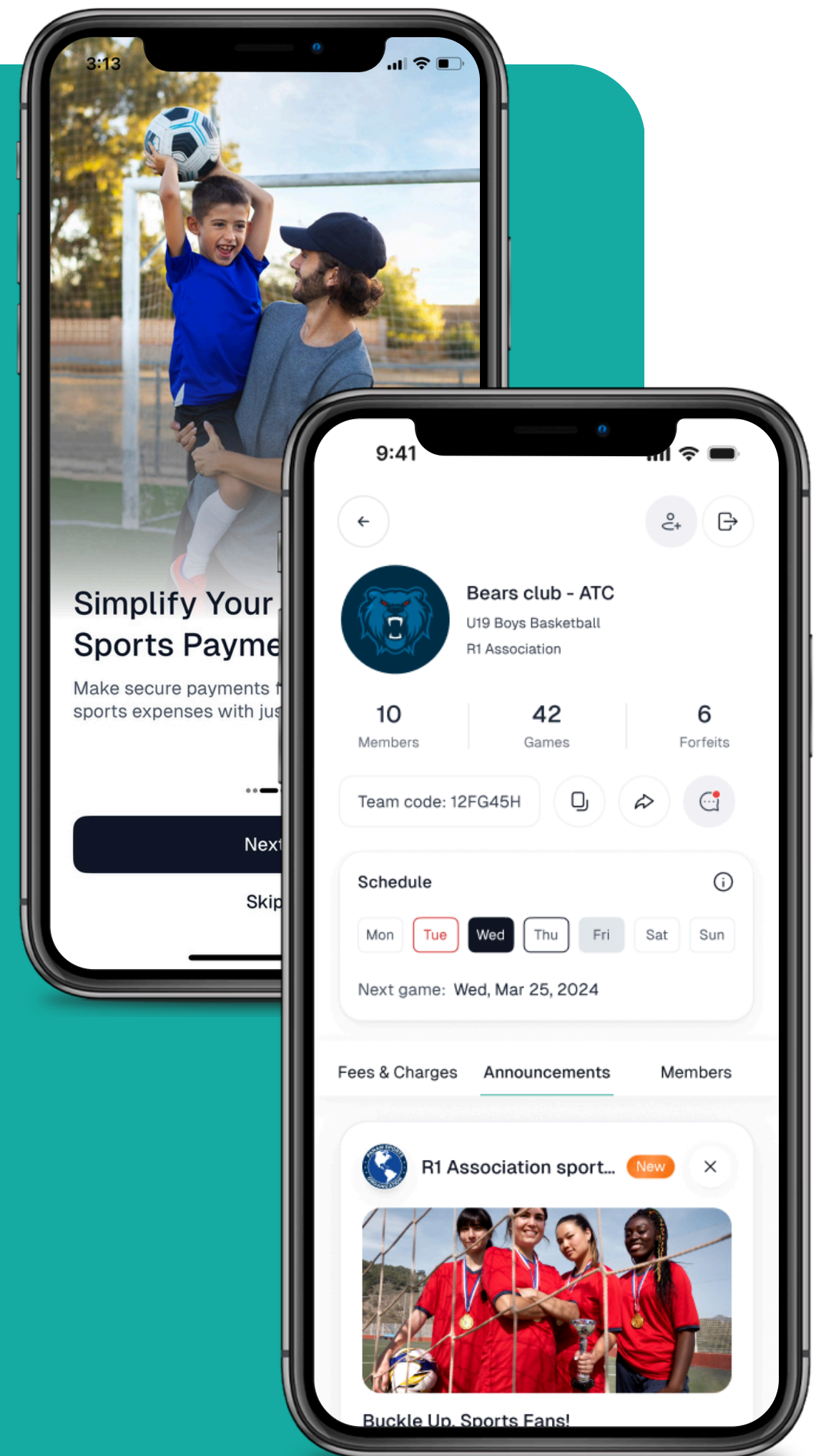
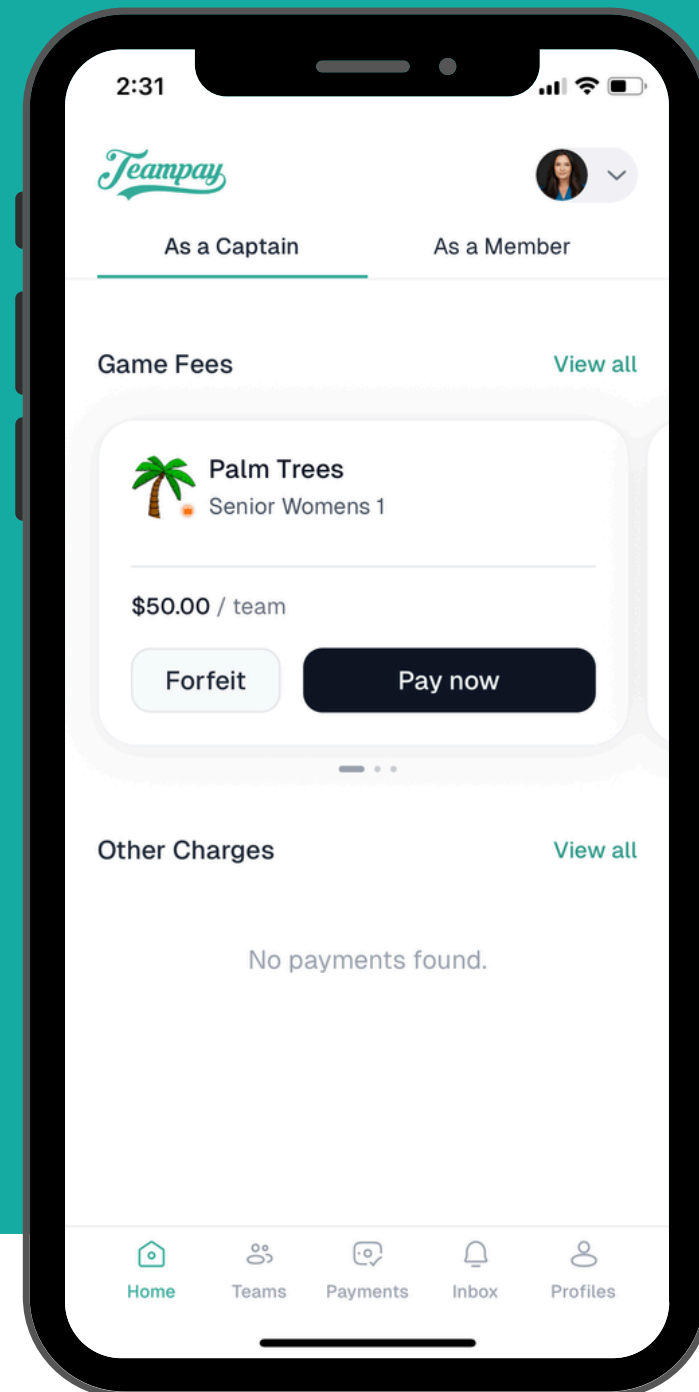




