

# FC Abbey Meads TeamFeePay Guide For Coaches



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Issued To:	All Team Managers, Coaches and Assistant Coaches



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## TeamFeePay Guide For Coaches

This guide has been produced for all coaches and managers who wish to sign-up their children to FC Abbey Meads for the 2023/24 Season.

Setting up an account is free and easy, please follow the steps in the rest of this guide below.

### **Before you start**

Before you complete the form, please have these details to hand:

- 1). Your FA Number (FAN) and those of the children you are registering. These can be found on your account at <https://myaccount.thefa.com>
- 2). A recent photograph of your child, head and shoulders only in front of a plain background. Please have it resized and ready to upload.
- 3). Identity Documents – we require a photograph of the child's passport or birth certificate. Please have this ready to upload
- 4). Doctors' details – please have ready your doctor's name and telephone number
- 5). Any medical issues – please enter in any medical issues that the club need to know about

You will also be asked to nominate an emergency contact so please have these to hand as well.





# TeamFeePay Guide For Coaches

## Step 1). Setting Up An Account

The link you have been given will take you to the FC Abbey Meads registration portal for TeamFeePay.

You will have 2 options, either creating a New User (default setting) or logging in as an Existing User (see section XXX).

FC Abbey Meads

FC Abbey Meads , U10 Blue, U10 Blue  
Signup & Membership Fees

New User Existing User

**Parent or Guardian?**

If you are a parent or guardian registering for a TeamFeePay account to manage memberships for one or more children, then please enter your details on this screen.

Details of the children will be entered on later screens.



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# TeamFeePay Guide For Coaches

The screenshot shows the mobile app interface for FC Abbey Meads. At the top, there is a hamburger menu icon and the club's logo and name. Below this, the text 'FC Abbey Meads, U13 Purple' is displayed. The main content is a registration form with the following fields:

- First name \***: Input field containing 'Justin'.
- Last name \***: Input field containing 'Gale'.
- Email \***: Input field containing 'justingale@hotmail.co.uk'.
- Password \***: Input field containing 'M7.j!enKHBX55\*g'.
- Password confirmation \***: Input field containing 'M7.j!enKHBX55\*g'.

Below the password fields, a message states: 'FC Abbey Meads requires the following additional information about you'. This is followed by a **Date of birth \*** field with a placeholder 'dd/mm/yyyy' and a calendar icon.

At the bottom of the form is a blue button labeled 'Create User'.

## Step 1). Setting Up An Account

This first section is for you, the parent/guardian, to create an account.

Please complete the fields as shown on the screen.

Make a note of the password you use for future reference.



## TeamFeePay Guide For Coaches

Registration form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees

Are you a parent/guardian registering a child? \*

No

Continue

Step 2).

Please select Yes from this dropdown to indicate that you are a parent/guardian who wishes to register a child



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## TeamFeePay Guide For Coaches

The screenshot shows the mobile app interface for FC Abbey Meads. At the top, there is a navigation bar with a hamburger menu icon, the club logo, the name 'FC Abbey Meads', a notification bell icon, and a user profile icon. Below the navigation bar, a header text reads: 'Registration form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees'. There are two buttons: 'Registration form' (highlighted in blue) and 'Payment Info'. The main section is titled 'Parent/Guardian Details' with a sub-header 'Child's details are added below in Member Details'. The form contains the following fields: 'First name \*' with the value 'Jane'; 'Last Name \*' with the value 'Smith'; 'Email \*' with the value 'parentaccount@fcabbeymeads.com'; 'Mobile Phone \*' (empty); and 'Date of Birth \*' with the value '02/06/1992' and a calendar icon.

Step 3).

You will now begin to enter the players details.

At the top of the screen you will see, highlighted in blue, Registration Form and Payment Info. For more information on Payment Info, see Section XXX.

Under Parent/Guardian Details, please complete your Mobile Phone number in the box provided.



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## TeamFeePay Guide For Coaches

FC Abbey Meads

Registration form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees



### Member Details

FA Number \*

First Name \*

Last Name \*

Date of Birth \*

Email

Mobile Phone

Gender \*

Step 3).

All fields marked with an \* are required.

The FA Number for your child can be found by logging on to:

<https://myaccount.thefa.com>

If your child is brand new to football, please go to the same link above and create an account and add your child to generate your FA Number (also known as FAN).

Enter the player's First Name, Last Name, Date of Birth and Gender.






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## TeamFeePay Guide For Coaches

☰  FC Abbey Meads  

Registration form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees

**Member Address**

Street Address 1 \*

Street Address 2

Street Address 3



Street Address 4

Town / City \*

County / Region \*

Post Code \*

Country \*

Step 3).

Please now add the players address that they reside in mostly.

Note that fields marked with an \* are required.



