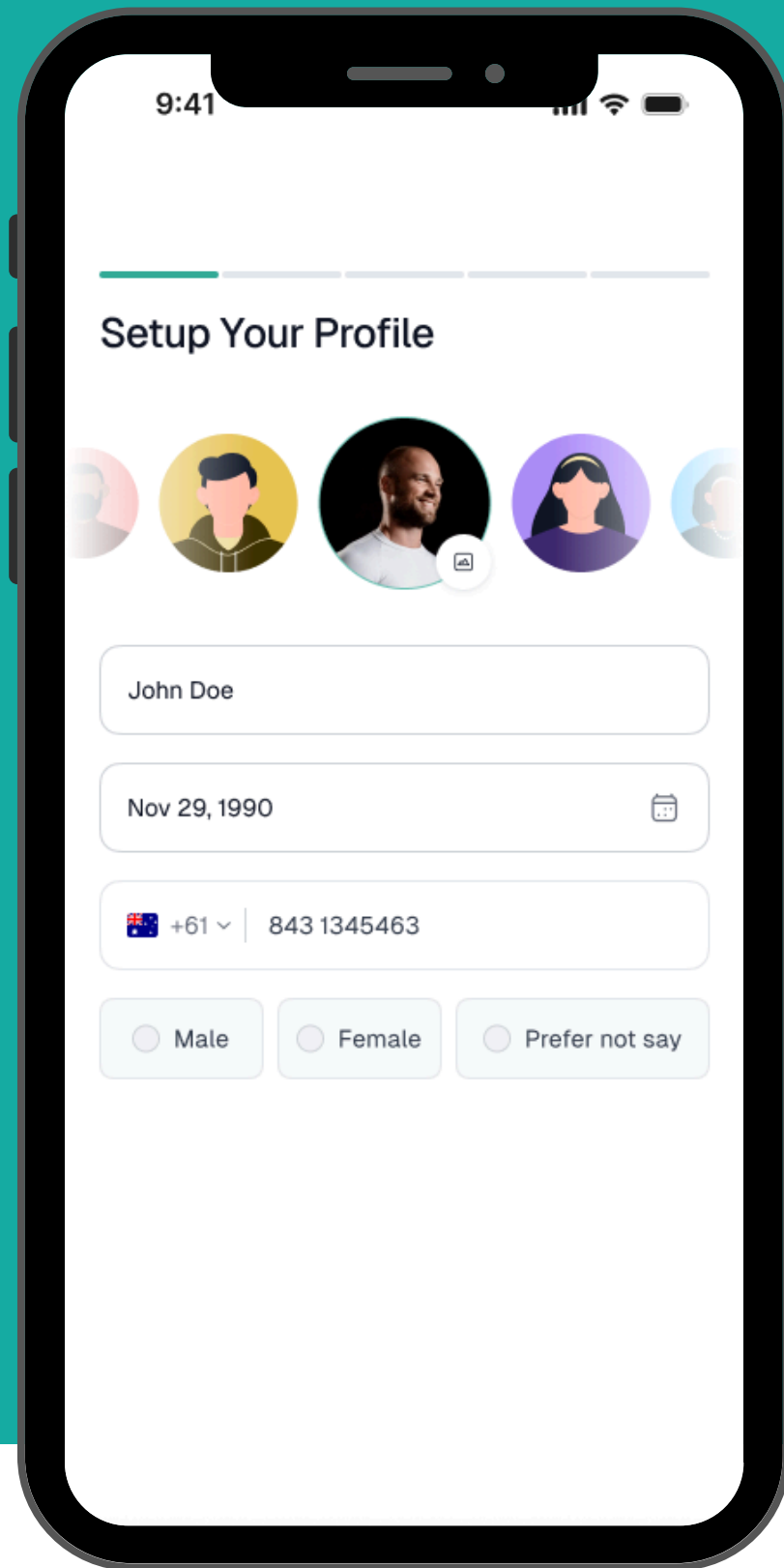


Enter your 6-digit verification code



Once verified, you can proceed to set up your profile

Set up your profile



9:41

Setup Your Profile

John Doe

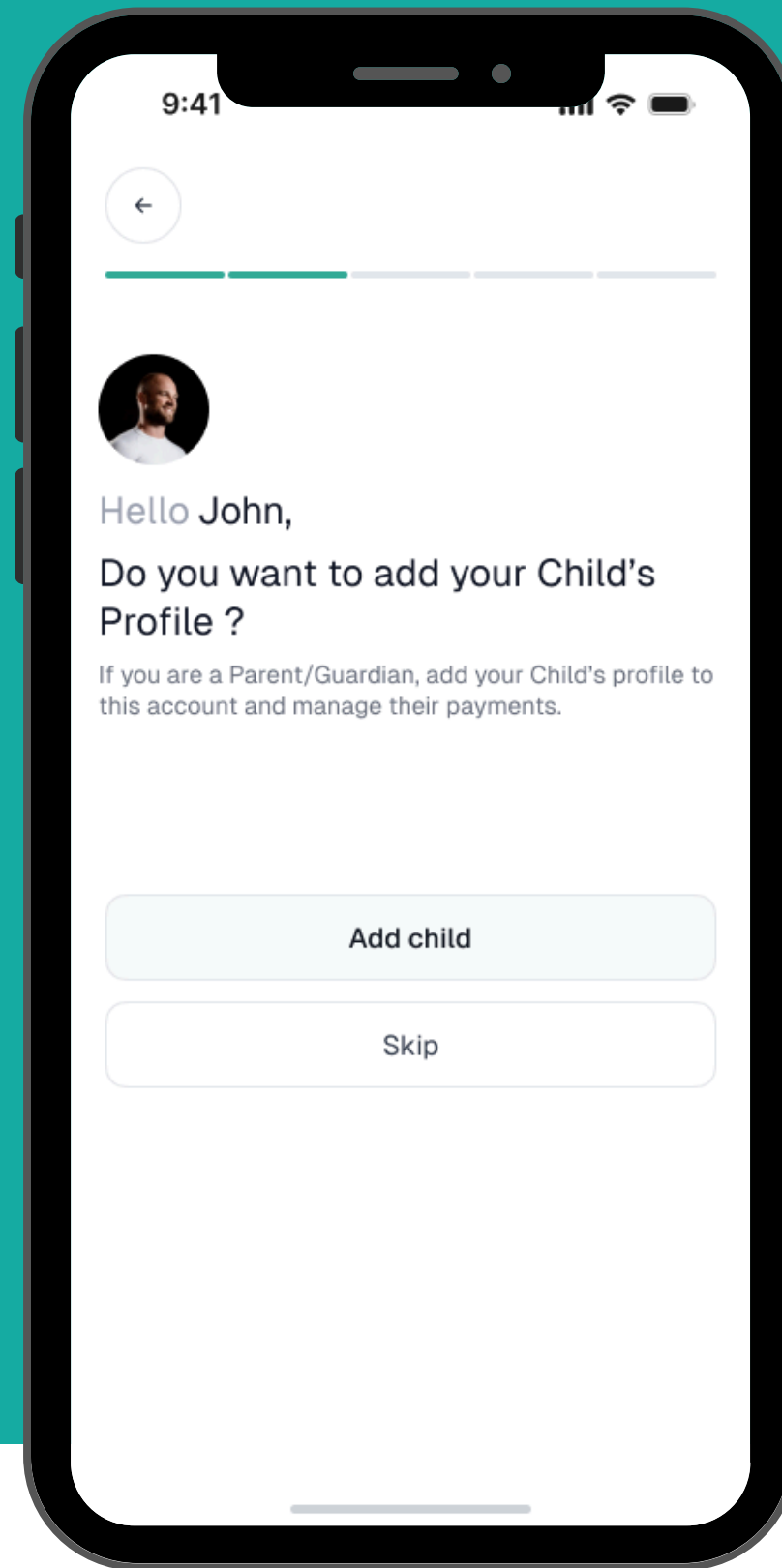
Nov 29, 1990

+61 843 1345463

Male Female Prefer not say



Enter the primary card holder's full name, date of birth, phone number and gender



9:41

Hello John,

Do you want to add your Child's Profile ?

