

# FC Abbey Meads Team Fee Pay Guide For Parents



Author(s)	Justin Gale
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# TeamFeePay Guide For Parents

This guide has been produced for all parents and guardians 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 doctors 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 Parents

We are using the TeamFeePay platform, which stores your credit or debit card details securely and processes the monthly fees directly, on the 1<sup>st</sup> of every month.

Setting up an account is free and easy, please follow the steps below.

### Step 1). Setting Up An Account

Your Team Manager will have given you a unique link which will take you to your Team Registration Page (note: please ensure your team name is at the top of the page, i.e. U10 Blue, before proceeding).

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?**

*i* 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 Parents

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 form area contains several input fields: 'First name \*', 'Last name \*', 'Email \*', 'Password \*', and 'Password confirmation \*'. Below these fields, a bolded message states: 'FC Abbey Meads requires the following additional information about you'. Underneath this message is a 'Date of birth \*' field with a placeholder 'dd/mm/yyyy' and a calendar icon. At the bottom of the form is a blue 'Create User' button.

## Step 2). 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.



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## TeamFeePay Guide For Parents

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 3).

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 Parents

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 social media 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'. Below this is a section 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 11.

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





## TeamFeePay Guide For Parents

The screenshot shows a 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 social media icon. Below the navigation bar, the title of the form is 'Registration Form for FC Abbey Meads as part of the U10 Blue team with the payment plan U10 Blue Signup & Membership Fees'. The main content area is titled 'Member Details' and contains several input fields: 'FA Number \*' (empty), 'First Name \*' (empty), 'Last Name \*' (containing 'Smith'), 'Date of Birth \*' (with a date picker showing 'dd/mm/yyyy'), 'Email' (empty), 'Mobile Phone' (empty), and 'Gender \*' (with a dropdown arrow).

Step 4).

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 Parents

☰  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 5).

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 Parents

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 6).

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 phone's library (or if using a laptop/desktop PC, your image library).



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## TeamFeePay Guide For Parents

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 7).

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 Parents

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 8).

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 Parents

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 9).

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.



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# TeamFeePay Guide For Parents

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


First Name \*


Last Name \*



Email

Mobile Phone \*

Home Phone

 Remove

 Add a Contact

Step 10).

All fields marked with a \* are required.

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





# TeamFeePay Guide For Parents

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

### Payment Plan - U10 Blue Signup & Membership Fees

Date	Amount
Sign-up Payment (Due Immediately)	£30.00
01/08/2023	£28.00
01/09/2023	£28.00
01/10/2023	£28.00
01/11/2023	£28.00
01/12/2023	£28.00
01/01/2024	£28.00
01/02/2024	£28.00
01/03/2024	£28.00
01/04/2024	£28.00
01/05/2024	£28.00

Step 11).

The Payment Info tab gives you a break down of the registration fee and the monthly fees with the date they will be collected.



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## TeamFeePay Guide For Parents

Register

Step 12).

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



## TeamFeePay Guide For Parents

Join a Plan

Select a Season

Season \*

2023/2024 Season

Select a Team

Team

U13 Purple

Select a Payment Plan

Payment Plan

[Cookies](#) [Data Processing](#) [User T&Cs](#) [Client T&Cs](#)

Step 13).

Under Select A Team, please ensure that you have selected the team your child is playing in for the 2023/24 Season.

Unfortunately, we are not able to group these up so please scroll the list until you find the team that your child is registering for.

From Select a Payment Plan, please choose Registration Fee & Membership Fees.

U12 Superstars and Mini Meads are separate memberships.

Once you have selected the plan, a button will appear saying Join Plan.



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## TeamFeePay Guide For Parents

The screenshot shows the FC Abbey Meads website interface. At the top, there is a navigation bar with the club's logo, the name 'FC Abbey Meads', a notification bell, and a user profile icon. Below this is a section titled 'Required documentation' which contains a list of 8 items. Each item consists of a document title and a brief description. At the bottom of the list, there is a pagination control showing 'Showing 1 to 8 of 8 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'. A large blue button labeled 'Accept All' is positioned at the bottom of the page.

Document Title	Description
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

Step 14).

You will now be required to read and accept all the documents that the club require you to do so. Please take some time to read these and understand that your membership agrees with these policies.

Once you are happy to proceed, please click Accept All.



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## TeamFeePay Guide For Parents

FC Abbey Meads

Add more members

Do you want to add more members at this time? \*

Yes

No

Continue

Step 15).

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.

Payment Cards | Justin Gale | Payment Cards

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.


stripe Add a new card

Step 16).



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.



## TeamFeePay Guide For Parents



←






 

Or enter payment details

Email

**Save card information**

Card information

<input type="text" value="1234 1234 1234 1234"/>		   
<input type="text" value="MM / YY"/>	<input type="text" value="CVC"/>	

Name on card

Country or region

▼

**Securely save my information for 1-click checkout**  
Pay faster on Team Fee Pay and everywhere Link is accepted.

Step 17).

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.

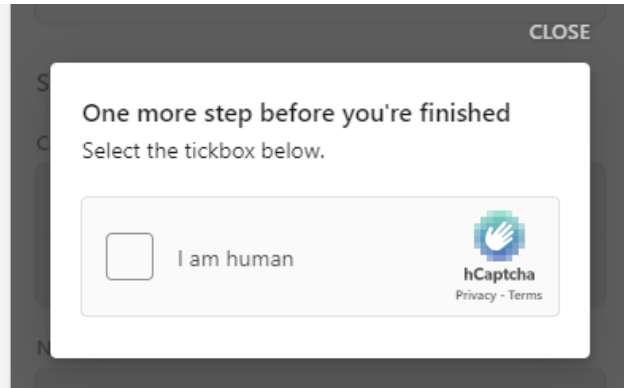


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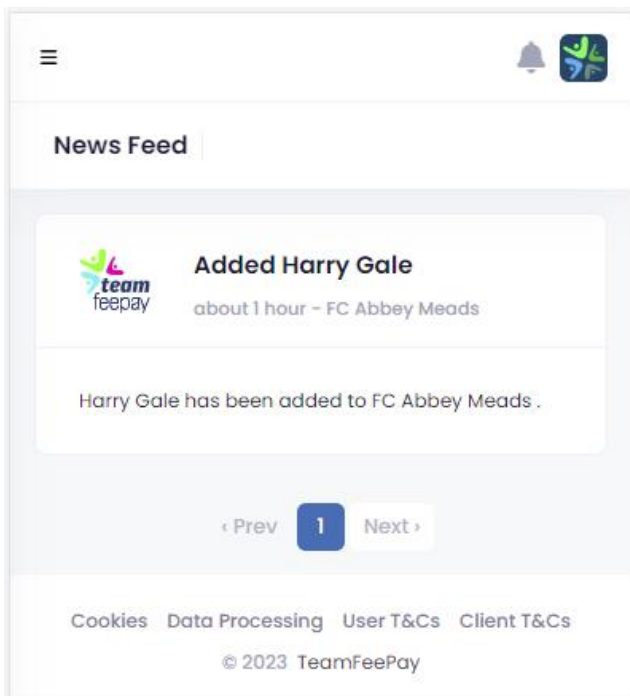


## TeamFeePay Guide For Parents



Step 18).

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



Step 19).

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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