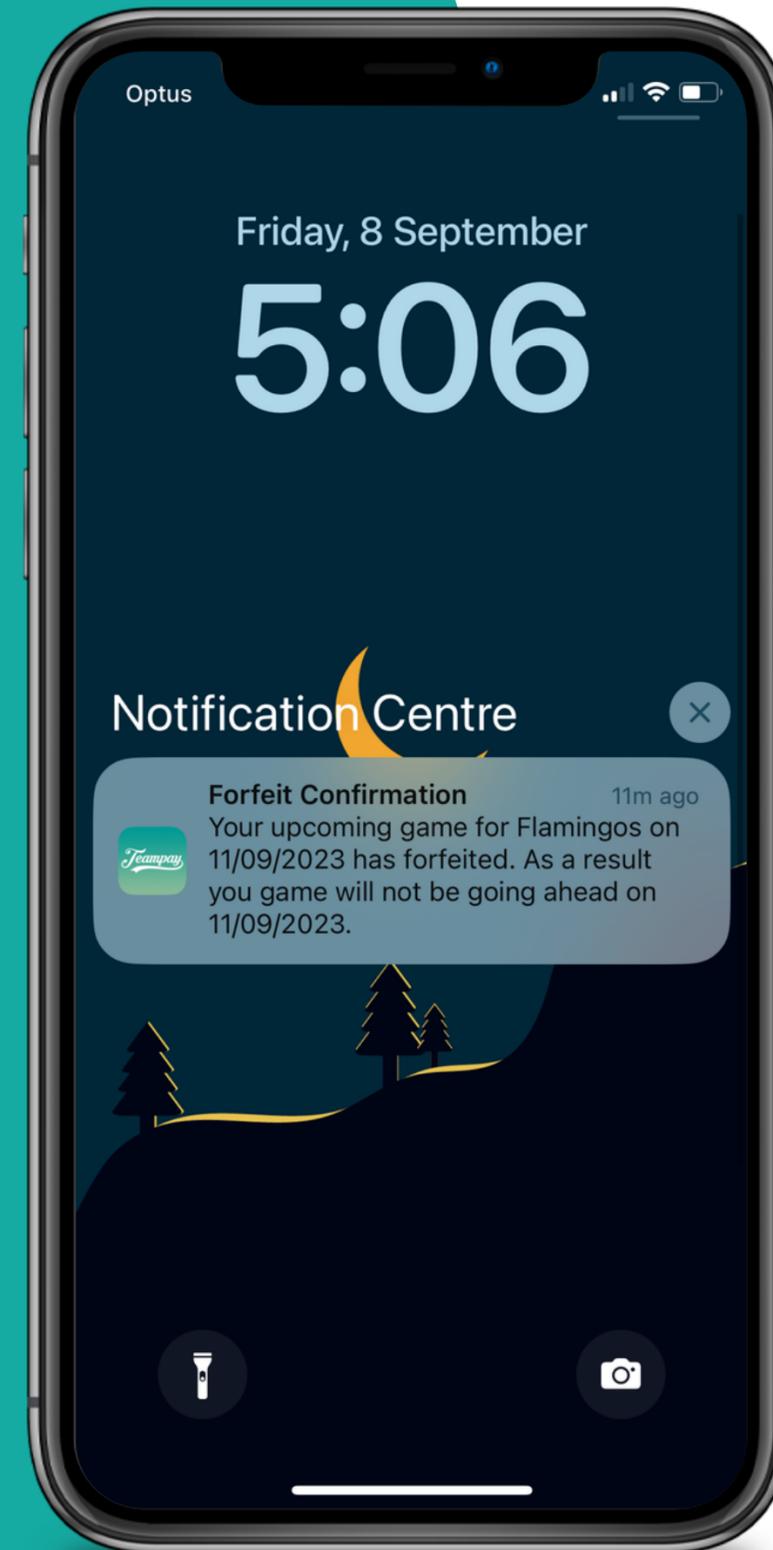
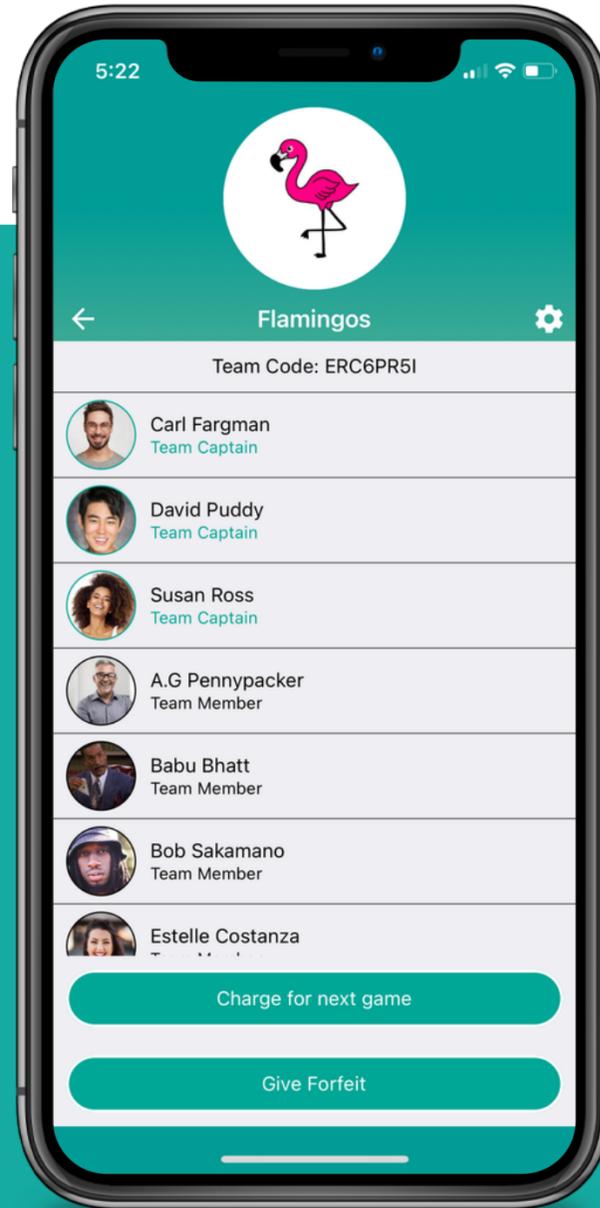