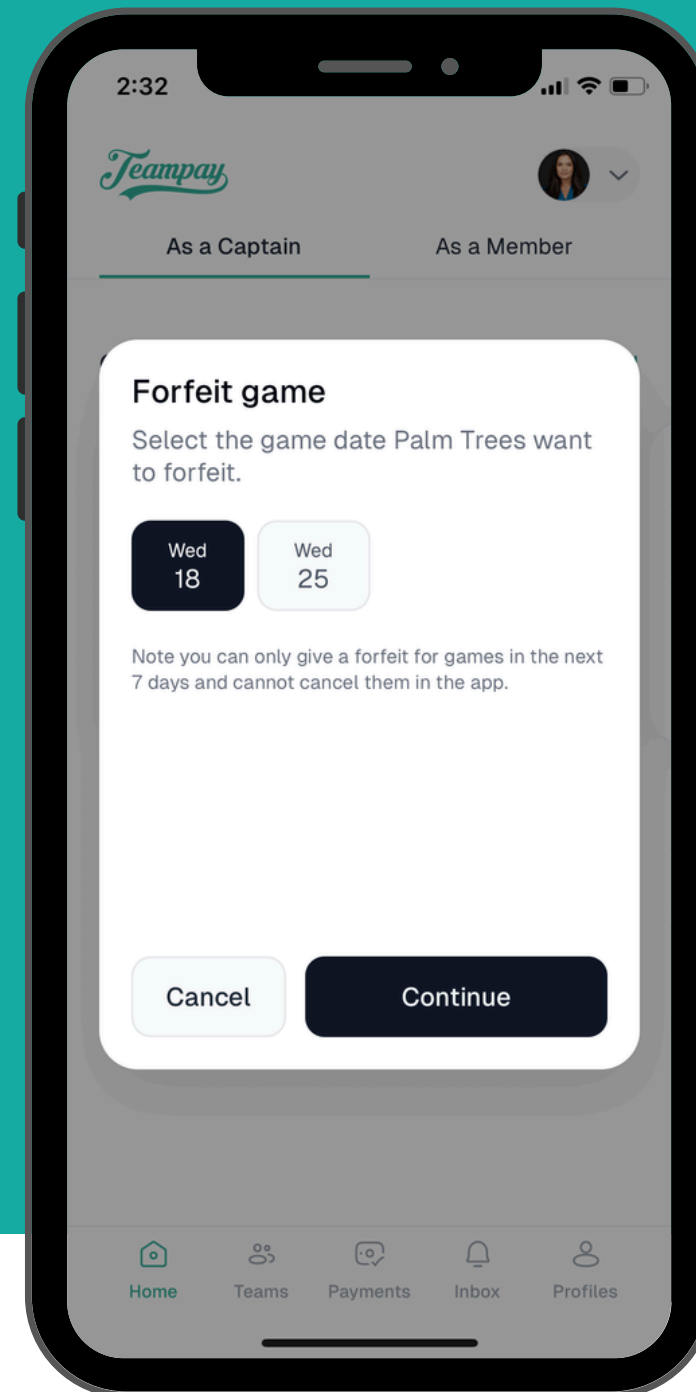
Forfeit Guide



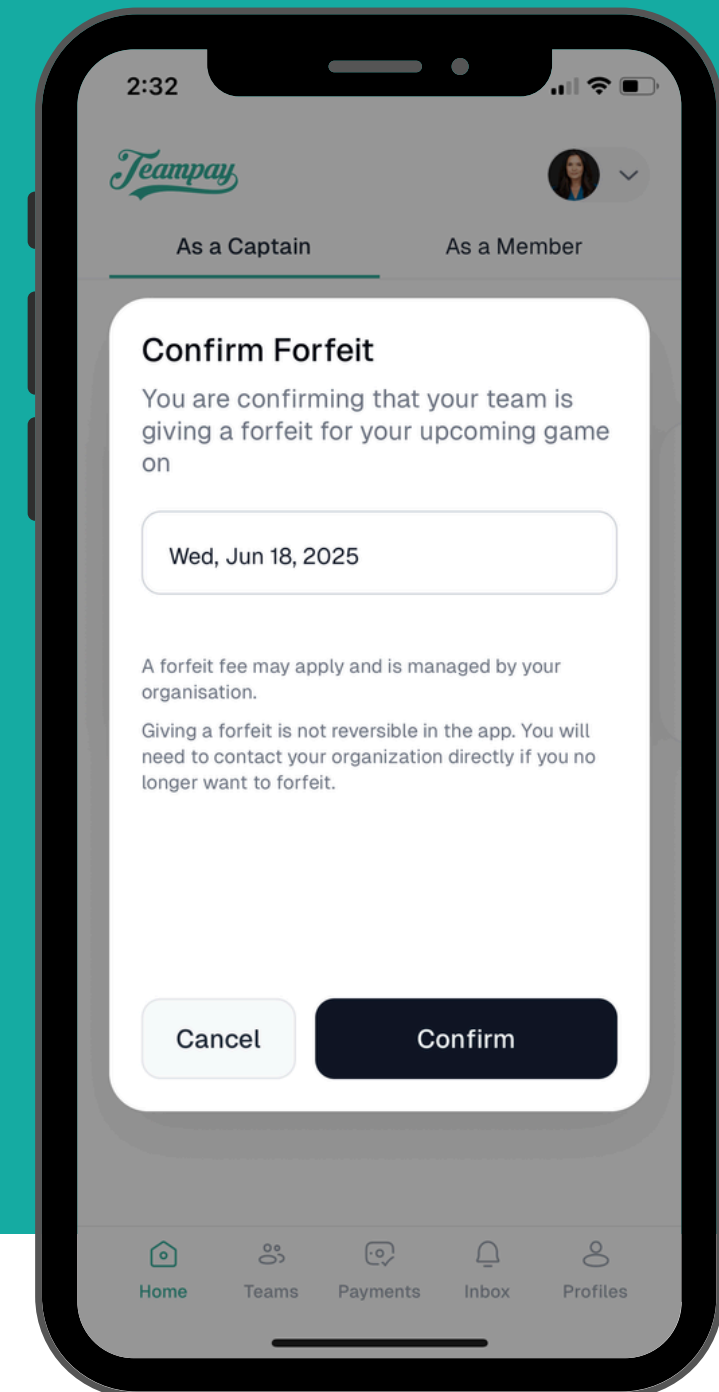
To give a forfeit



Begin by clicking the
'Forfeit' button

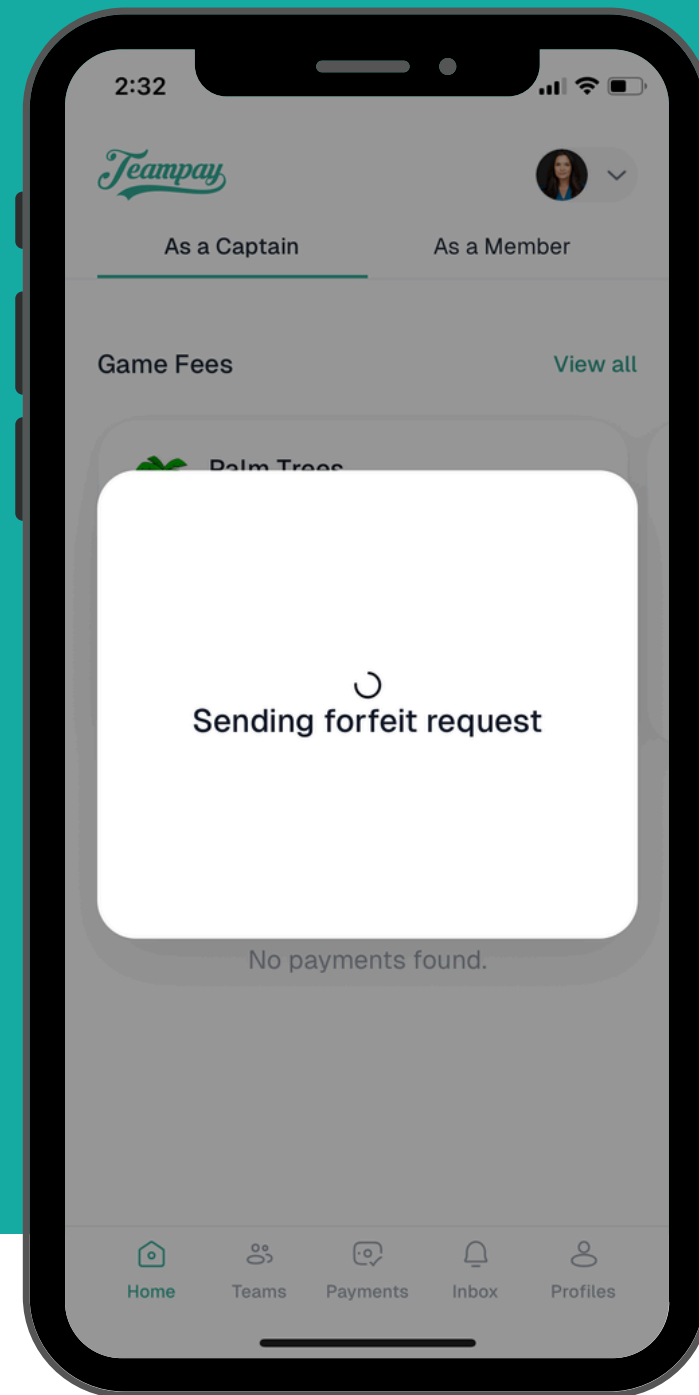