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## TeamFeePay Guide For Coaches

FC Abbey Meads

Registration form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees

**Member Head and Shoulders Photo (Required)**



- Try to position the photo as per the illustration
- Use a recent image
- Use a coloured image (with a plain background)
- Take an original photograph
- Not a Scan
- Not a photograph of a passport photo
- Use jpg, jpeg or png formatted images

Upload Photo \*

Choose file No file chosen

Step 3).

The FA require a head and shoulders picture of each player.

Please read the instructions on the screen and take a photo of the player.

Note that we reserve the right to refuse a picture should the one used not be deemed suitable and your application will be rejected.

Use the Choose File button to select a photo from your phones library (or if using a laptop/desktop PC, your image library).



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## TeamFeePay Guide For Coaches

FC Abbey Meads

Registration form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees

### Member Identity Document (Required)

Any of the following are acceptable

- Passport
- Driving Licence
- Birth Certificate

Upload Document \*

Choose file No file chosen

Step 3).

We also require a photograph of the players Birth Certificate or Passport (to prove age).

Please use your device to take a picture and then click the Choose File button to upload it to the system.



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# TeamFeePay Guide For Coaches

FC Abbey Meads

Registration form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees

### Requirements

Consent for us to photograph the member? \*

Consent for us to use those photographs on social media? \*

Consent to receive medical treatment in an emergency? \*

### Allergies

Do not enter anything if there aren't any

### Disabilities

Do not enter anything if there aren't any

### Medical conditions

Do not enter anything if there aren't any

### Declared Learning Disability

(e.g. Autism/ADHD/Global Developmental Delay), do not enter anything if there isn't

Step 3).

Please now read the following statements carefully. All fields with an \* are required.

Please enter any Allergies, Disabilities, Medical Conditions and/or Declared Learning Disability in the relevant boxes.



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## TeamFeePay Guide For Coaches

Registration form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees

### Doctor's details

Doctor's Name \*

Doctor's Phone Number \*

Step 3).

Please enter a doctor's name and phone number. If you do not have a specific doctors name, please enter the practice name that they are registered to.

### Emergency Contacts

At least one contact is required

+ Add a Contact

We need at least one emergency contact for each player. Click the Add A Contact Button to enter the details.

This emergency contact must be a different person to the parent/guardian details already registered.



# TeamFeePay Guide For Coaches

**Emergency Contacts**  
At least one contact is required


First Name \*


Last Name \*



Email

Mobile Phone \*

Home Phone

 Remove

 + Add a Contact

Step 3).

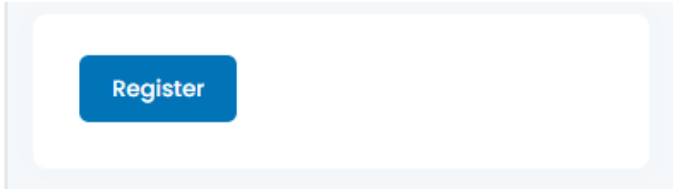
All fields marked with a \* are required.

If you wish to add another contact, please click the Add a Contact button.





## TeamFeePay Guide For Coaches



Step 4).

Once you are happy to proceed, please click the Register button.



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## TeamFeePay Guide For Coaches

Step 5).

Now you must choose the team to register your child to. Please select from the list in the drop down.

PLEASE TAKE CARE TO ENSURE YOU ARE SELECTING THE CORRECT TEAM.

IF YOU ARE U10 BLUE, SELECT U10 BLUE AND NOT U10 BLUE GIRLS!

Step 6).

To ensure you incur no fees, please select Coaches Only: Free Plan

If you are a Team Assistant Coach, please select the Coaches Only: Free Plan and your payment plan will be adjusted with the 50% discount as agreed previously.



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## TeamFeePay Guide For Coaches

Coaches Only: Free Plan

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Total Payable: £0.00

Join Plan

Step 8).

Please now click Join Plan.

FC Abbey Meads

### Required documentation

FCAM Code of Conduct For Parents/Carers/Supporters	FC Abbey Meads Code of Conduct for Parents/Carers/Supporters
FCAM Code of Conduct For Players	FC Abbey Meads Code of Conduct For Players
FCAM Equal Opportunities Policy	FC Abbey Meads Equal Opportunities Policy
FCAM Membership Fees and Fines	FC Abbey Meads Membership Fees and Fines
FCAM Safeguarding Children Policy	FC Abbey Meads Safeguarding Children Policy
FCAM Social Media Policy	FC Abbey Meads Social Media Policy

Showing 1 to 8 of 8 entries

First Previous **1** Next Last

Accept All

Step 9).

You will now be required to read and agree to Club Documentation, including the club constitution, codes of conduct and other important documents.

Once you have had the opportunity to read these, click Accept All.

Our Terms of Membership are that all these are agreed to .