Forfeit Instructions for teams



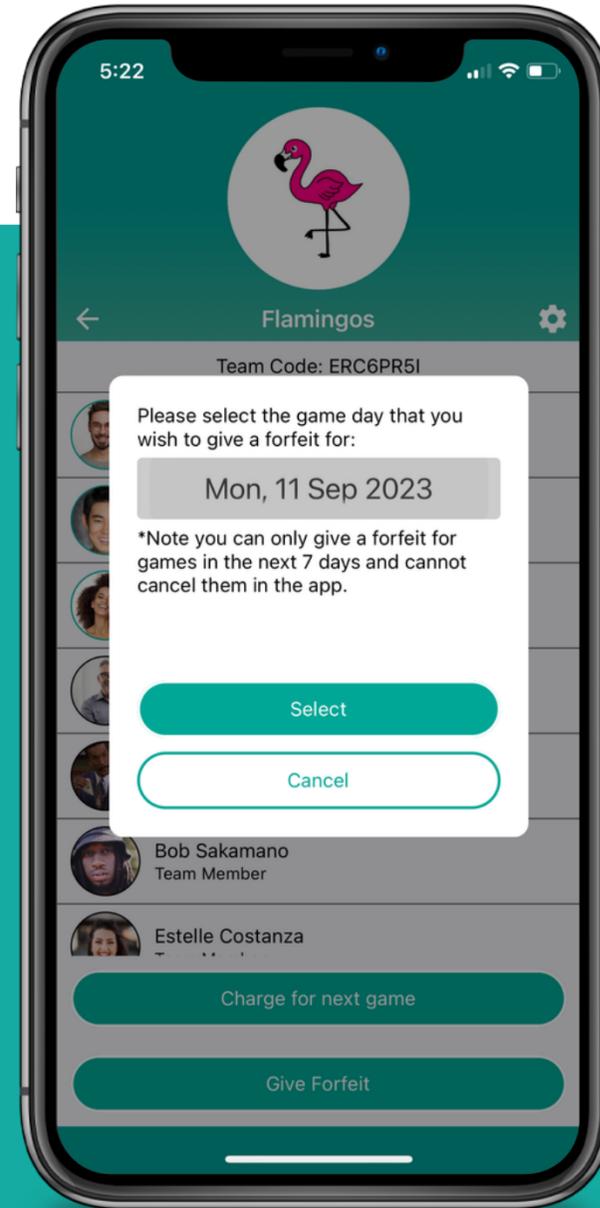
To give a Forfeit



1

Select

Begin by clicking into your team and selecting the Give Forfeit button

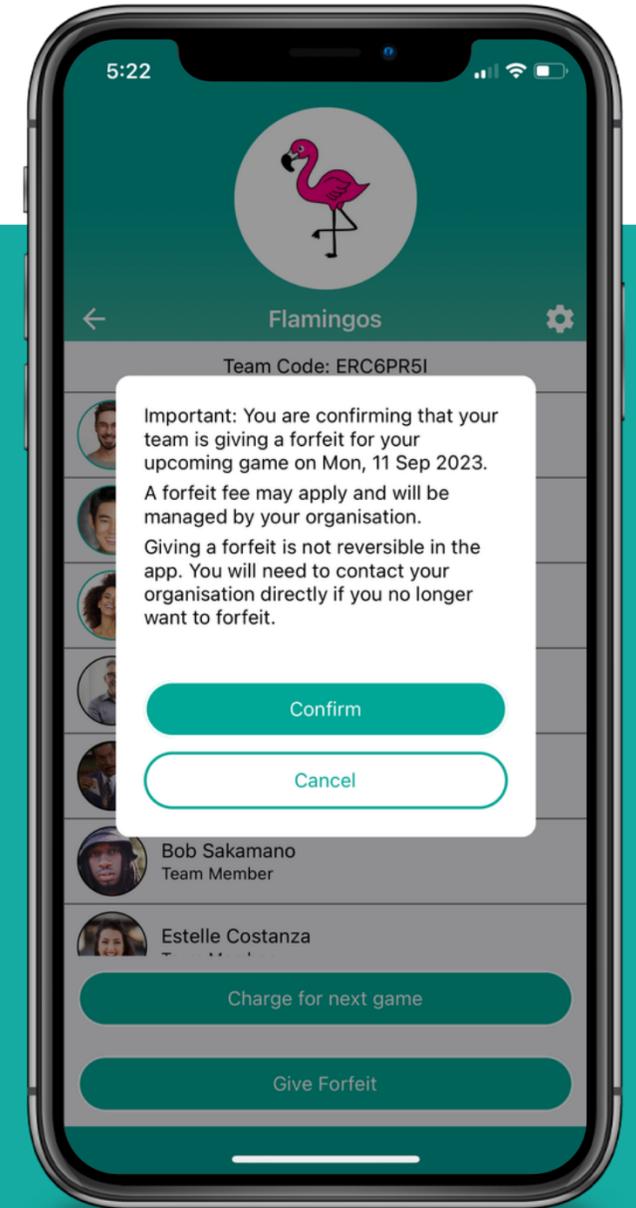


2

Choose Date

You can then select the date for the game you would like to forfeit

*Please note that currently you can only give a forfeit up to a week in advance