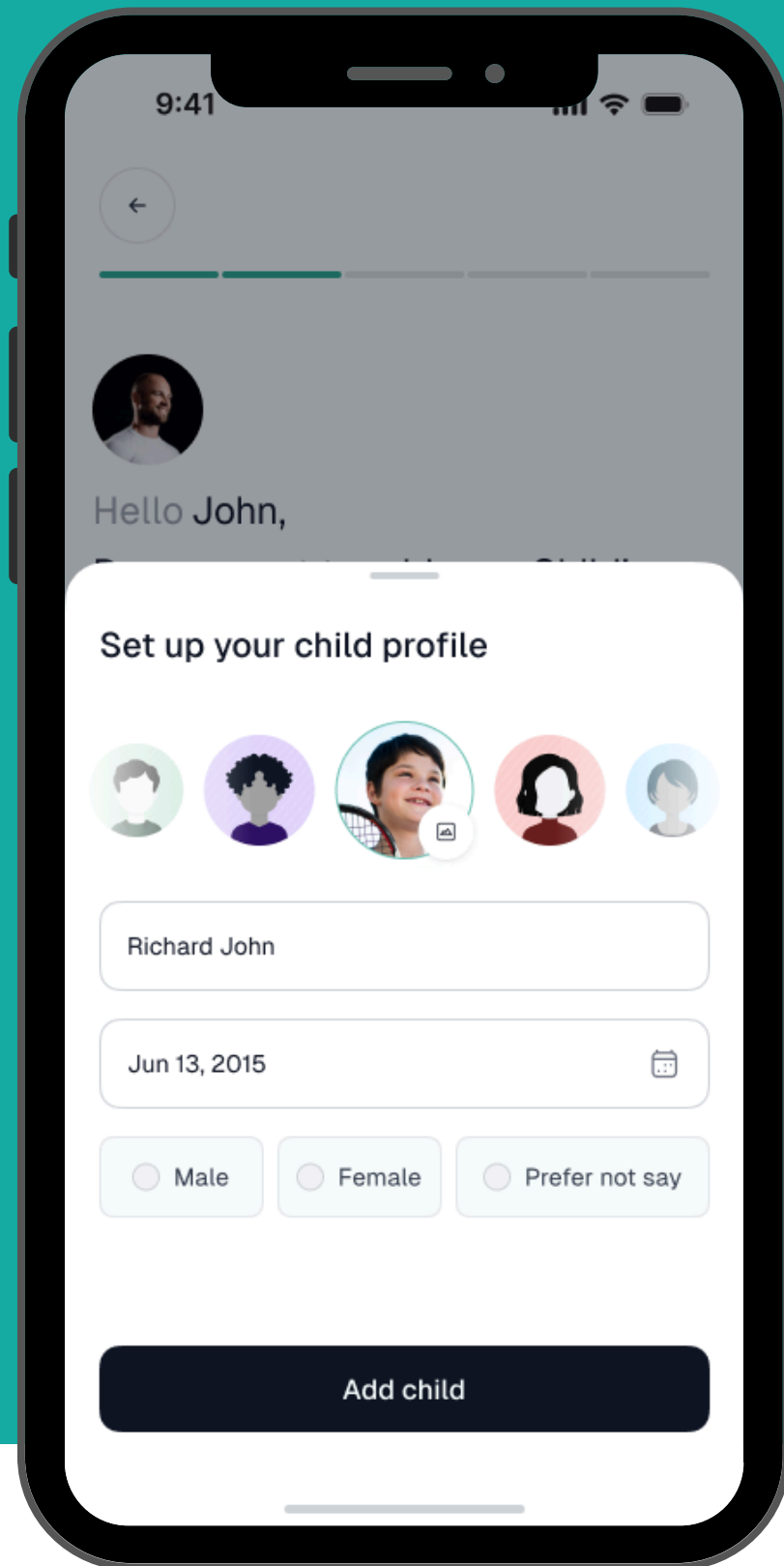
If you are a Parent/Guardian, add your Child's profile to this account and manage their payments.

Add child

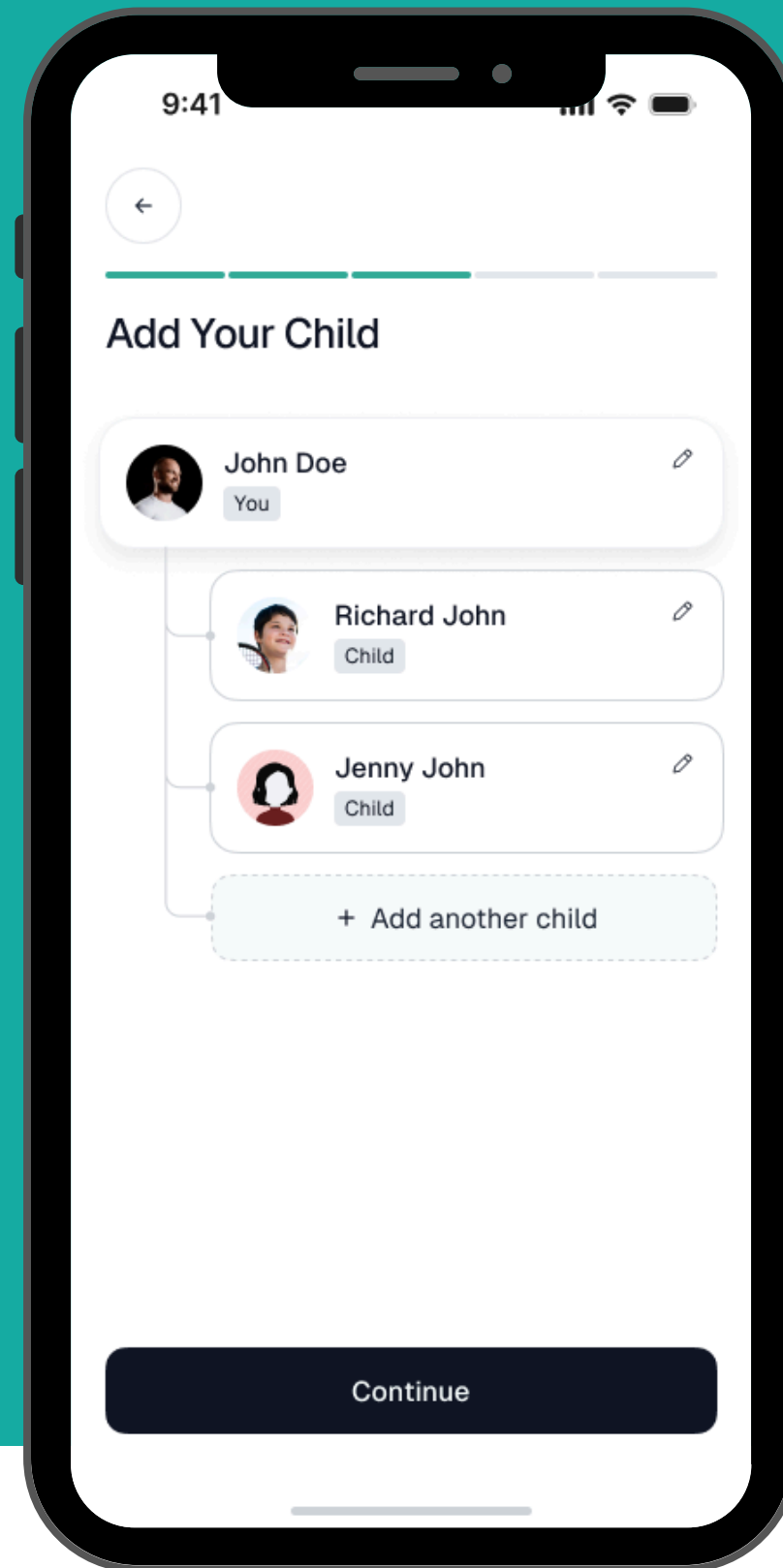
Skip

Setup your child's profile (your direct dependents that you will be paying for)

