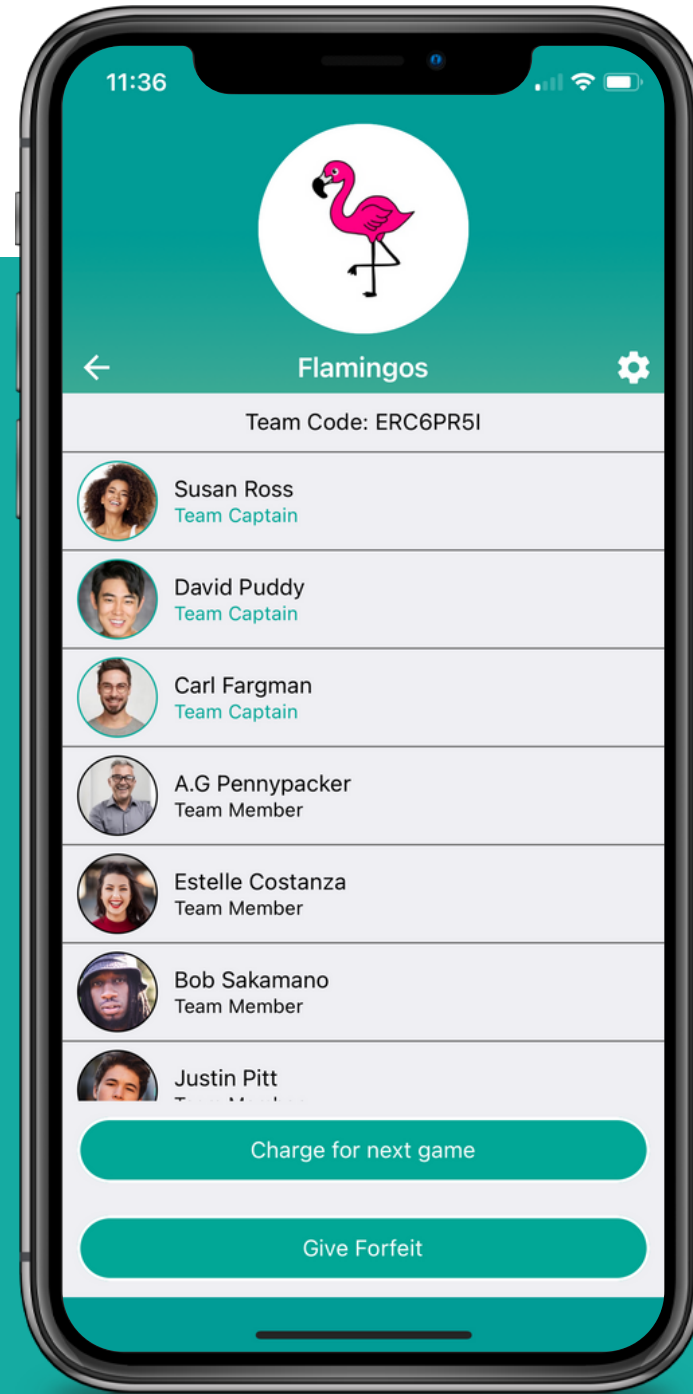




Forfeit Instructions for teams



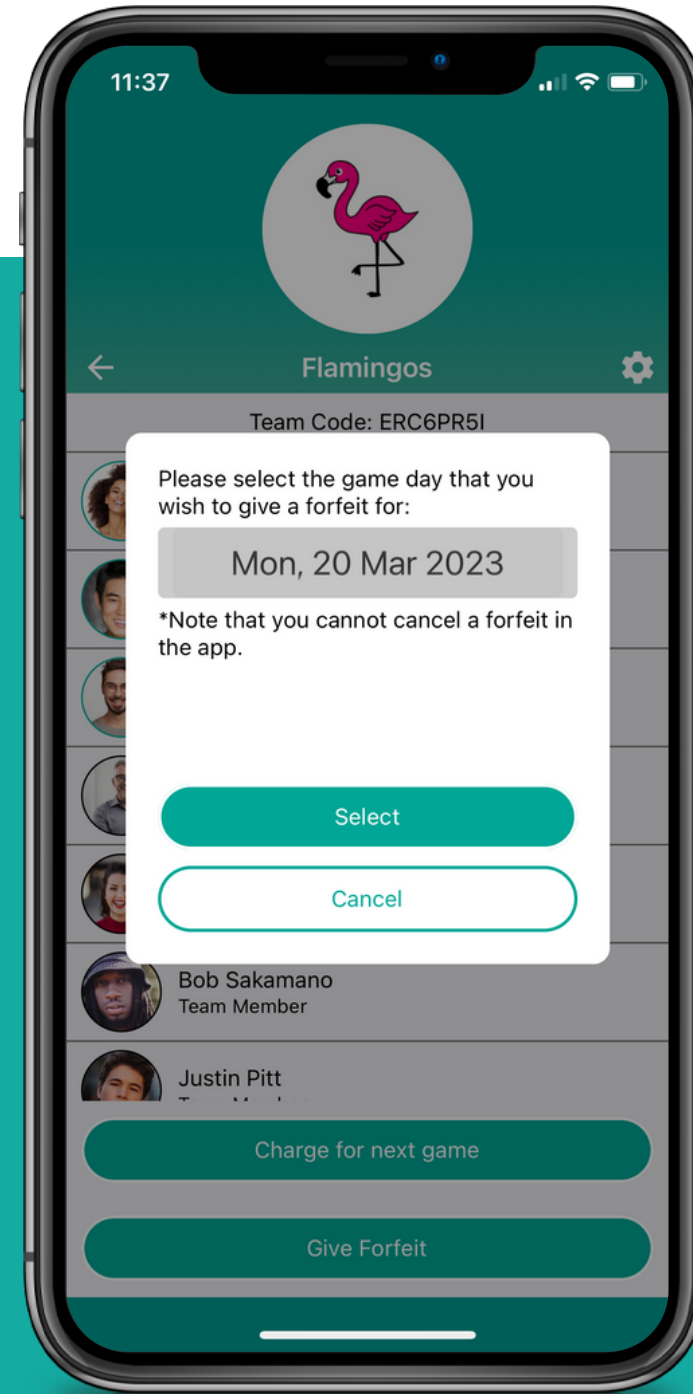
To give a Forfeit



1

Select