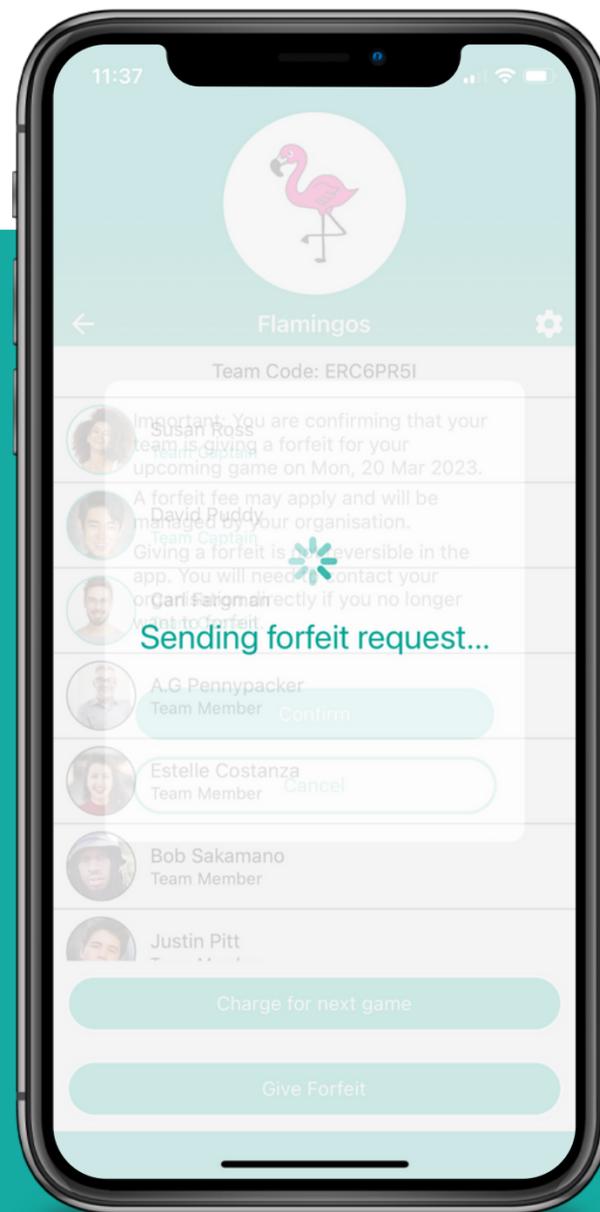
3

Confirm

Before confirming you are giving a forfeit, you are notified that this can't be undone in the app

How It Works

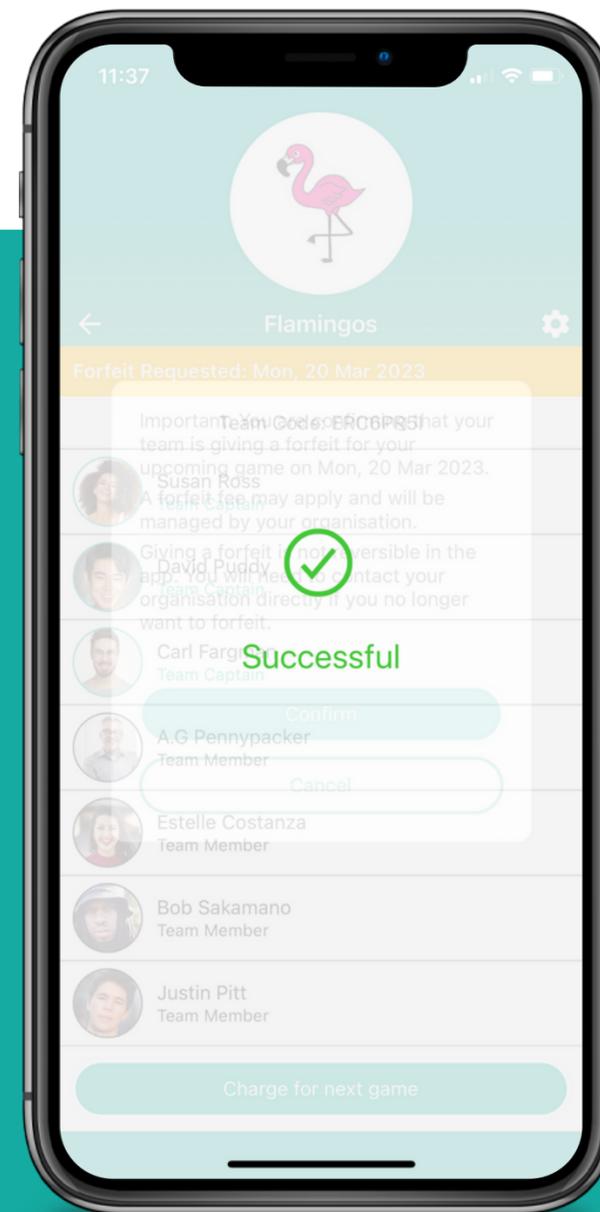
Team giving forfeit



4

Sending

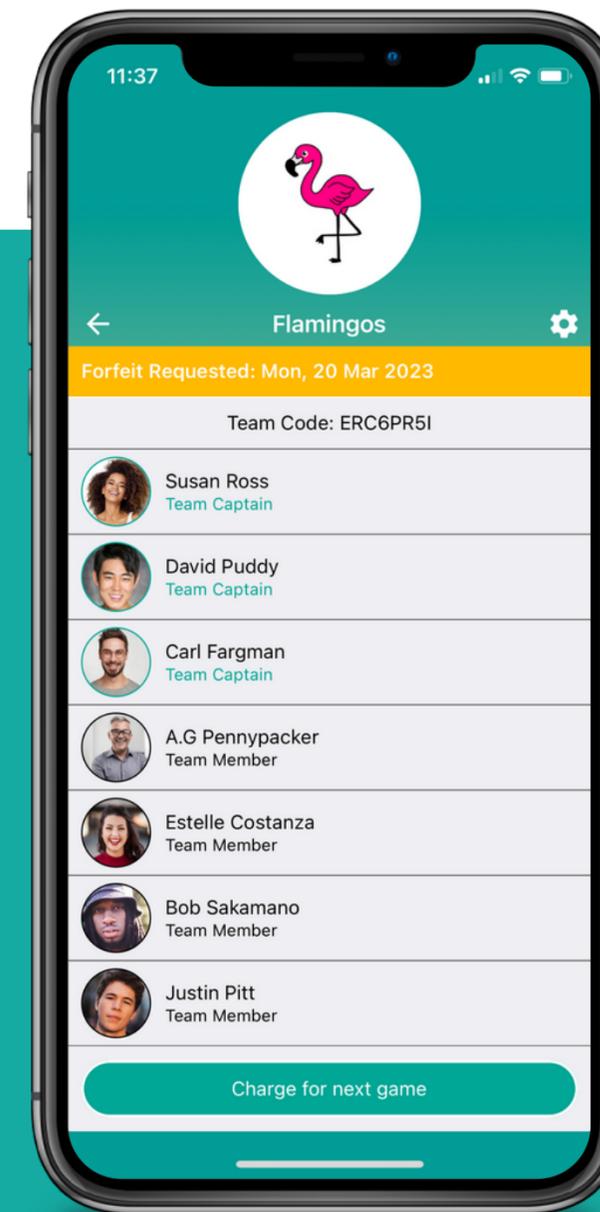
The forfeit request will then be sent to your organisation