Set up child profiles

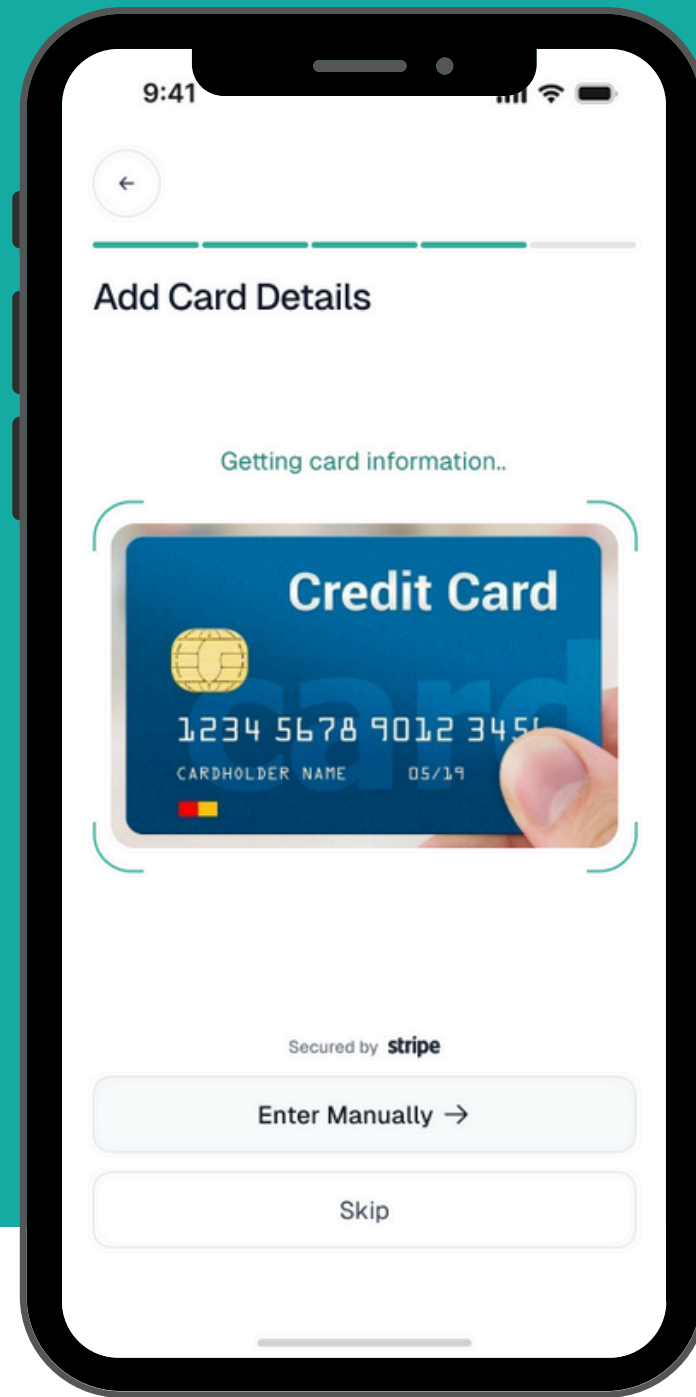


Enter your child's details
(only your direct dependents - not the other children in the team)

