

Setting Up Match Fee Online (via Website)

Overview

The Match Fees feature allows Webmasters and Team Admins to request payment for a specific match fee.

When allocating players selected for a game, the admin can select a match fee variant (We currently don't offer this as it is the same for everyone).

Manage match fees on a fixture

Step-by-step guide:

- Go to your club control panel
- Click '**Teams**' from the left-hand menu
- Click on a team from the sub-menu
- Locate a fixture and click '**Match Centre**'
- Click '**Match Fees**'
- Click '**Use Team Selection**' to use the existing team selected for the game or click '**Players**' to select existing players without creating a team selection

Prompt players for payment

Step-by-step guide:

- Go to your club control panel
- Click '**Teams**' from the left-hand menu
- Click on a team from the sub-menu
- Locate a fixture and click '**Match Centre**'
- Click '**Match Fees**'
- Review the players selected and amounts requested
- Click '**Send**' to request payment from players selected

Track who has paid

Step-by-step guide:

- Go to your club control panel
- Click '**Teams**' from the left-hand menu
- Click on a team from the sub-menu
- Locate a fixture and click '**Match Centre**'
- Click '**Match Fees**'
- View the match fee payment for each player selected
- If a player has yet to pay, click on their name
- Click '**Request**' to prompt the player for payment again

Mark a manually collected payment

Step-by-step guide:

- Go to your club control panel
- Click '**Teams**' from the left-hand menu
- Click on a team from the sub-menu
- Locate a fixture and click '**Match Centre**'
- Click '**Match Fees**'
- Click on the player's name
- Click '**Paid cash**'
- Click '**Confirm**'