5

Successful

A successful screen will display to confirm to that the forfeit has been sent



6

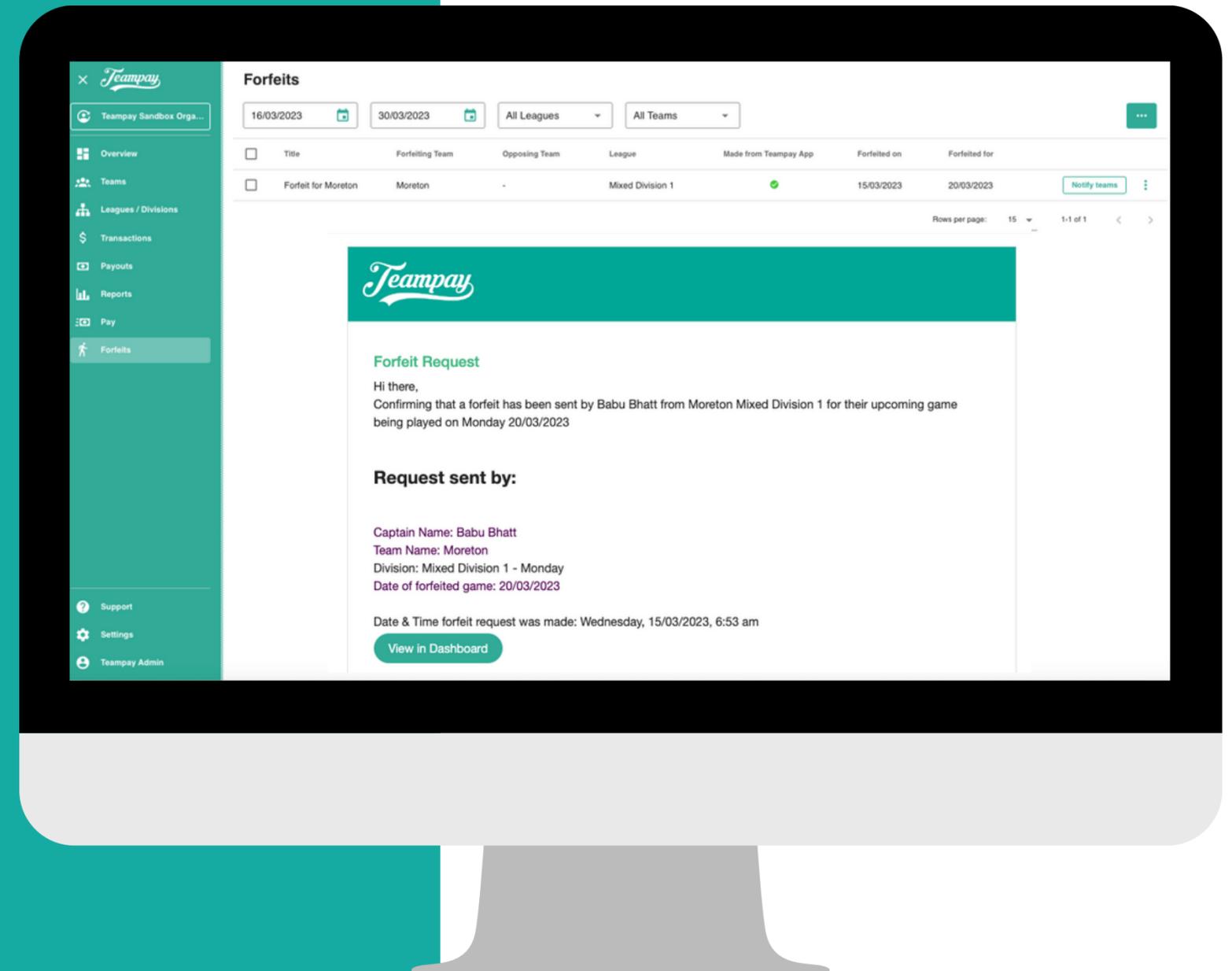
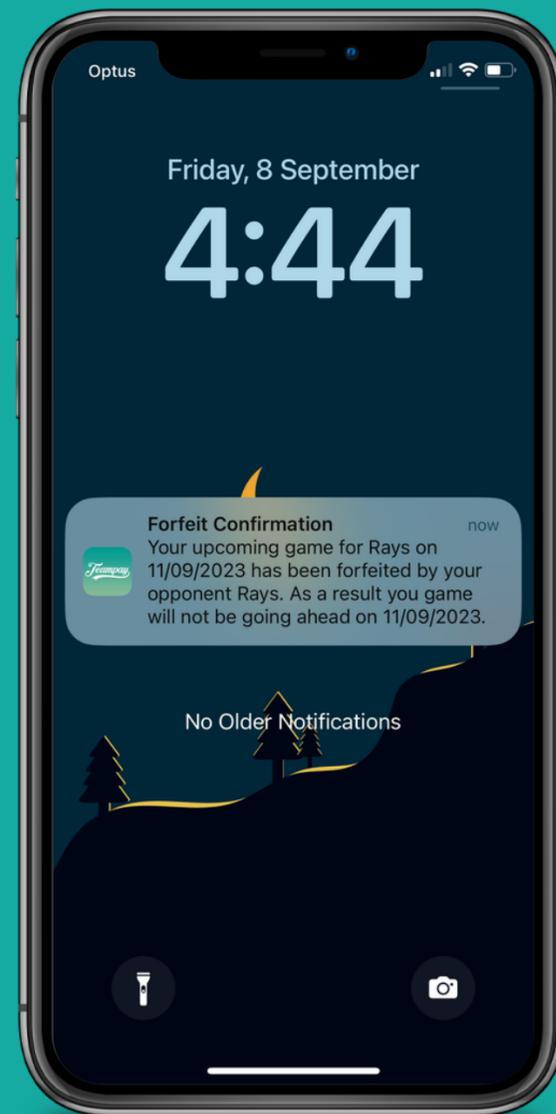
Complete