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## TeamFeePay Guide For Coaches

The screenshot shows the mobile app interface for FC Abbey Meads. At the top, there is a hamburger menu icon, the club logo, the name 'FC Abbey Meads', a notification bell, and a profile icon. Below this is a header 'Add more members'. The main content area contains a question: 'Do you want to add more members at this time? \*'. Below the question is a dropdown menu with a downward arrow. The dropdown menu is open, showing two options: 'Yes' and 'No'. At the bottom of the dropdown menu is a blue button labeled 'Continue'.

Step 10).

If you have more than one child to register, you are able to say yes or no to this on this screen. Please make your selection and then click Continue.

The screenshot shows the mobile app interface for FC Abbey Meads. At the top, there is a hamburger menu icon, a notification bell, and a profile icon. Below this is a header 'Payment Cards | Justin Gale | Payment Cards'. The main content area contains a text block: 'You must add your payment card to complete your membership sign-up. Your card details will be stored securely on Stripe.com, and will not be made available to TeamFeePay or any of our partners.' Below this text is a blue button with the Stripe logo and the text 'Add a new card'.

Step 11).

In order to complete your registration, we just need to verify your information by storing your card details. FC Abbey Meads does not store these directly, these are stored via Stripe and we have no access to them.



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## TeamFeePay Guide For Coaches

The screenshot shows the 'Team Fee Pay' app interface. At the top left is a back arrow and the 'Team Fee Pay' logo. Below this are two buttons: a black 'G Pay' button and a green 'Pay with link' button with a right-pointing arrow. Underneath these is the text 'Or enter payment details'. A text input field for 'Email' contains the address 'justingale@hotmail.co.uk'. The section 'Save card information' follows, with a sub-section 'Card information'. This includes a card number field with '1234 1234 1234 1234' and icons for VISA, Mastercard, American Express, and Discover. Below the card number are fields for 'MM / YY' and 'CVC', with a small card icon to the right. A 'Name on card' text input field is empty. Below that is a 'Country or region' dropdown menu showing 'United Kingdom' with a downward arrow. A 'Postal code' text input field is empty. At the bottom of the form is a checkbox labeled 'Securely save my information for 1-click checkout' with the subtext 'Pay faster on Team Fee Pay and everywhere Link is accepted.' Below the checkbox is a large purple button labeled 'Save card'.

Step 11).

Complete the form as instructed. If you have G Pay or Apple Pay, you will see these logos to login to these services.

Once you completed, please click Save Card.

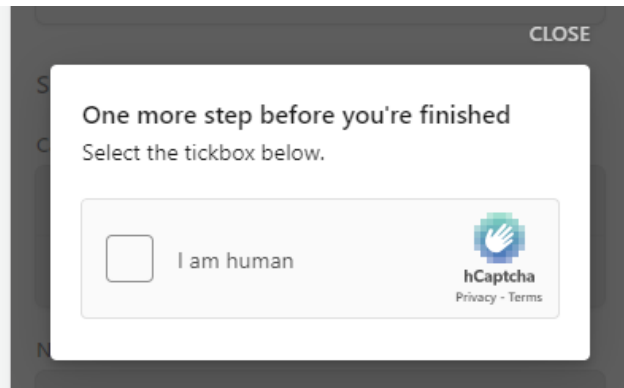


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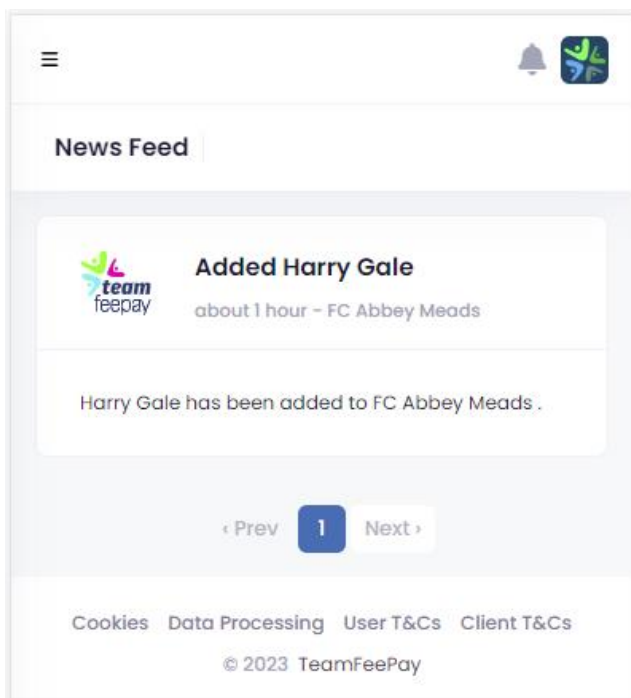


## TeamFeePay Guide For Coaches



Step 12).

You may be asked to verify you are human, please follow the instructions.



Step 13).

You should then see a confirmation screen that the player has been added to the team.

No email confirmation will be sent but you are able to login to your account to view details.



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