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

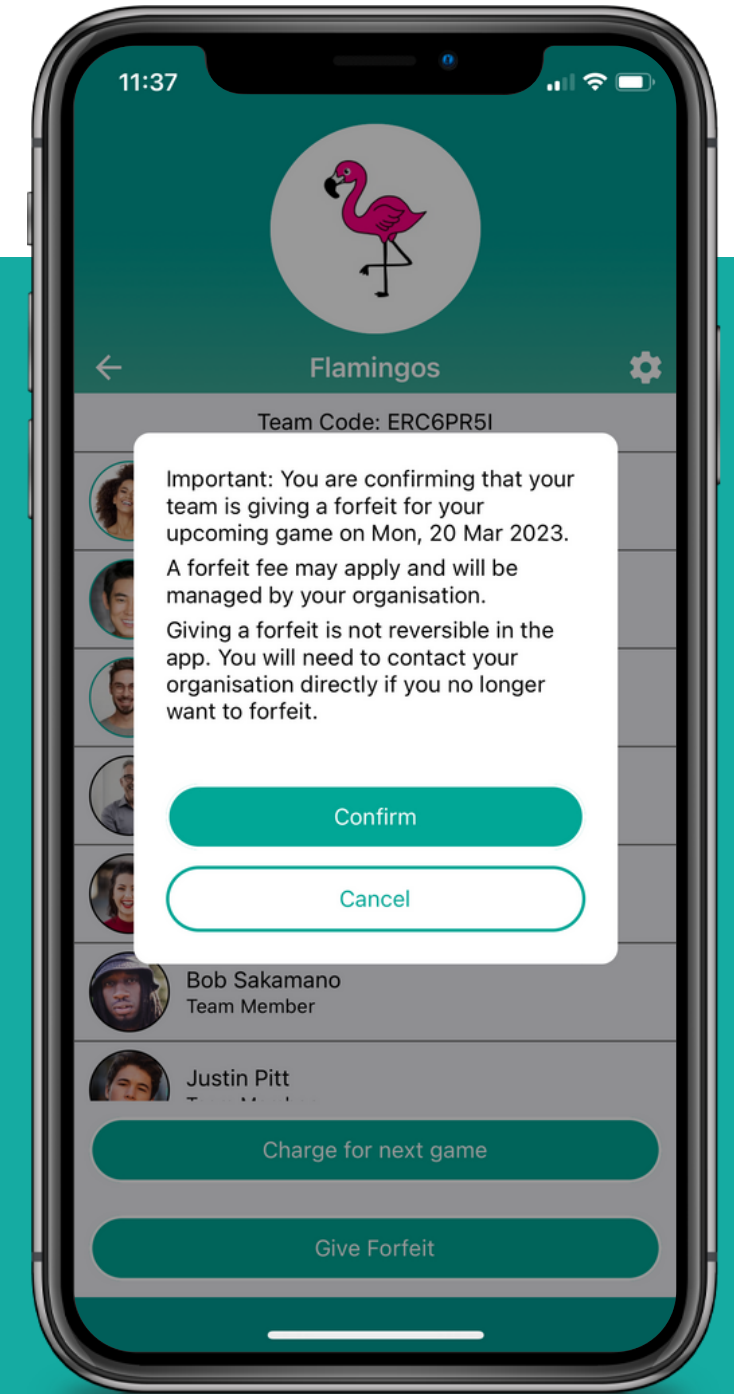


2

Choose Date

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