The forfeit will then appear in your app

Opposition and Organisation Notified

Both your organisation and the opposition team you are versing that week will be notified immediately that your team has submitted a forfeit for their game

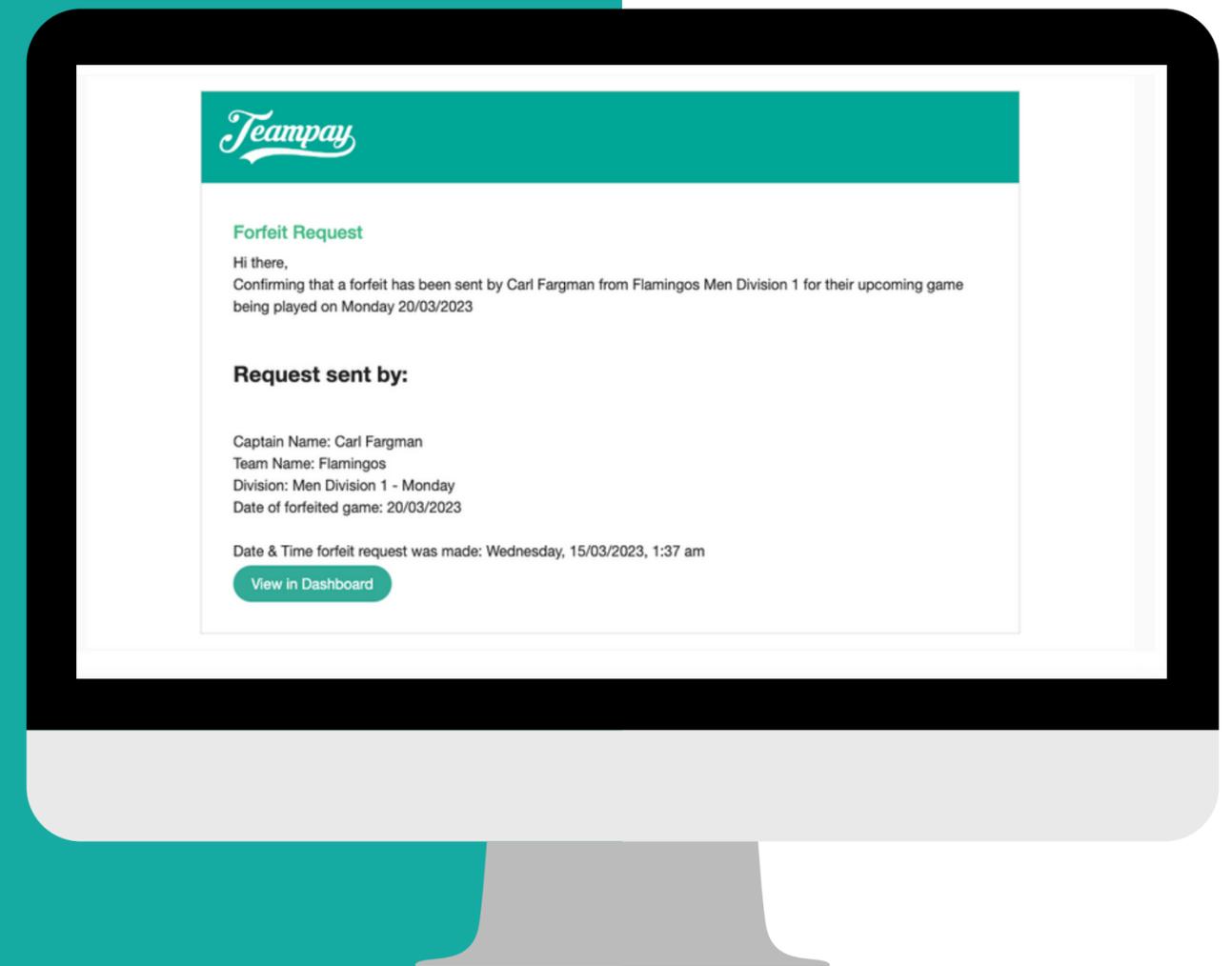
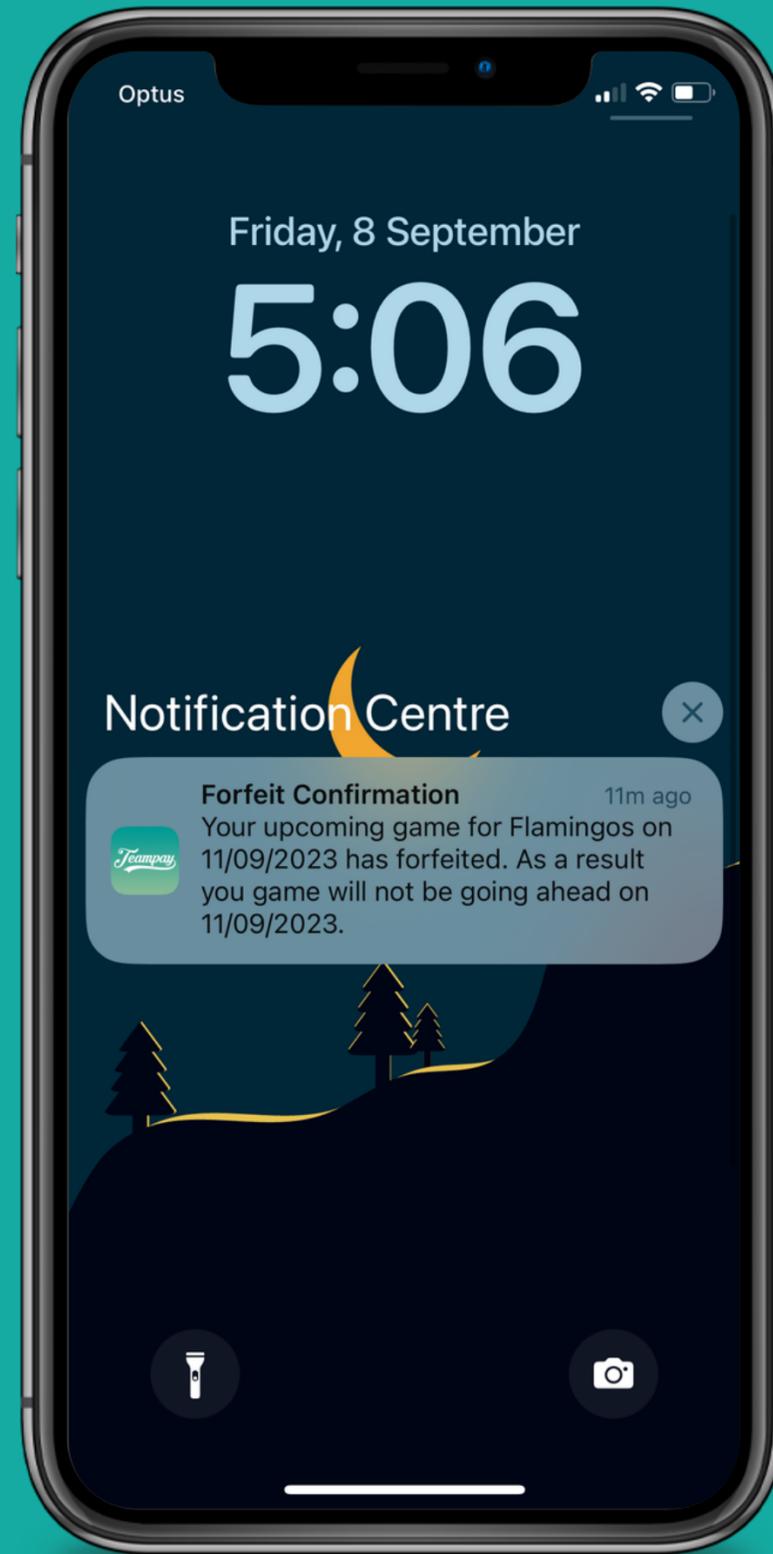
Please note the time of the forfeit request is time stamped so they can see exactly when the forfeit was given



