

Forfeit Instructions for teams



Optus

Friday, 8 September

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Notification Centre

Forfeit Confirmation 11m ago Your upcoming game for Flamingos on *Tanganger* 11/09/2023 has forfeited. As a result you game will not be going ahead on 11/09/2023.

To give a Forfeit





Select

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



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



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Choose Date



3

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





Sending

The forfeit request will then be sent to your organisation



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





Successful



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



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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





Forfeit Request

Hi there,

Confirming that a forfeit has been sent by Carl Fargman from Flamingos Men Division 1 for their upcoming game being played on Monday 20/03/2023

Request sent by:

Captain Name: Carl Fargman Team Name: Flamingos Division: Men Division 1 - Monday Date of forfeited game: 20/03/2023

Date & Time forfeit request was made: Wednesday, 15/03/2023, 1:37 am

View in Dashboard

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



Forfeit Request

Hi there,

Confirming that a forfeit has been sent by Carl Fargman from Flamingos Men Division 1 for their upcoming game being played on Monday 20/03/2023

Request sent by:

Captain Name: Carl Fargman Team Name: Flamingos Division: Men Division 1 - Monday Date of forfeited game: 20/03/2023

Date & Time forfeit request was made: Wednesday, 15/03/2023, 1:37 am

View in Dashboard

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





Select

Click on the forfeit fee charge directly below your team name



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



Choose

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

Charge



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



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