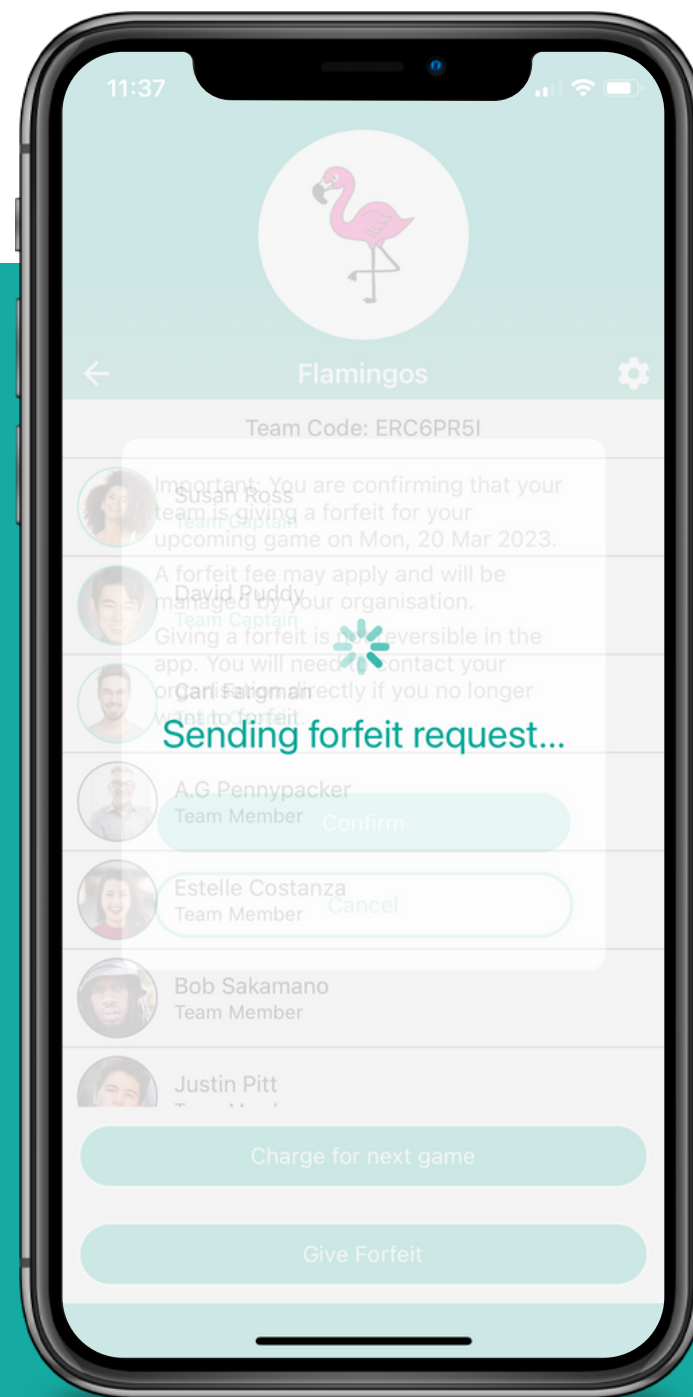
3

Confirm

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

How It Works

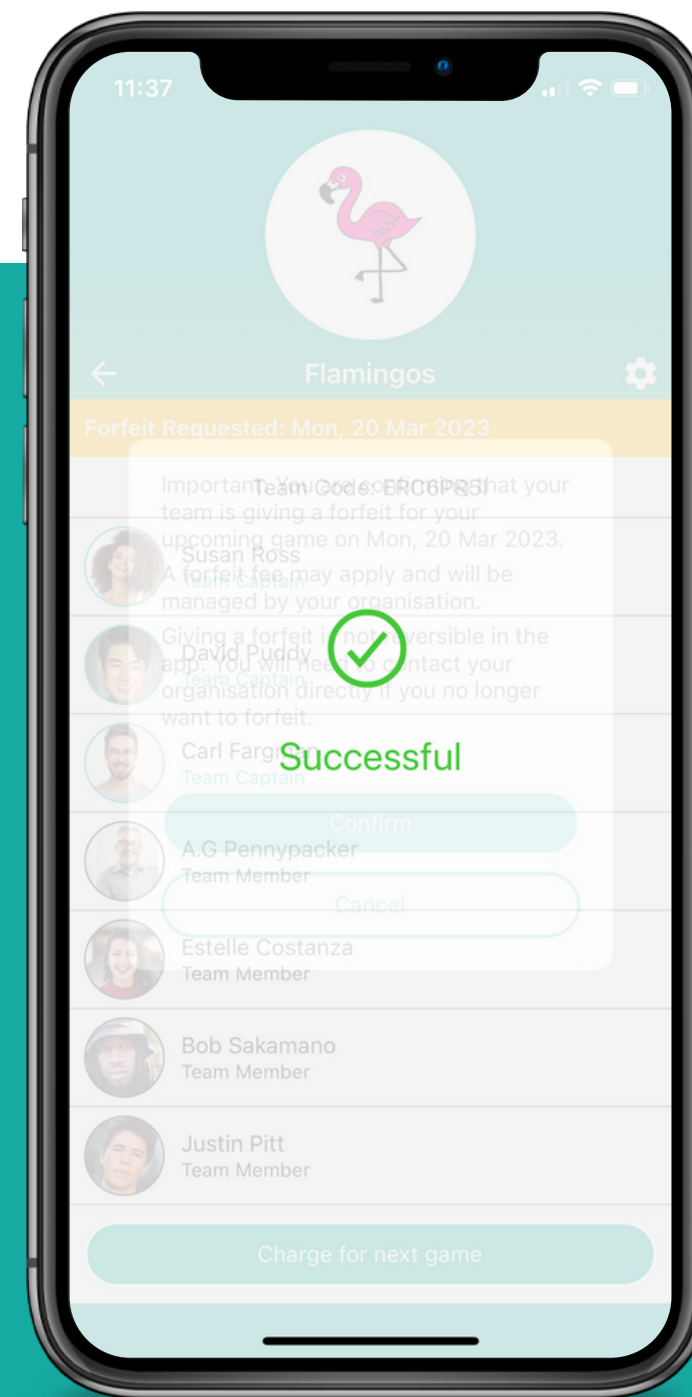