How you are notified

Each team member who has joined the Teampay app will receive a push notification to their phone as well as an email to their registered email confirming that the forfeit has been given

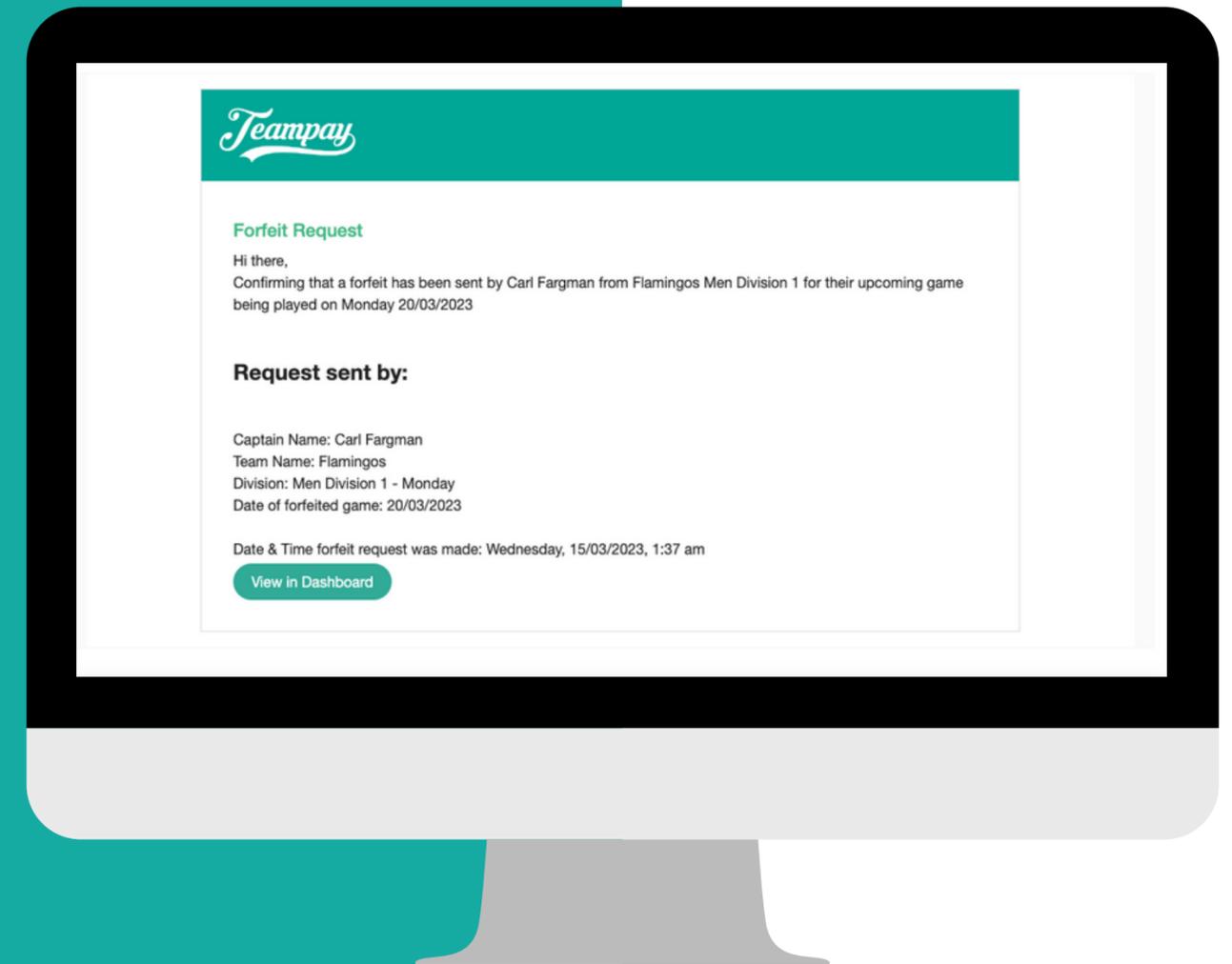
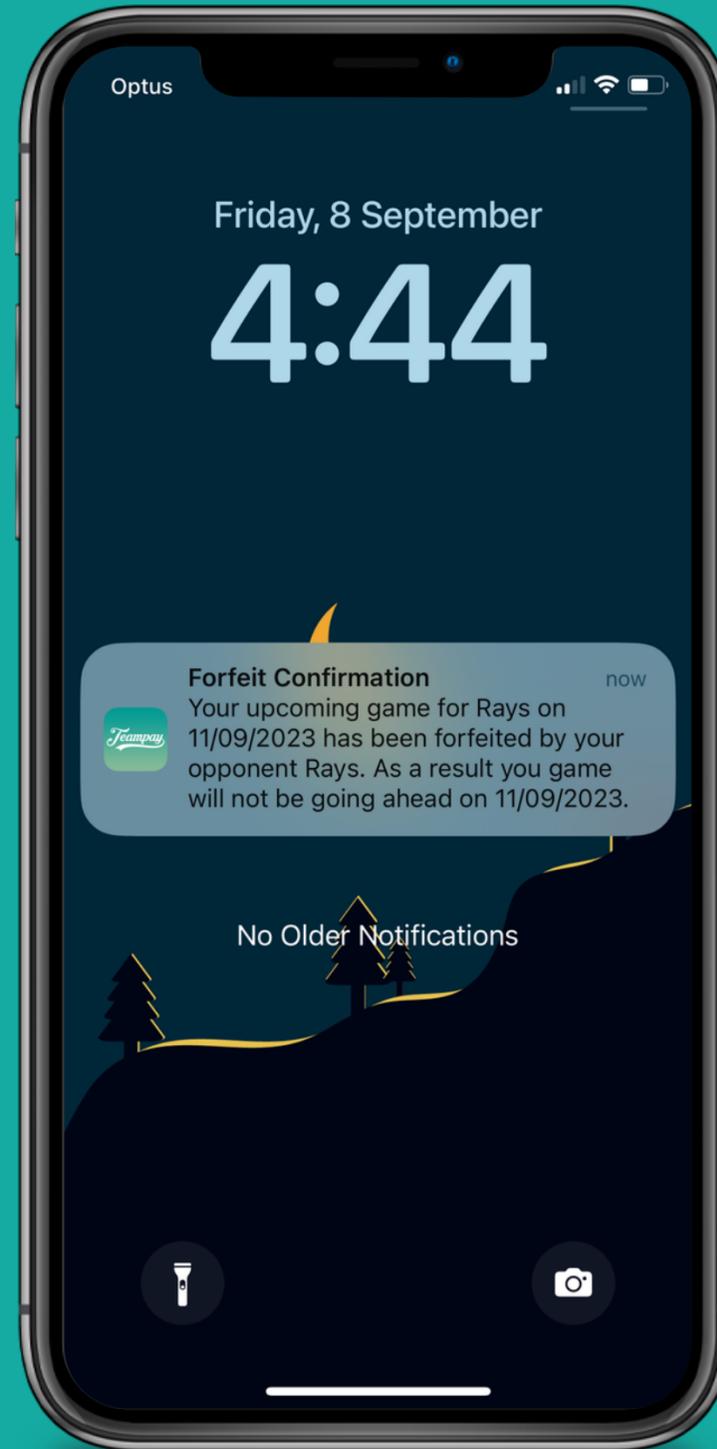
Remember to still let all your teammates know that the game has been forfeited



Receiving a forfeit