You can then select the date for
the game you would like to
forfeit

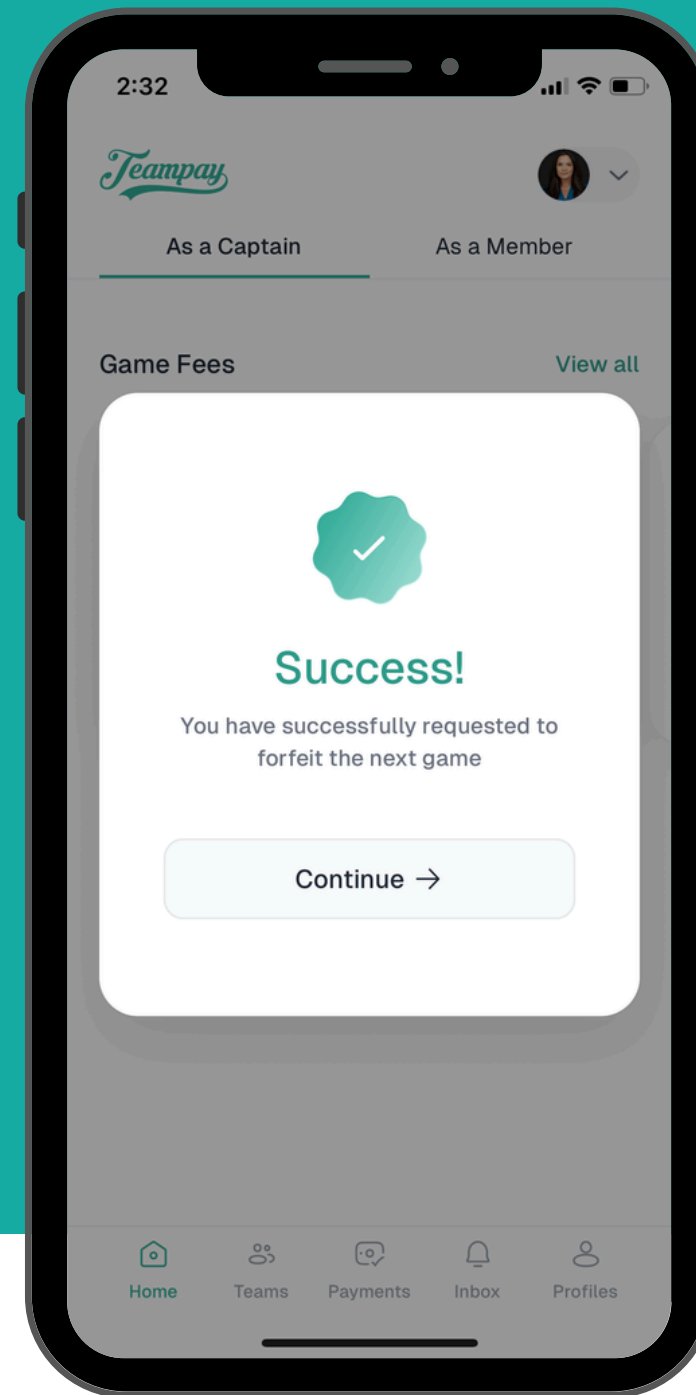


Before confirming you are giving
a forfeit, you are notified that
this can't be undone in the app