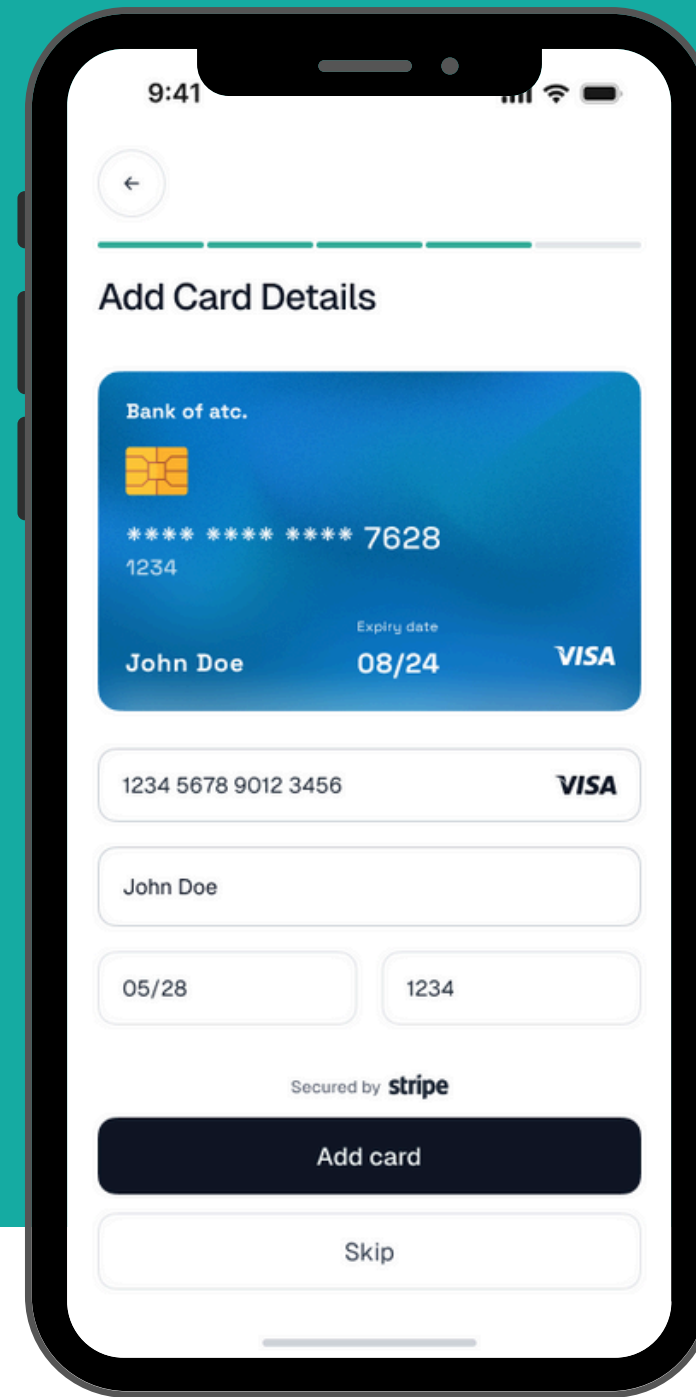


You can add as many of your direct dependents to your account as you need

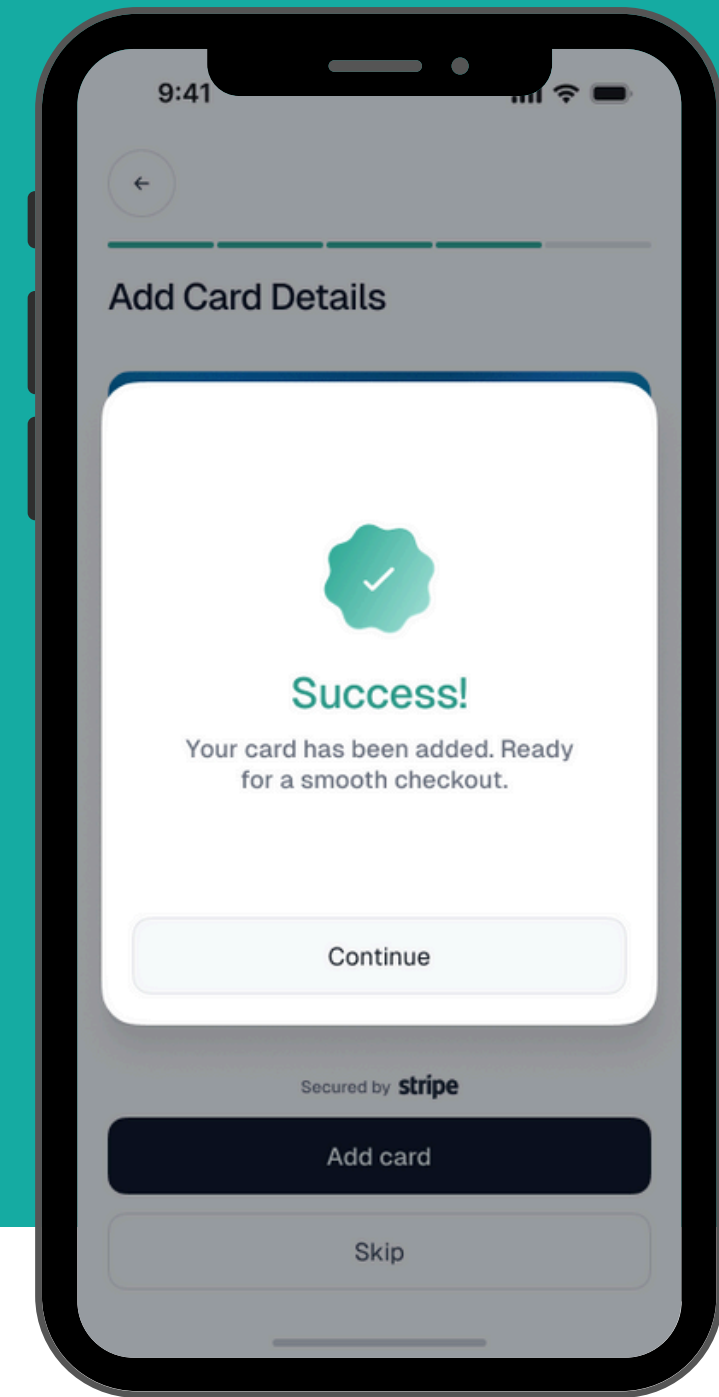
Add your card



You can scan your card to automatically capture details

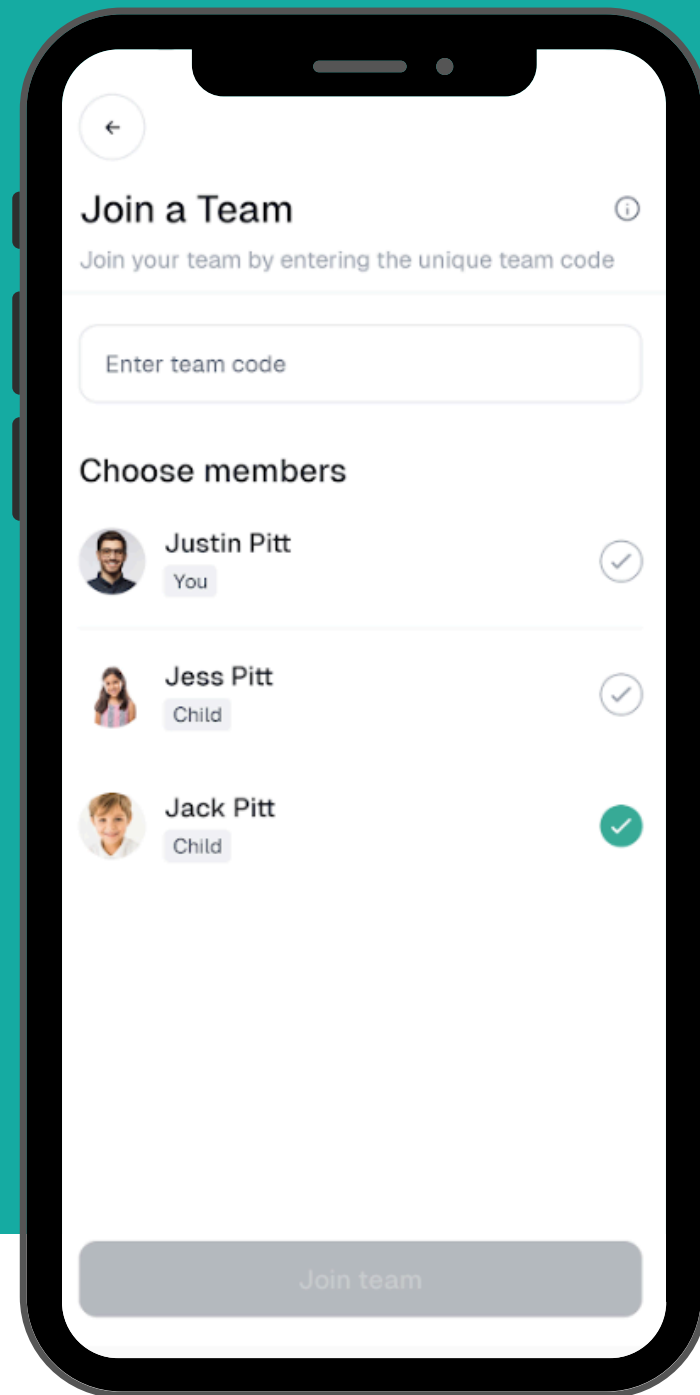


Alternatively, you can enter details manually

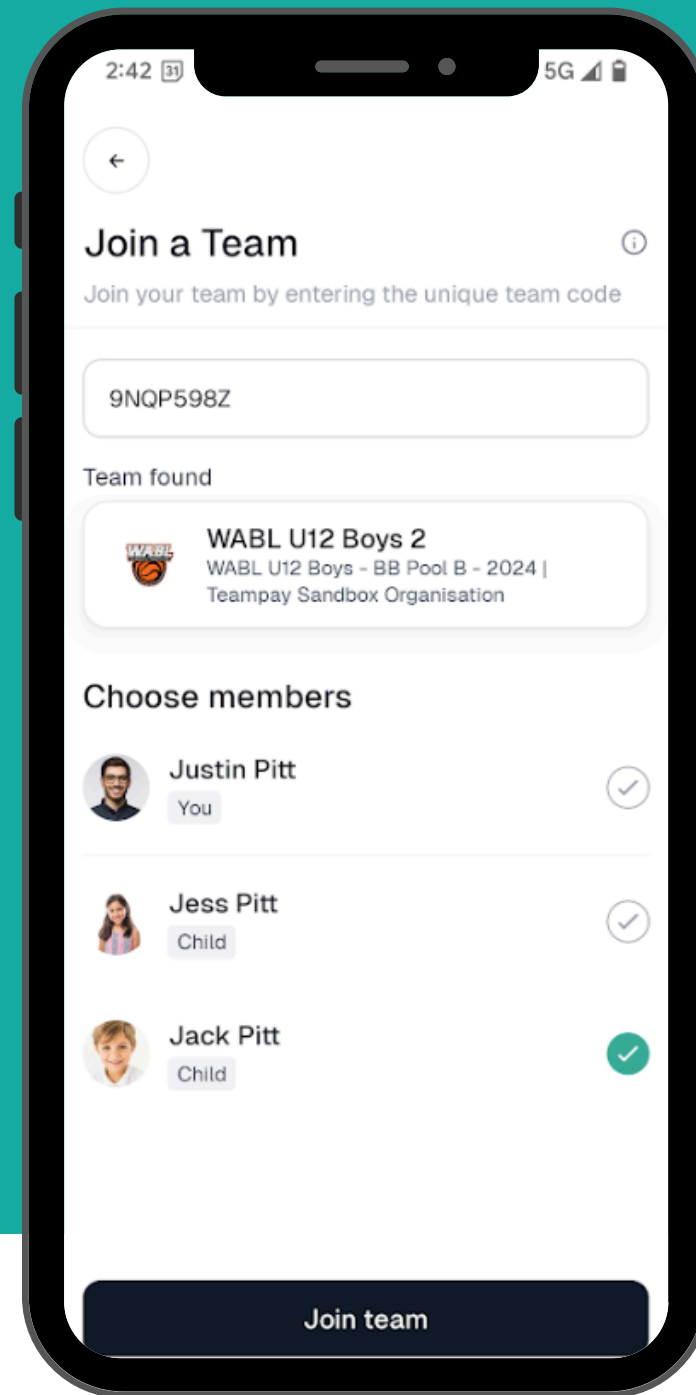


You're now ready to join your team