Team giving forfeit



4

Sending

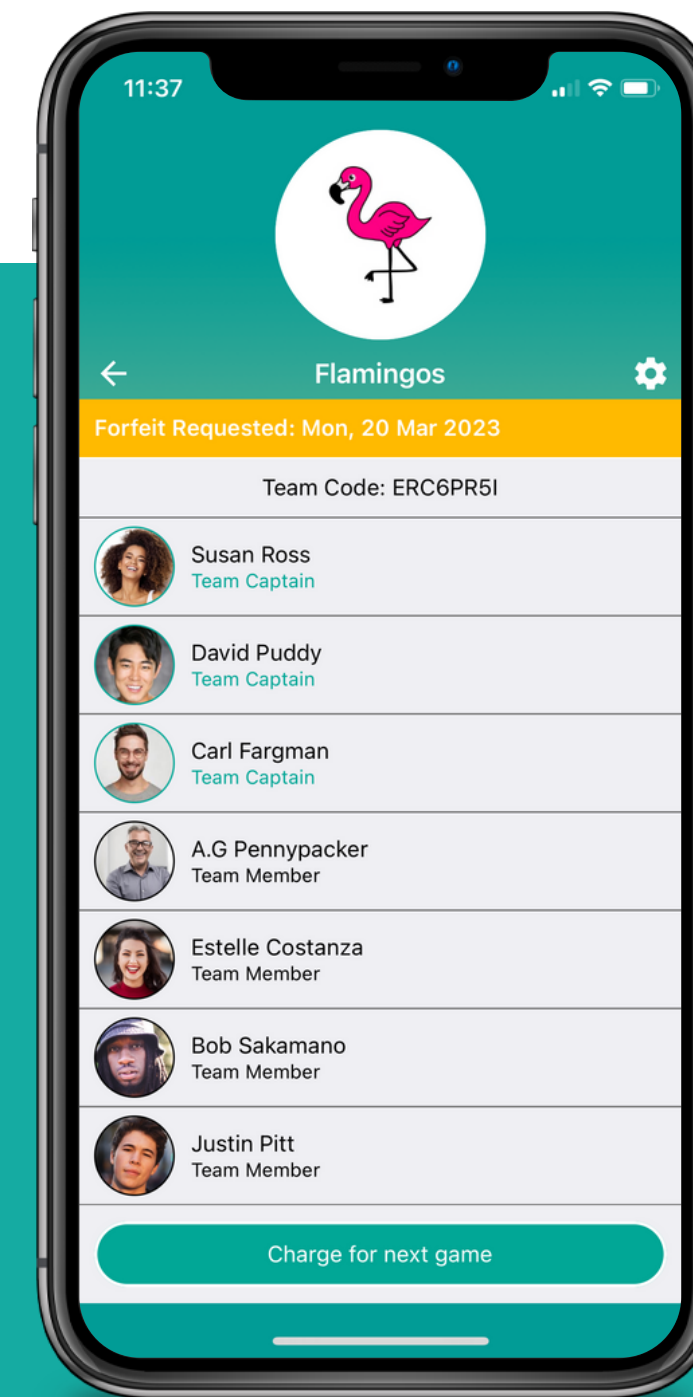
The forfeit request will then be sent to your organisation