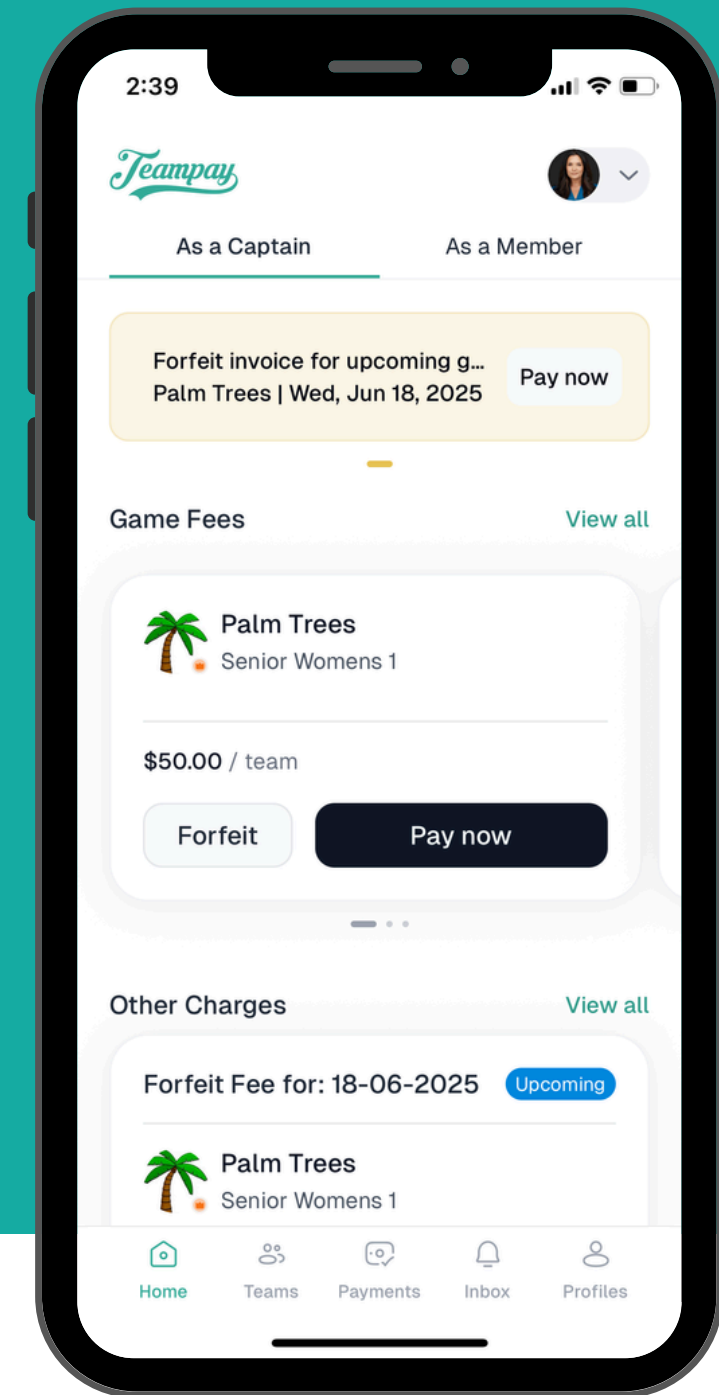
To give a forfeit



The forfeit request will then be sent to your organisation



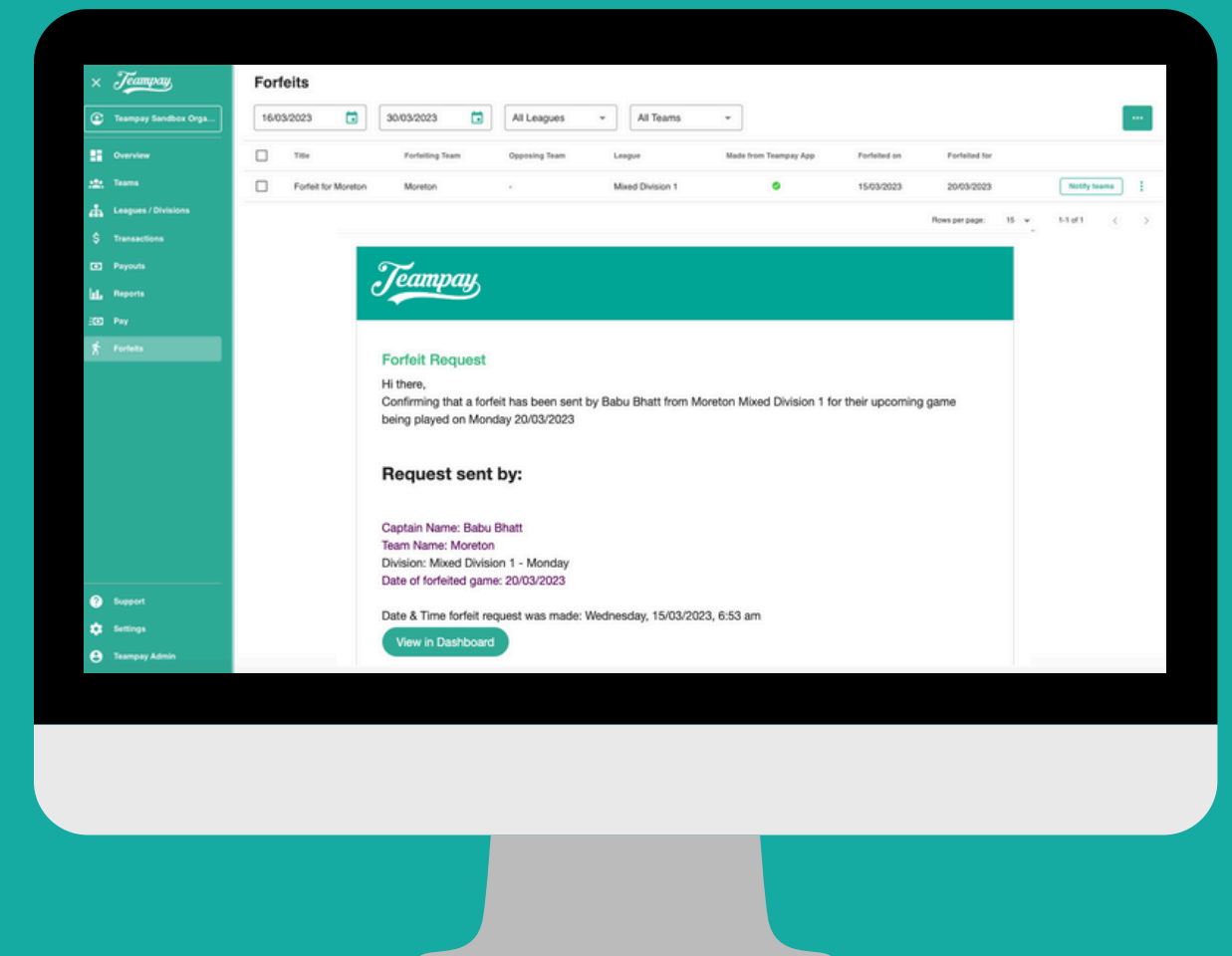
A successful screen will display to confirm to that the forfeit has been given