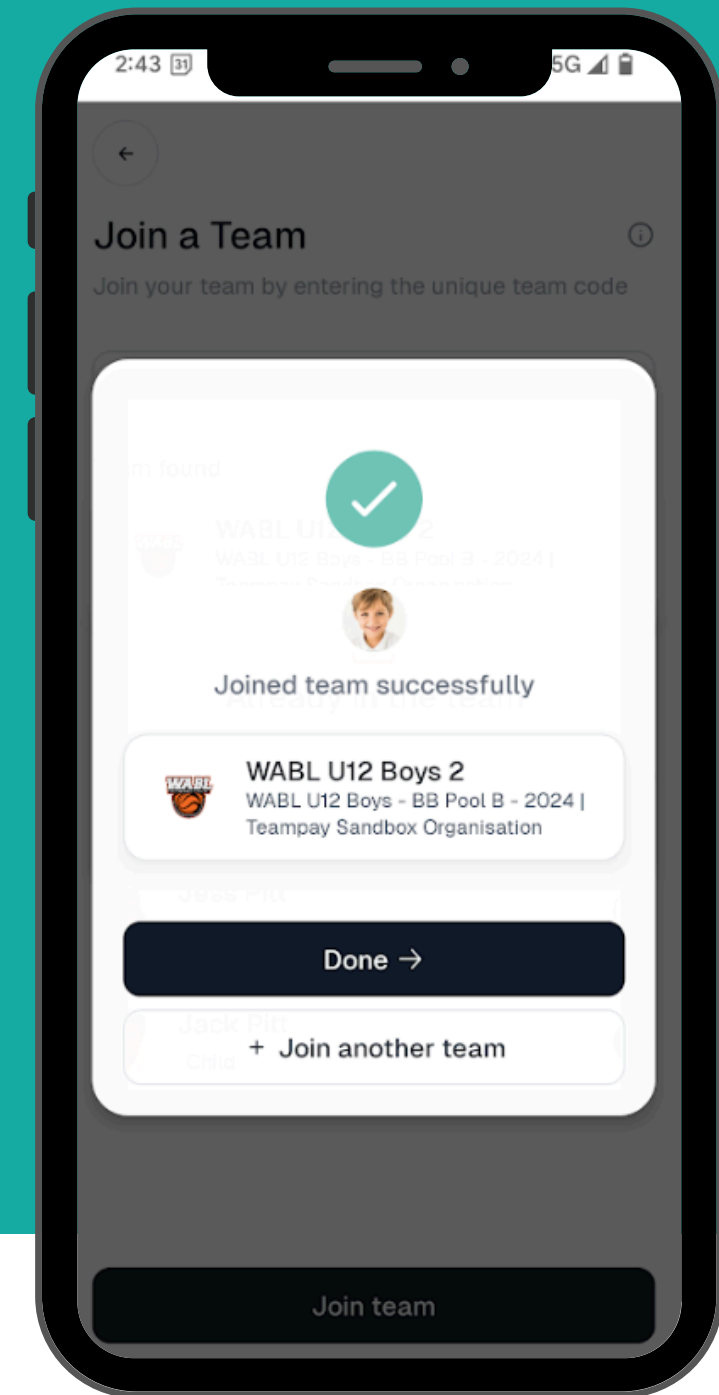
Join a team



At the 'Join a Team' screen, you'll need to enter the team code of your WABL team

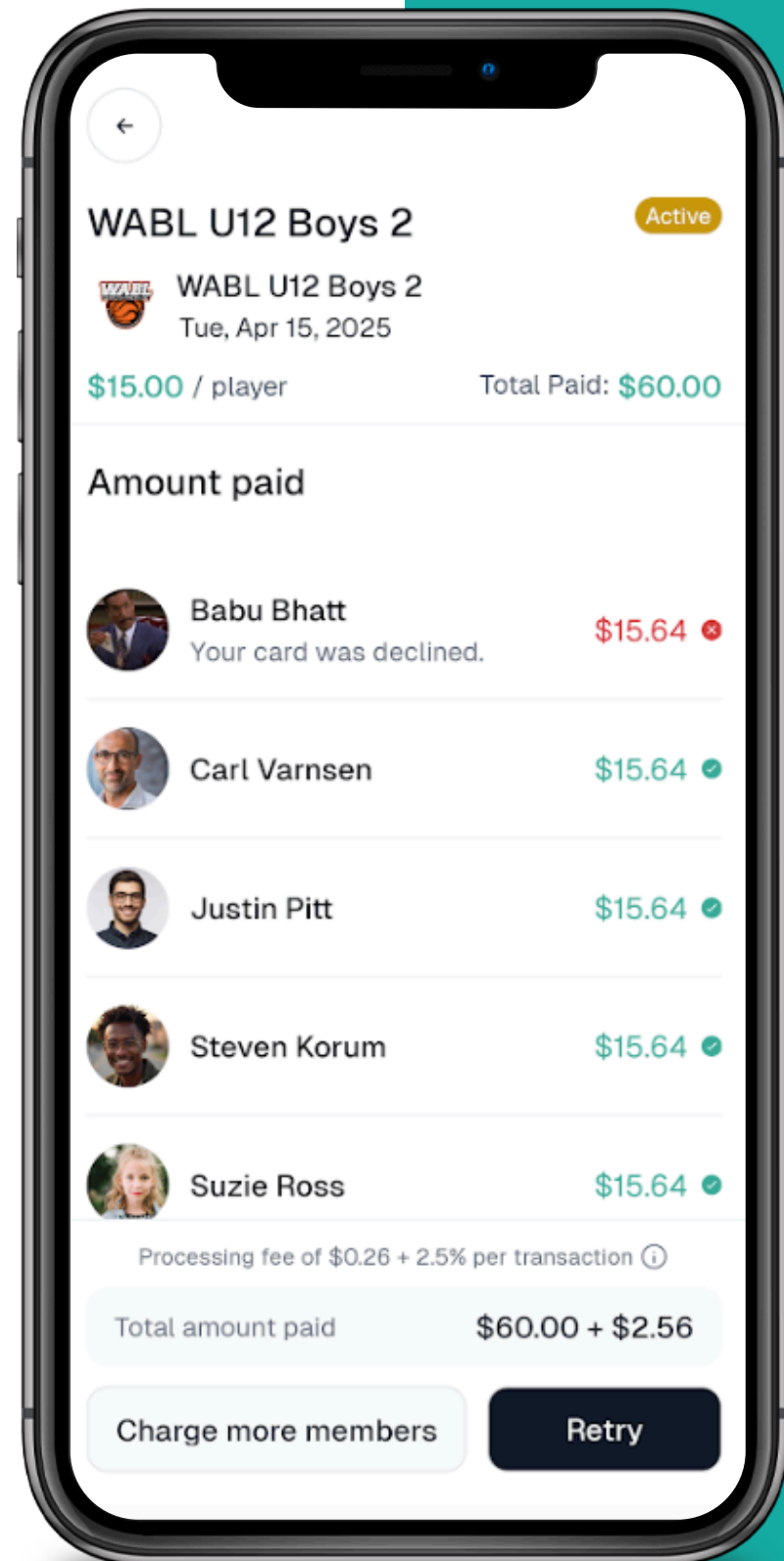


Select your child that is in the team and hit 'join team' (Don't add yourself to the team just your child)



The other players/parents will join the team code as well from their own apps

Making Payment



Who makes payment each week?