5

Successful

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



6

Complete

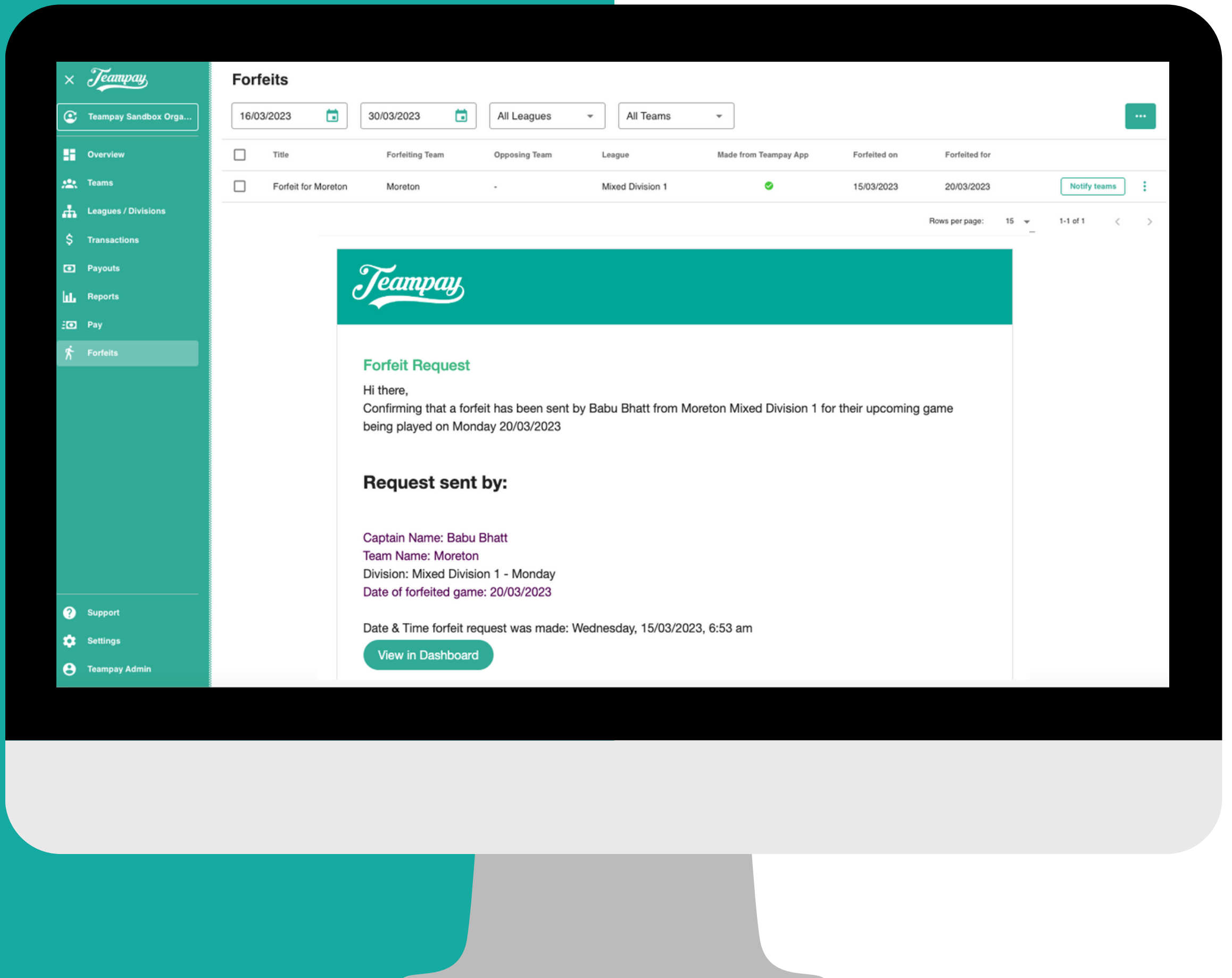
The forfeit will then appear in your app

Org Notified

Your organisation will then be notified that your team has requested a forfeit for their upcoming game

Your organisation will then confirm the forfeit request and notify both yourself and the opposing team

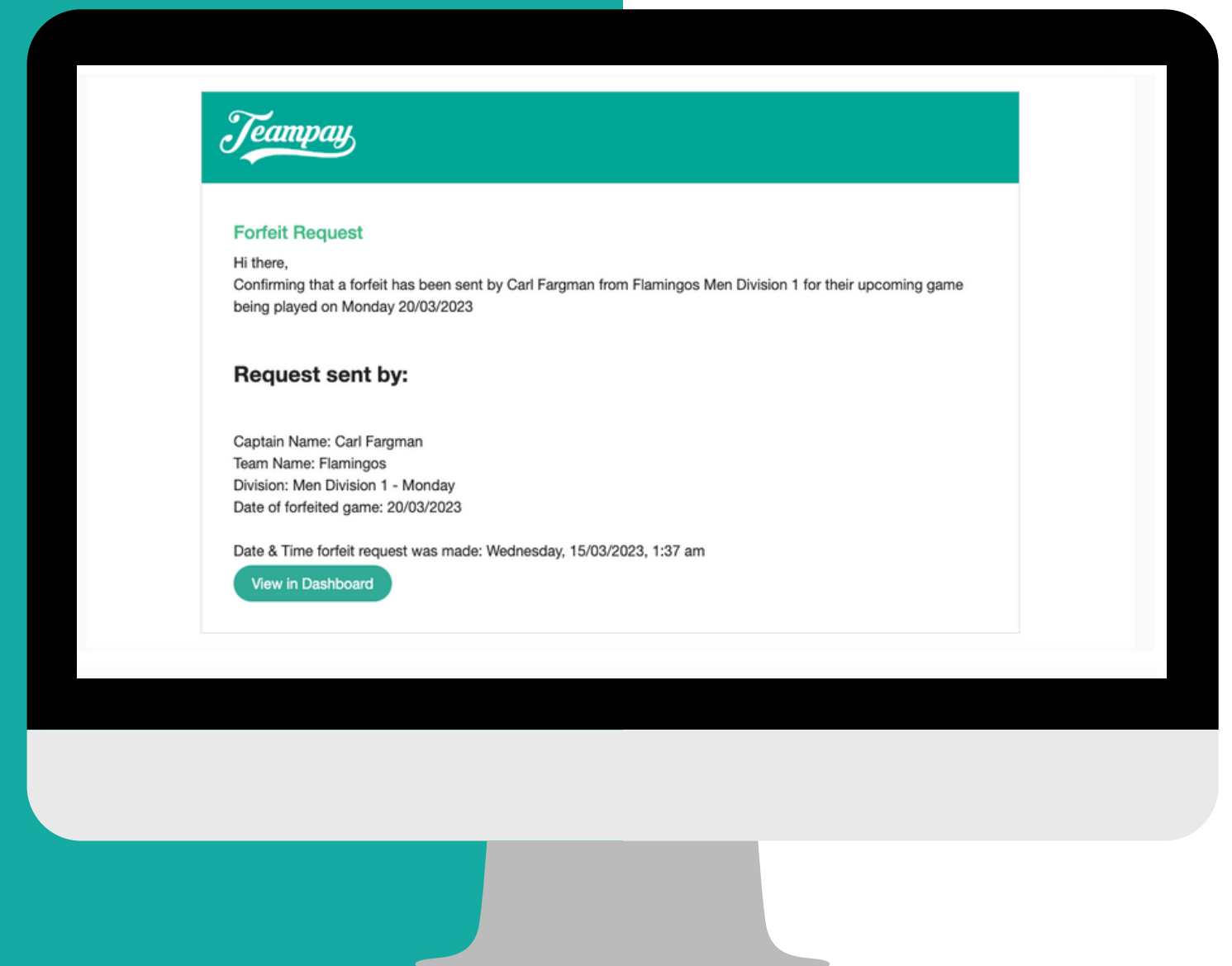
Please note the time of forfeit request is time stamped so they can see exactly when the forfeit was given