The forfeit will then appear in your app

Opposition and organisation notified

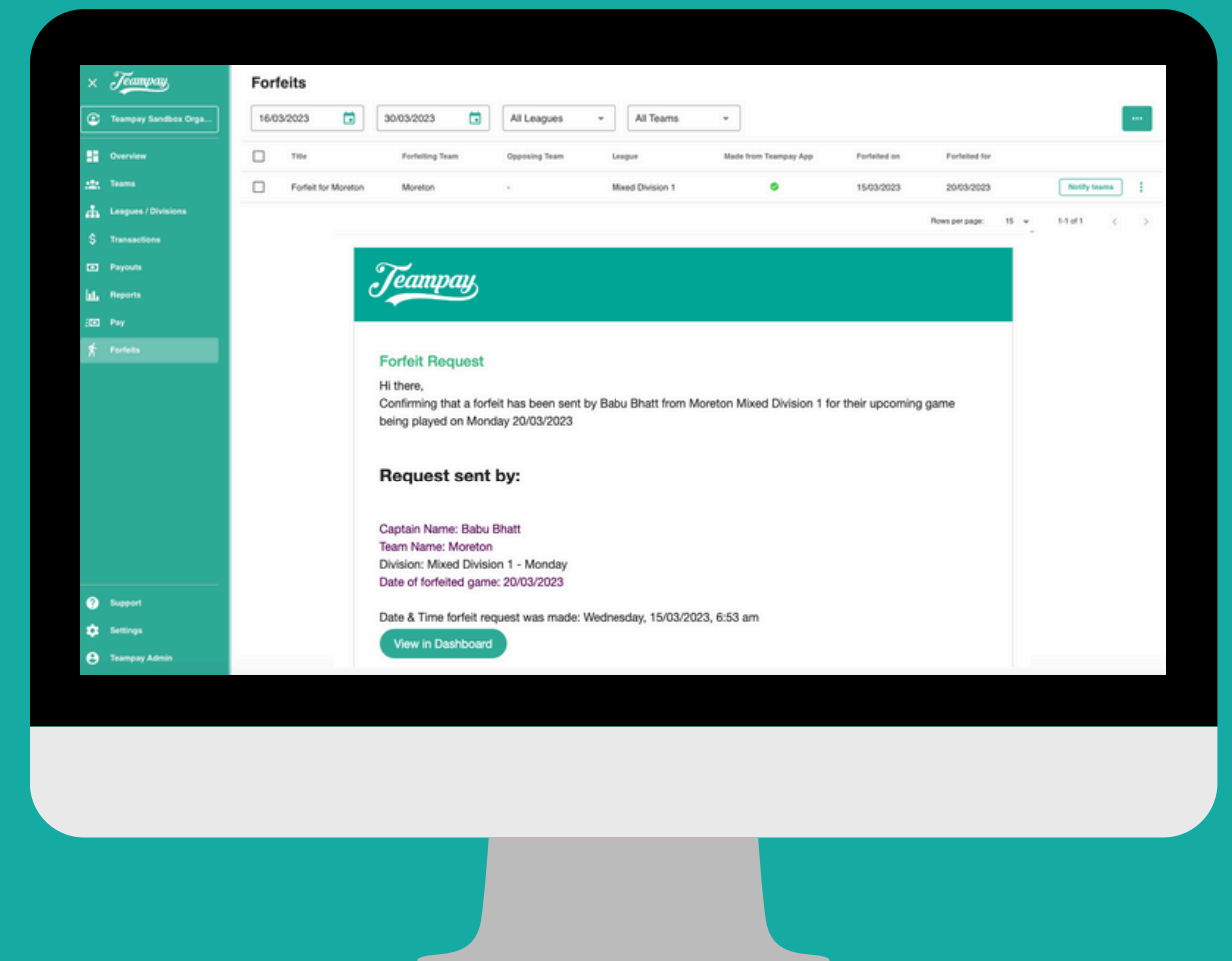
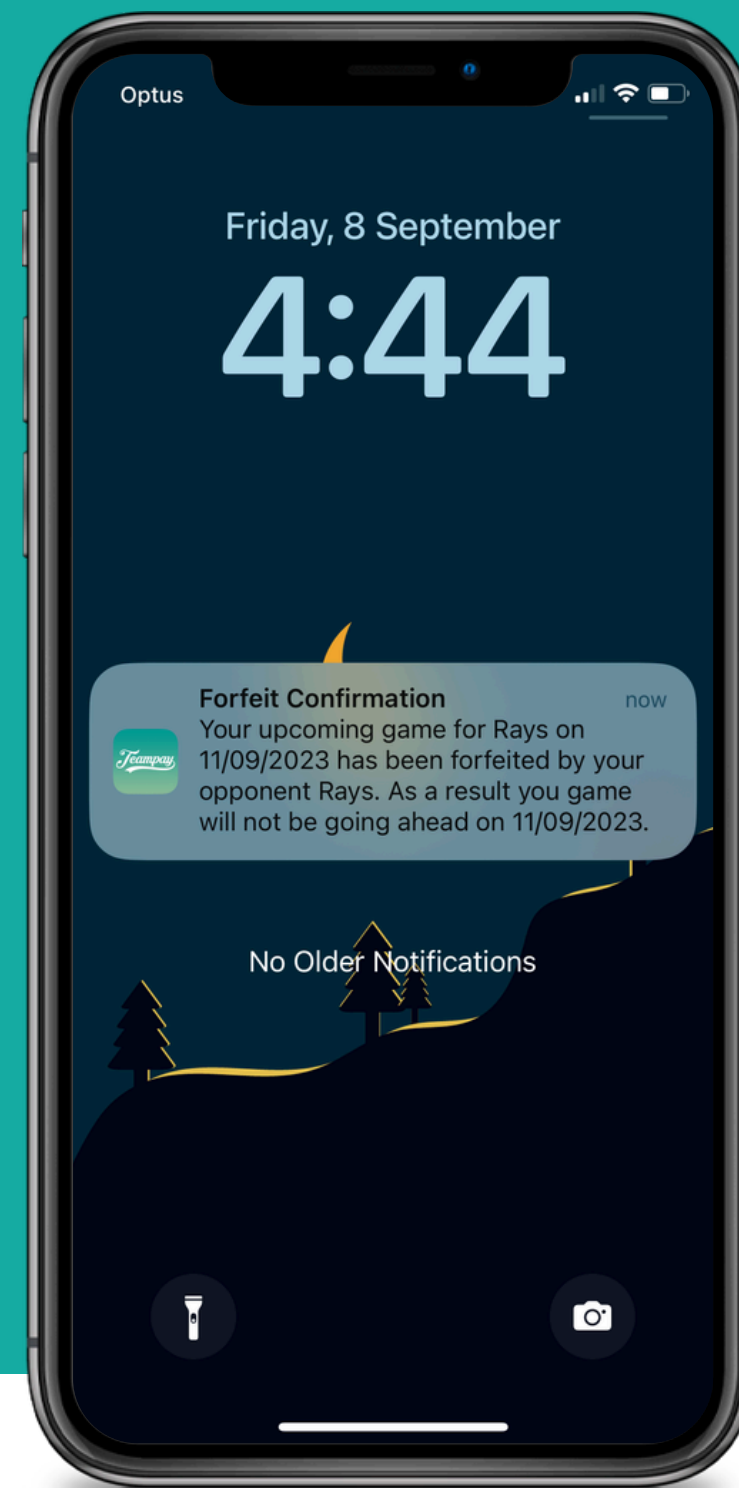
Both your organisation and the opposition team you are versing that week will be notified immediately that your team has submitted a forfeit for their game
Please note the time of the forfeit request is time stamped so they can see exactly when the forfeit was given