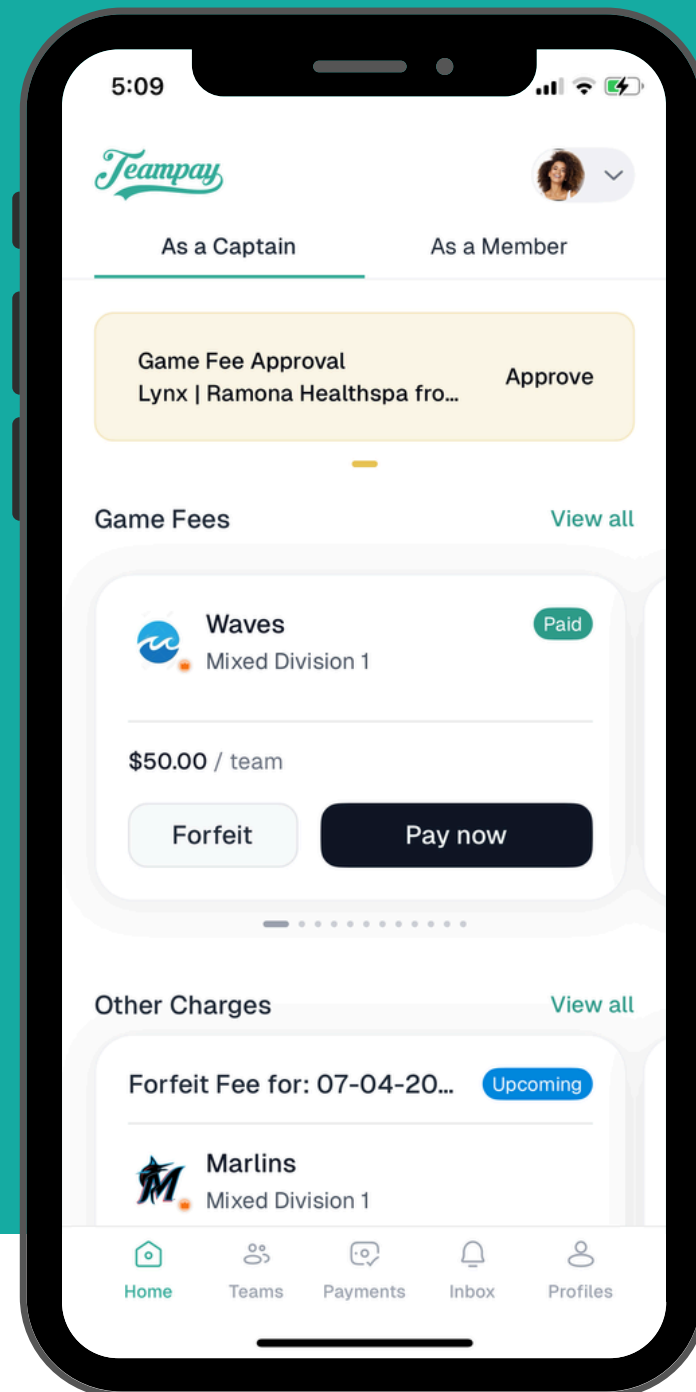
Your team's nominated Team Manager will log in to their app each week and make payment for each of the player's playing in the game. Your payment will automatically be debited from your nominated card/account and sent directly to the venue your team is playing at that week. You can simply turn up to the game, knowing your payment has been taken care of

How do I know payment went through?

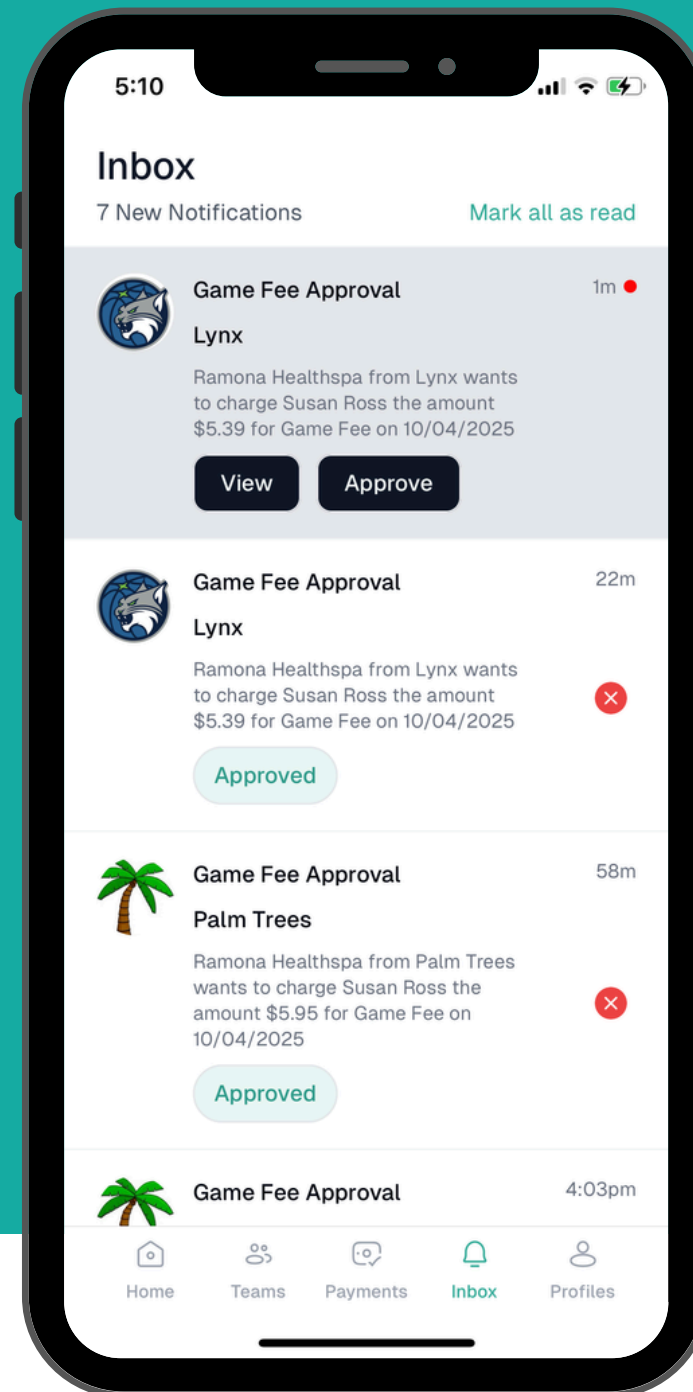
You can check your own child/s payments anytime in your Teampay app. Simply select the 'Payment' icon at the bottom of the app to see a full payment history for your account