Each team member who has joined the Teampay app will receive a push notification to their phone as well as an email to their registered email confirming that the forfeit has been received

Remember to still let all your teammates know that the game has been forfeited

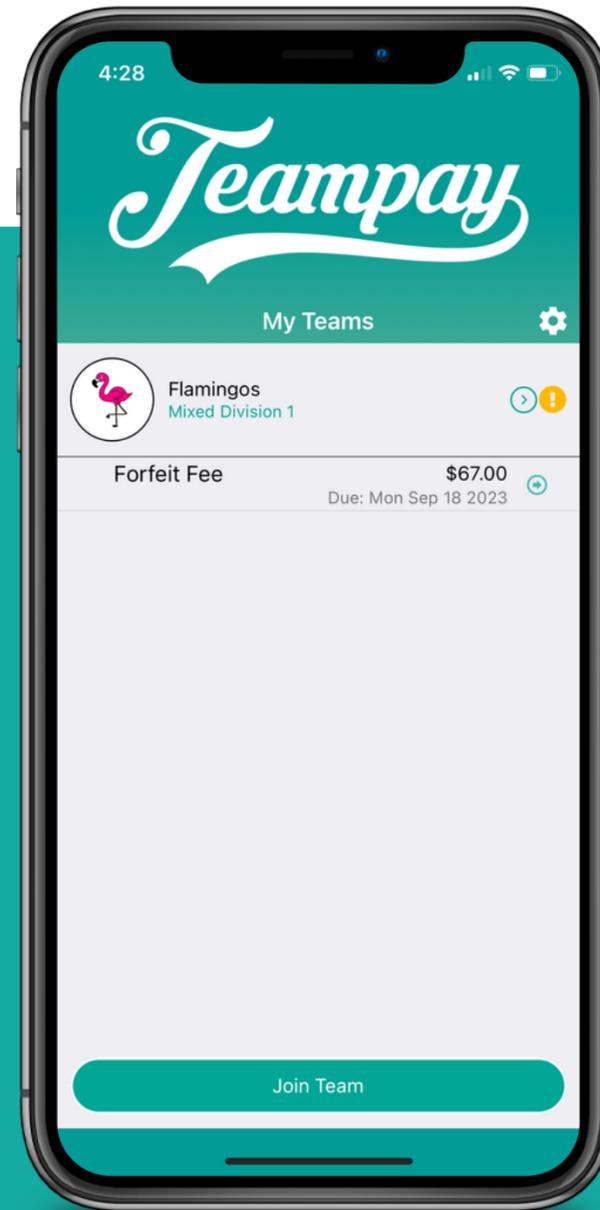


You can click directly on the push notification or email link to confirm you have received the forfeit