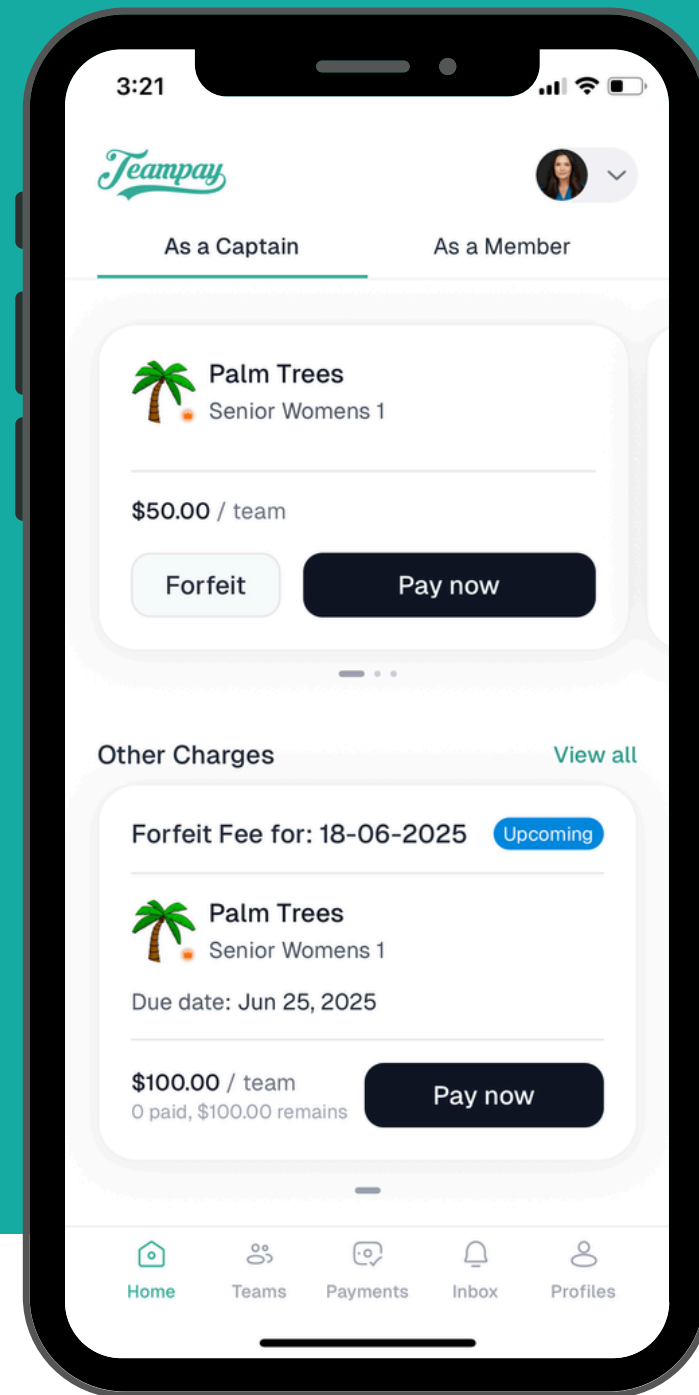
How you are notified

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

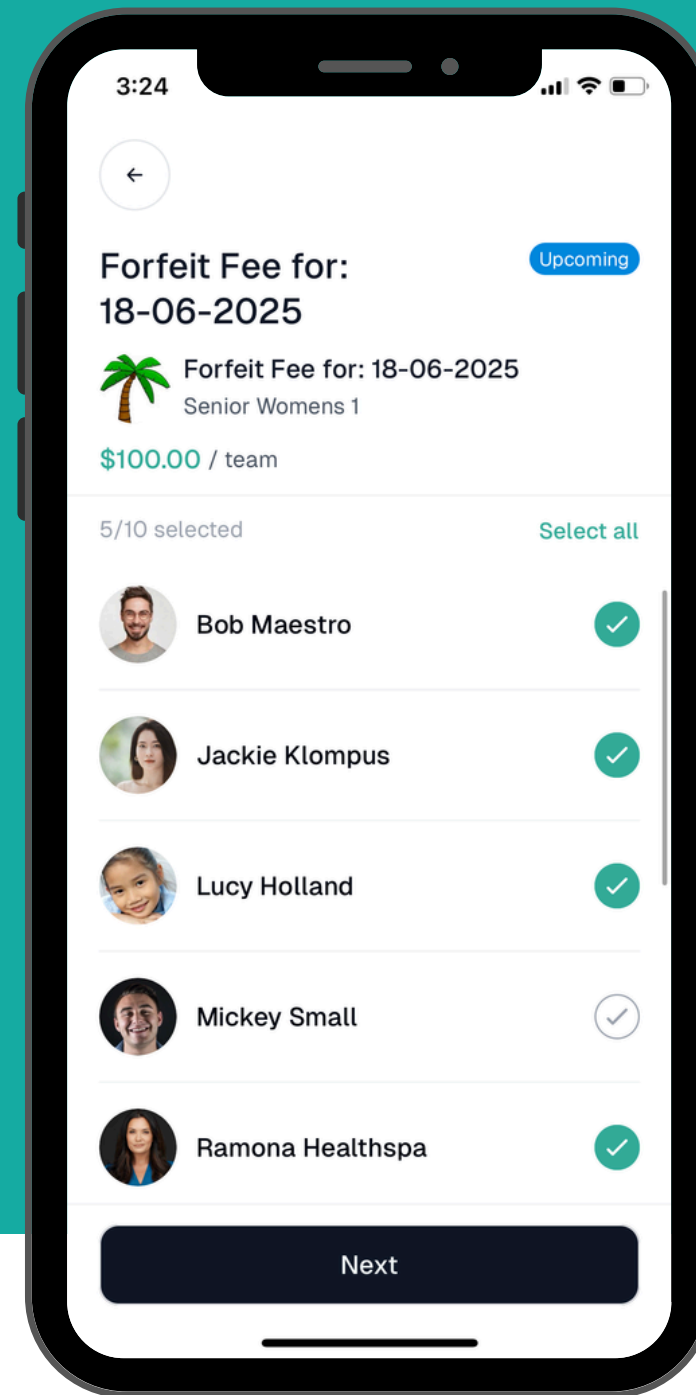
Remember to still let all your teammates know that the game has been forfeited



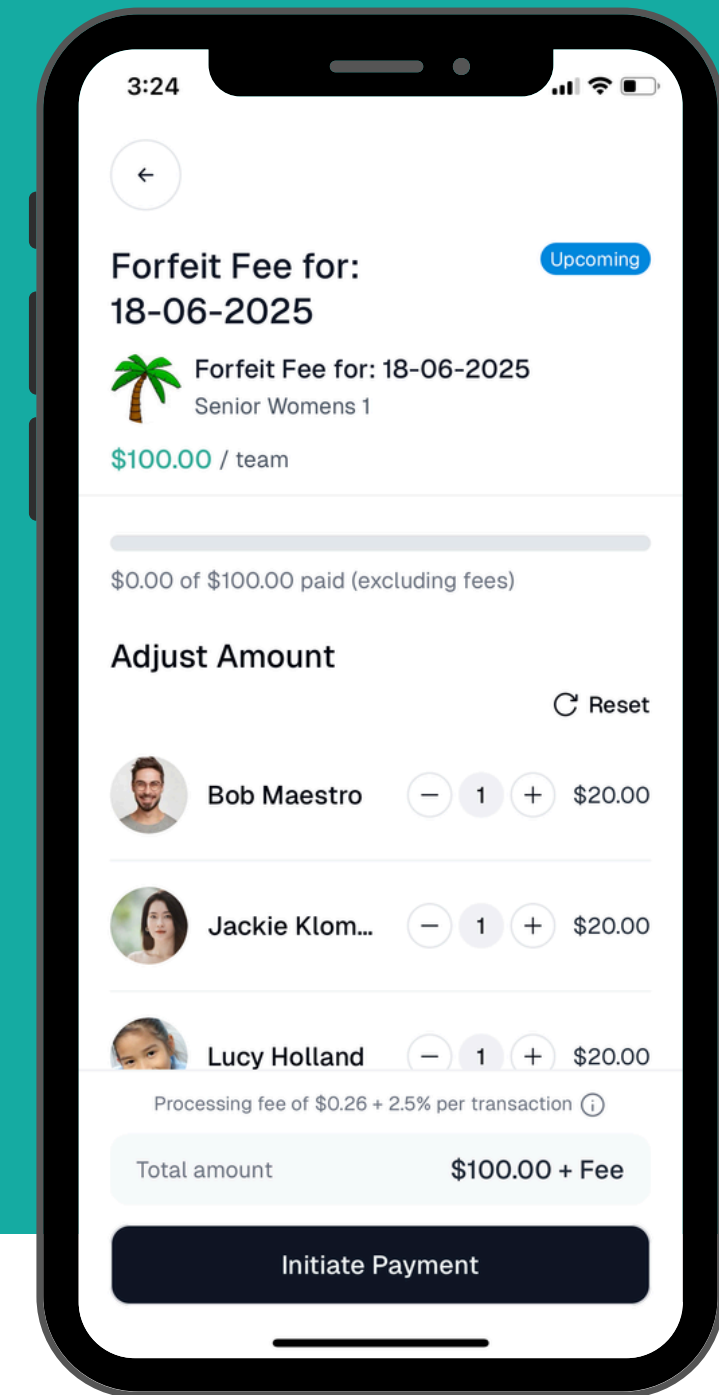
Paying your forfeit fee



Click on the forfeit fee charge directly below the Other Charges. Select 'Pay Now'



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



When ready you can select the 'Initiat Payment' 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