Inbox

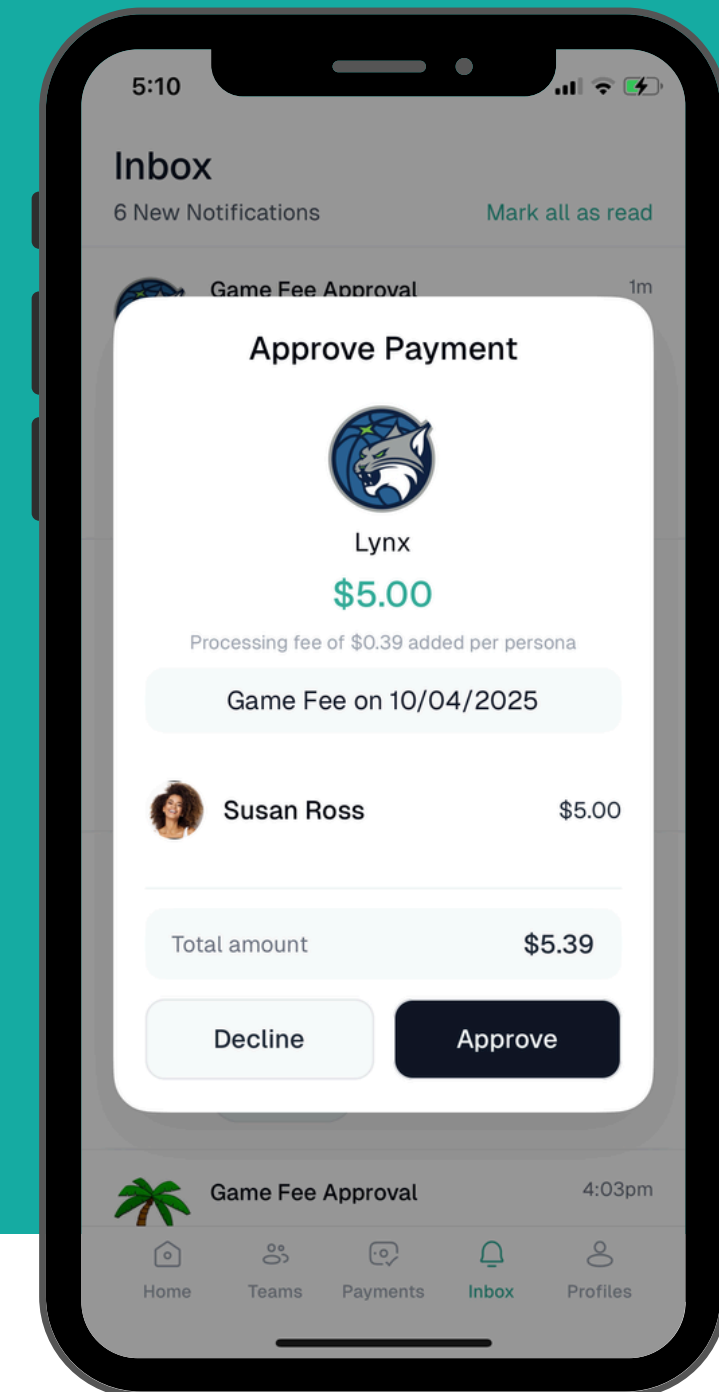
Notifications & Announcements



When you're in the Teampay app, notifications will appear at the top like this

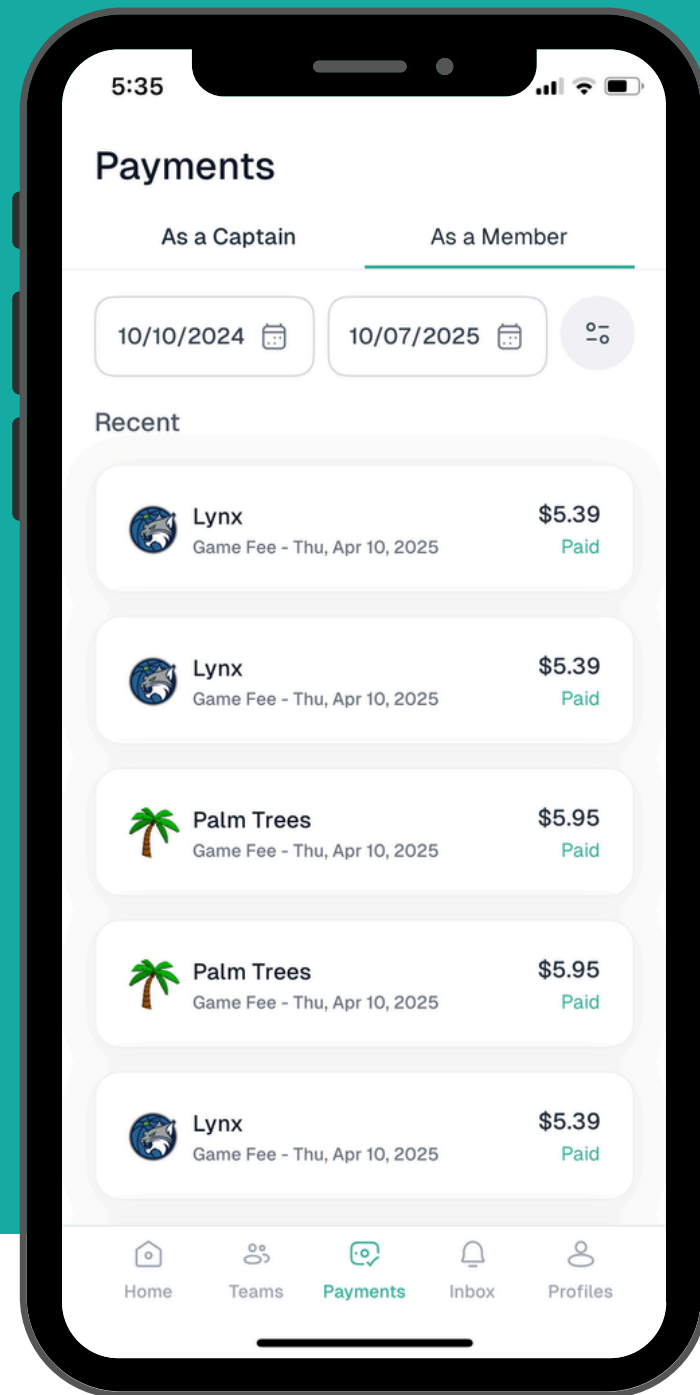


Payment Approval requests come to your Inbox. 'Approve' to allow the Captain to make payment

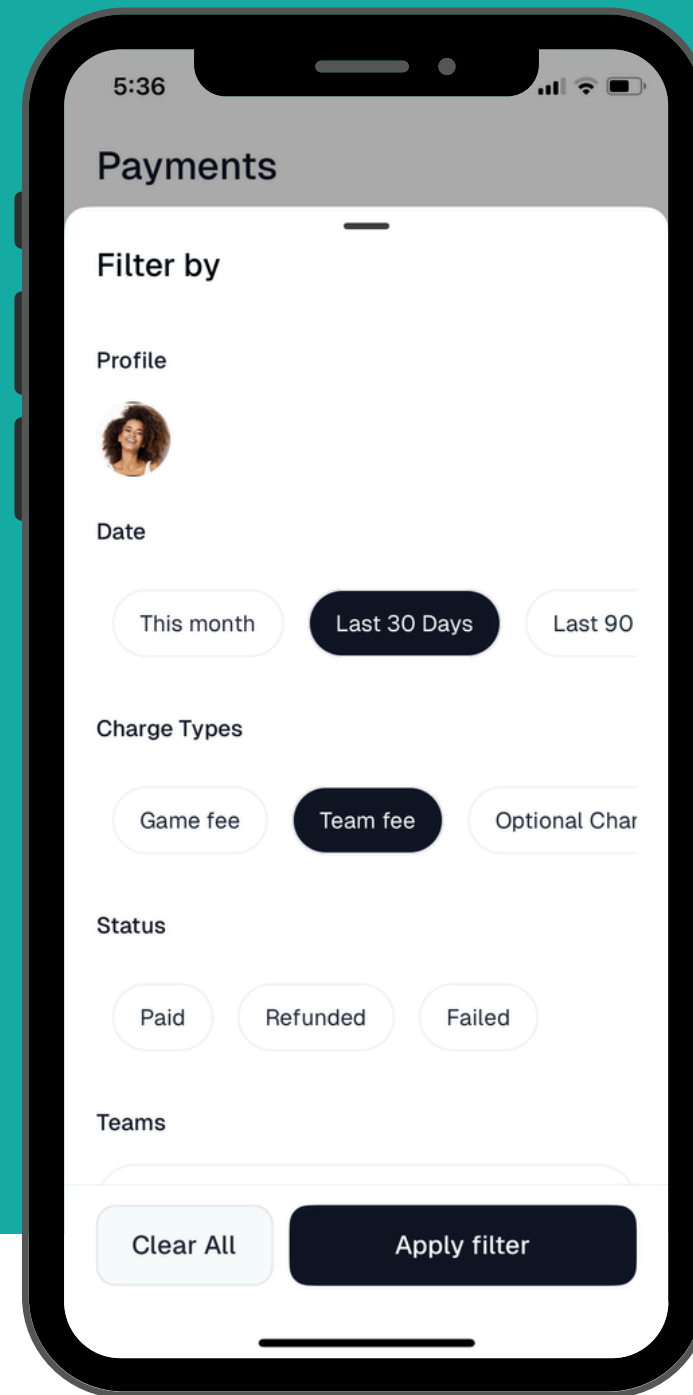


You will be able to see the details of the transaction. If you are satisfied, click on 'Approve'