Pay your forfeit fee in the app

As soon as you have given the forfeit, a forfeit fee will appear in your app for you to pay. The value of the fee will be based on your organisations rules with regards to forfeit notice

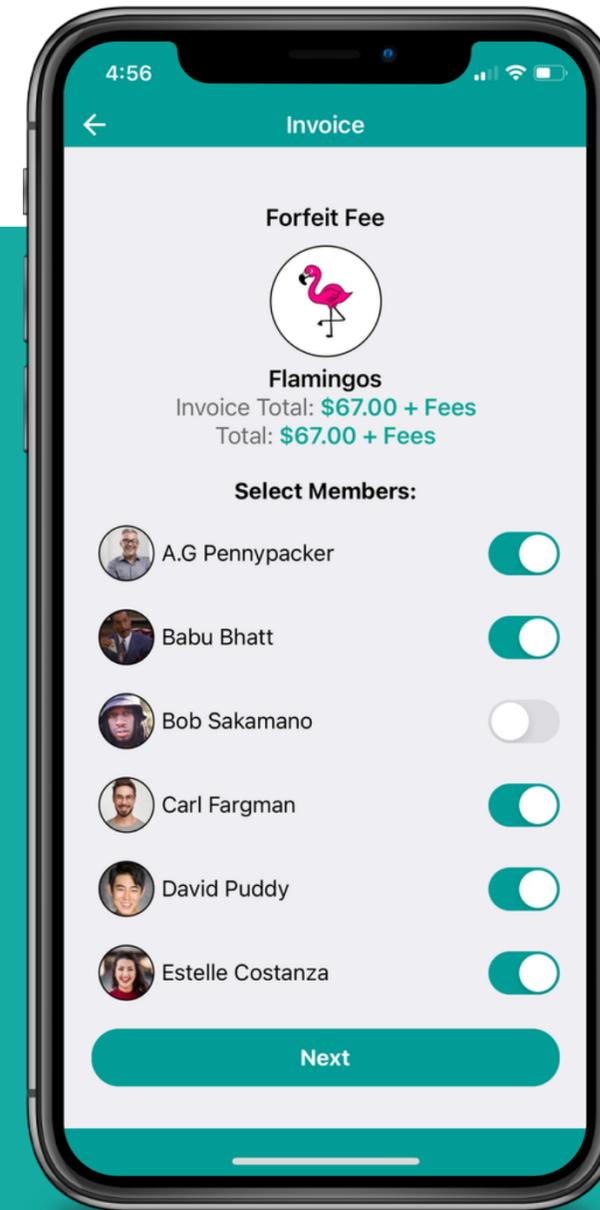
You can then pay that forfeit fee straight away. To pay the fee, you need to do the following



1

Select

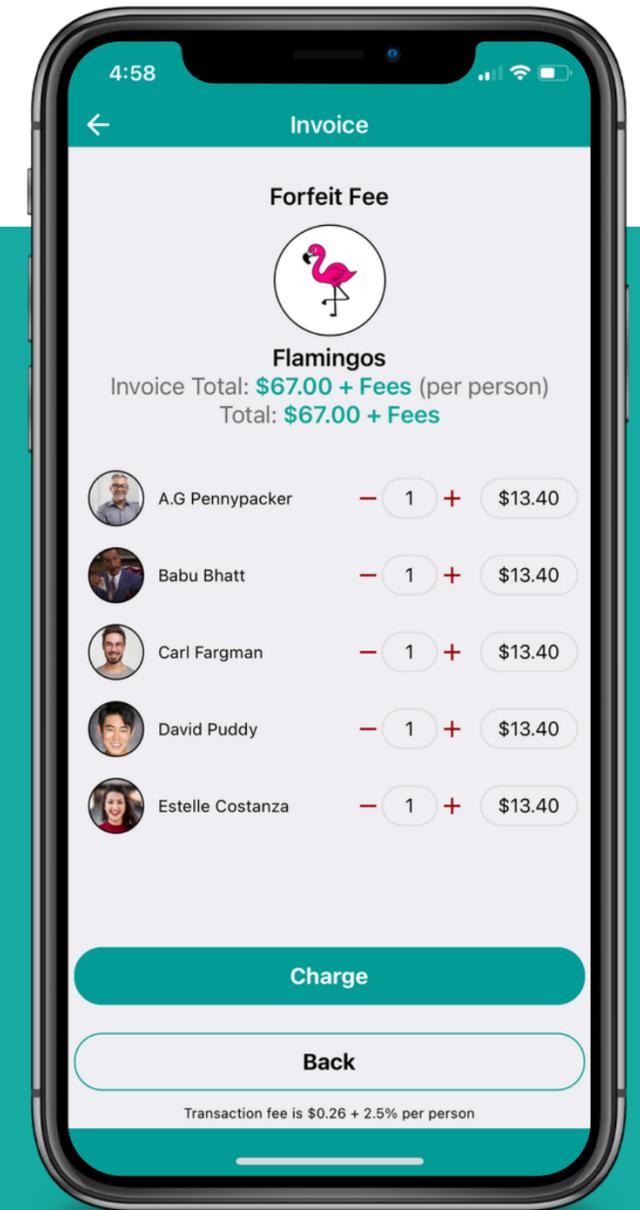
Click on the forfeit fee charge directly below your team name



2

Choose

You can then choose the players you wish to split the forfeit fee amongst



3

Charge

When ready you can select the charge button and process the payment for your forfeit



Some things to consider

Let your teammates know

If any of your teammates are not on the Teampay app, they will not receive the notification. It's important that you still communicate with all of them that you have given or received a forfeit

Make sure push notifications are on

You will also want to make sure your push notifications on your device are turned on for Teampay. This will allow you to receive a push notification to your phone along with email confirmation