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 accepted

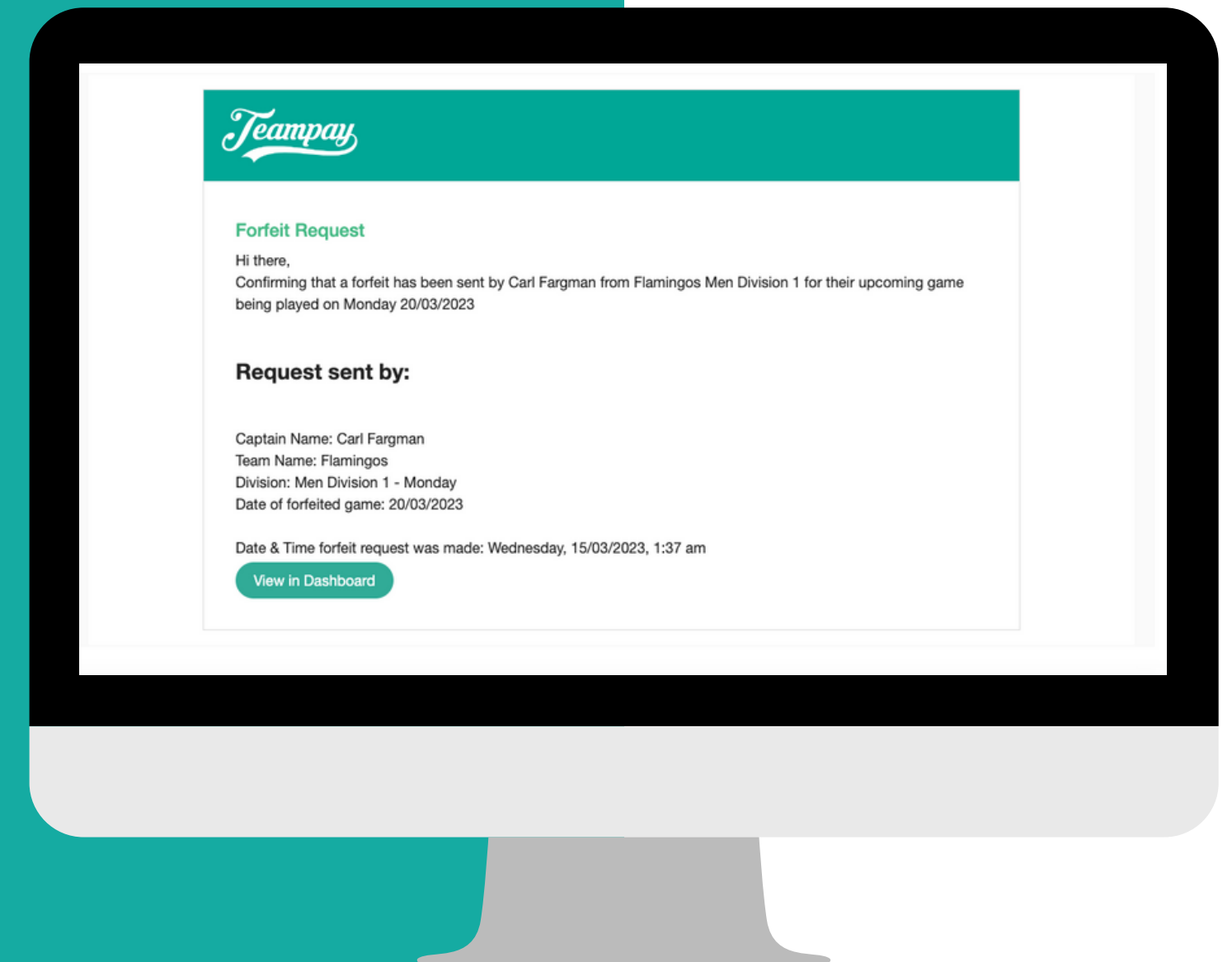
Remember to still let all your teammates know that the game has been forfeited