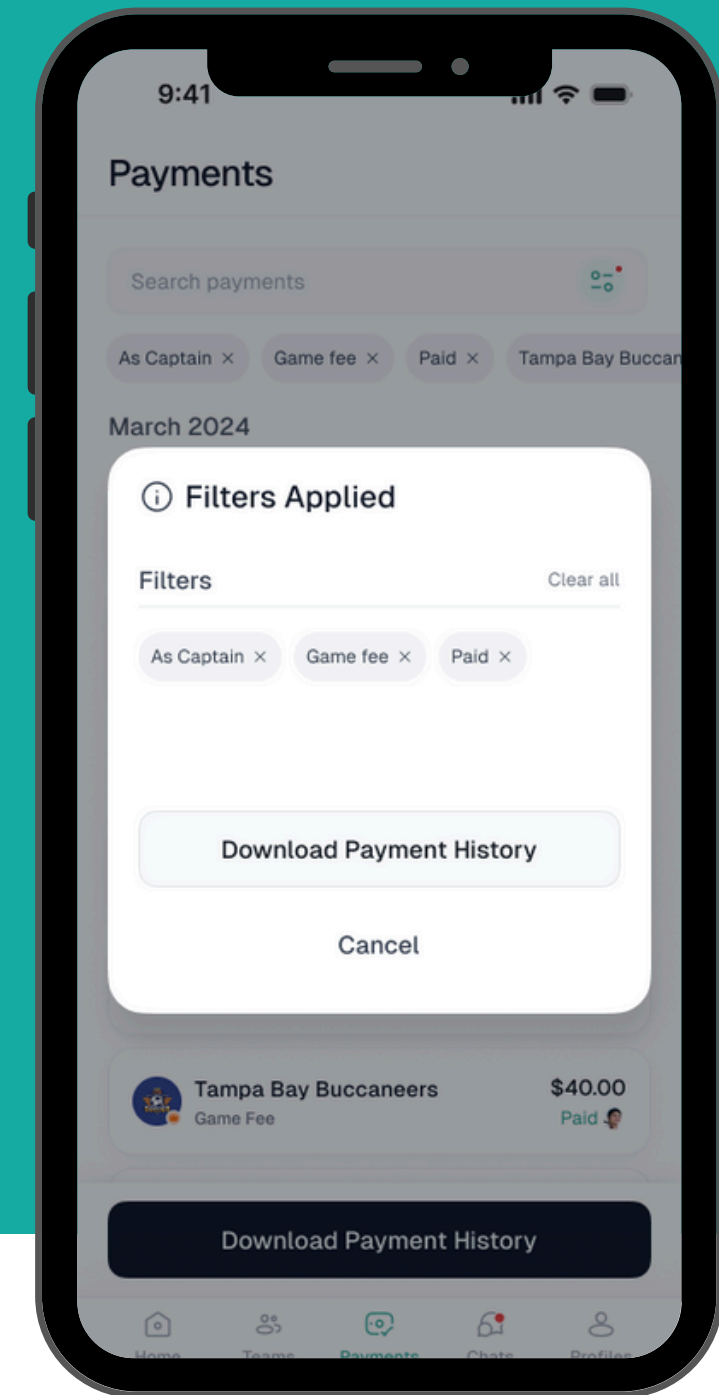
Checking Payment History



Start by clicking the 'Payments' shortcut in the navigation bar at the bottom

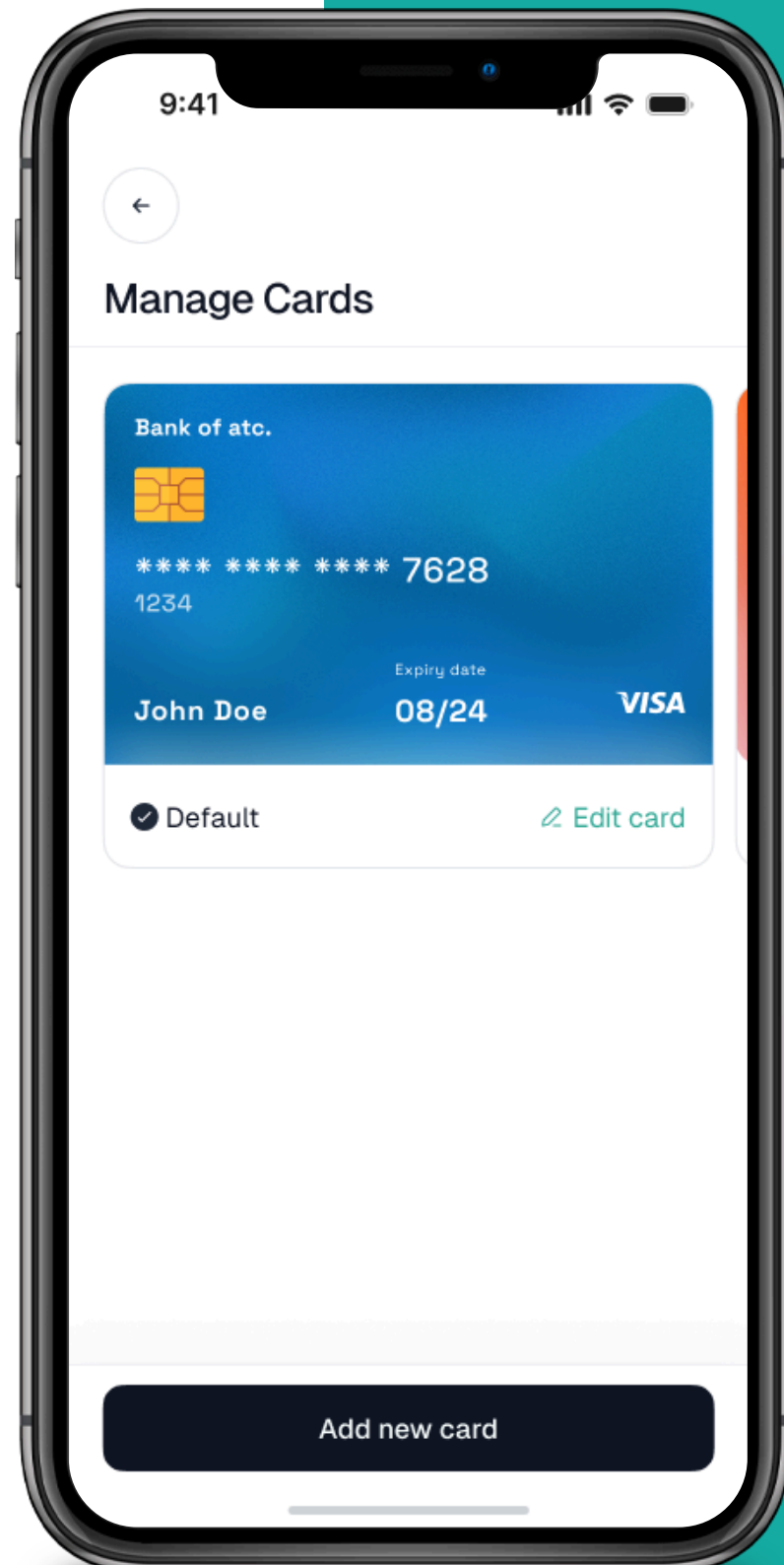


Use the filter to get the specific payment history you are looking for



Apply the filter and click 'Download Payment History'

Updating card details



Can a parent update their card details immediately?

Yes a parent can log into the app and update their card details straight away by selecting 'Manage Cards' under their profile and following the steps in the beginning of this guide to add their card

What type of card can they use?

Any Australian Visa or Mastercard will work

As Team manager do I have to register a card?

If you aren't personally making any payments for your team, then you don't have to register a card. Simply skip the register card step in the sign up



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support@teampay.com.au