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 accepted

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

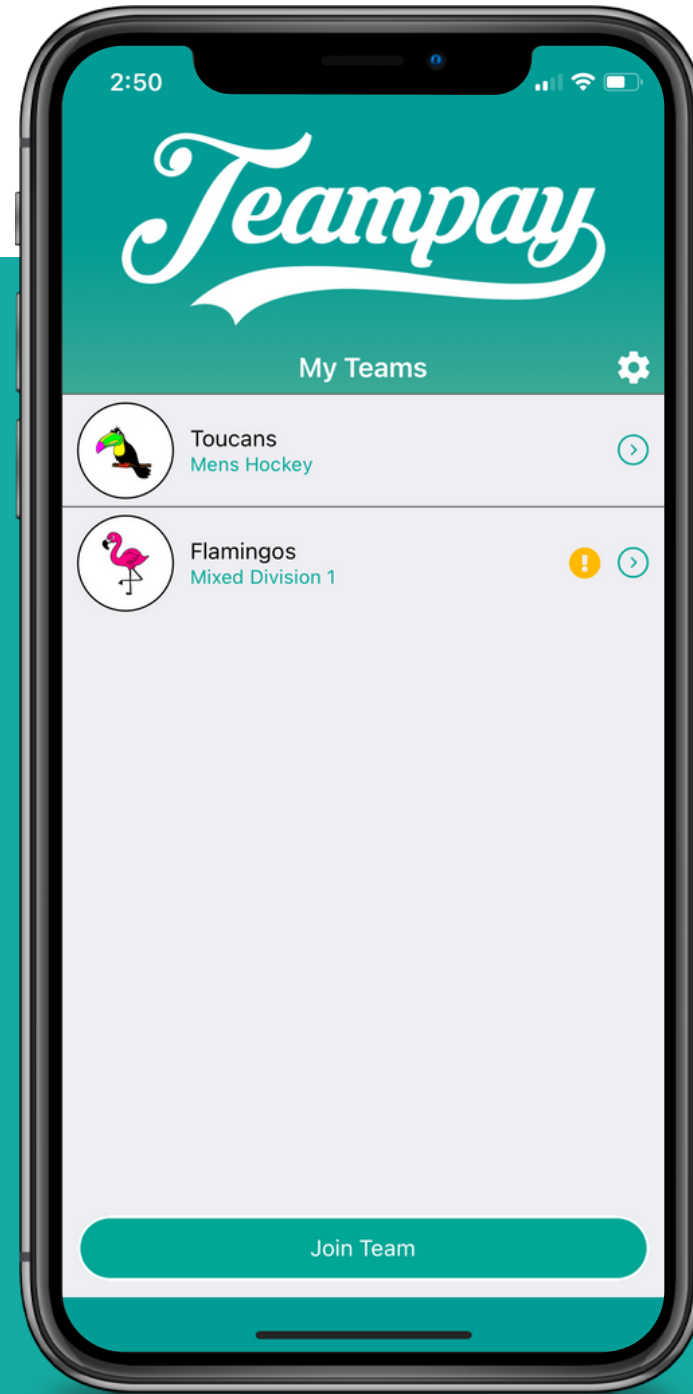


You can click directly on the push notification or email link to confirm you have received the forfeit

Receiving a forfeit

Giving confirmation

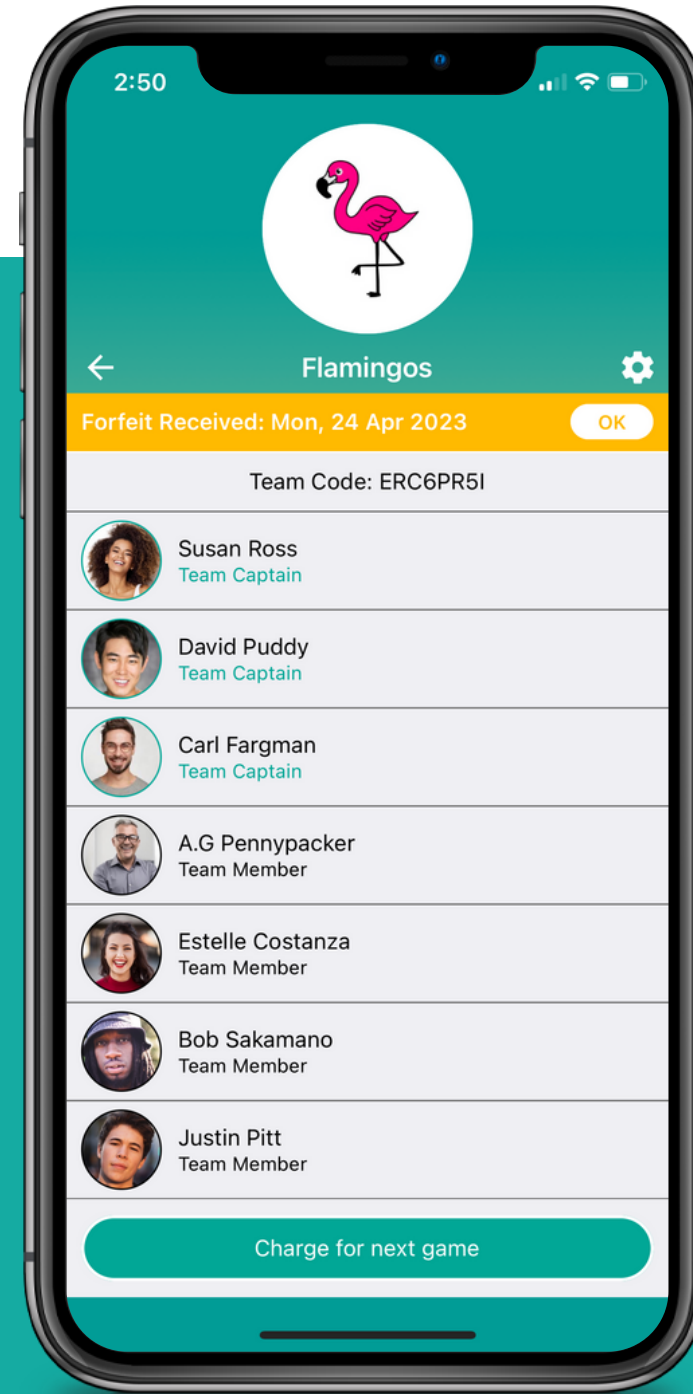
This will allow you to confirm
you have received the forfeit



1

Select

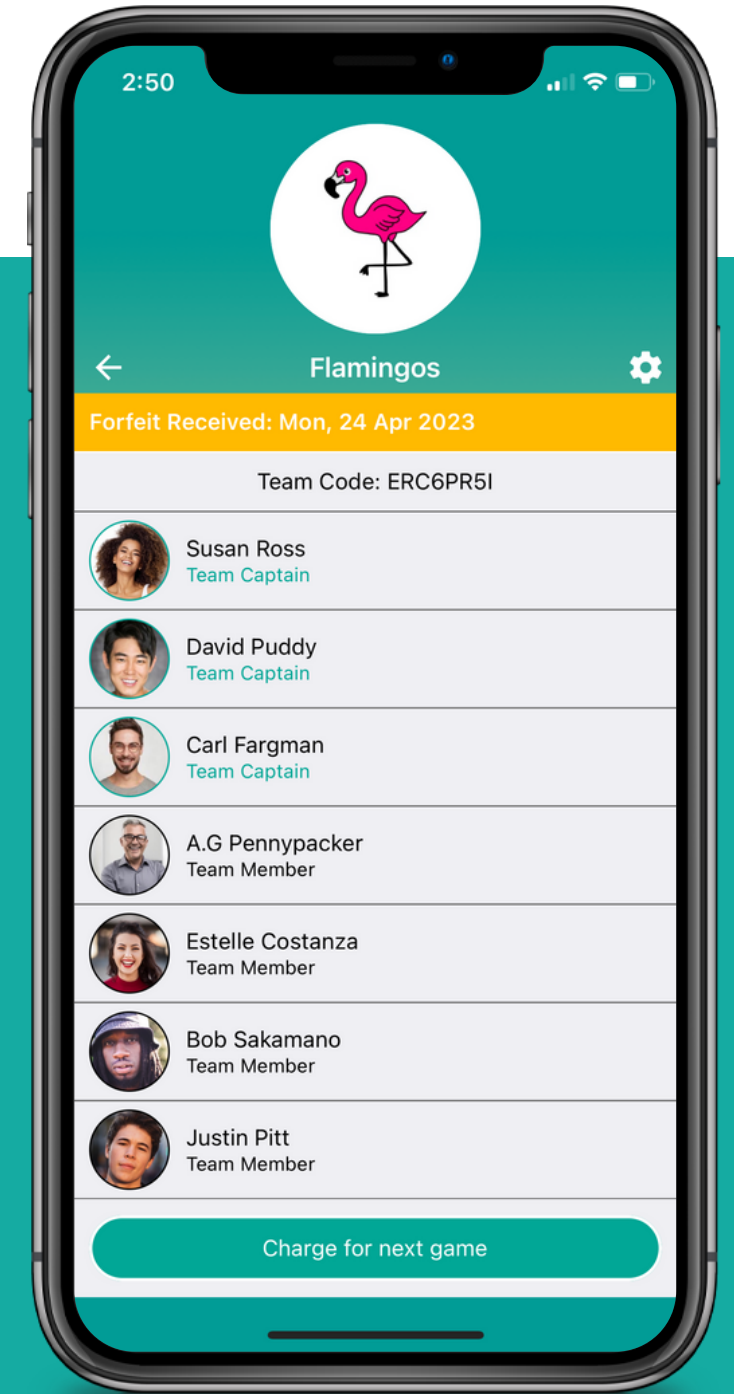
Click into your team that has received the forfeit. You will notice a yellow mark indicating the team has received a forfeit



2

Click Ok

You can then click OK in the top yellow bar to confirm/acknowledge you have received the forfeit



3

Confirm

It will then confirm that the forfeit has been received