

Shared Payments Guide for Teams

- *This is a step by step guide for teams to register for a league and process shared payments.*
- *'Shared Payments' is a payment system that allows teams to share the total season fee equally, online through our Spawtz system.*
- *The **organiser of the team needs to be the first player to start the process**, they will then add the additional players and those players will be sent a link to pay.*
- *All players will have ONE WEEK from the point of team registration to make their payment.*
- *The organiser will then be responsible for any outstanding amount not paid by the other players after the initial week has expired.*

STEP 1: REGISTRATION

1.1 - Go to the STADIUM 34 Spawtz web page (and choose the option 'register a team or as an individual'. <https://stadium34.spawtz.com/External/Default.aspx>

The screenshot shows the Stadium 34 Spawtz website interface. At the top, there is a navigation bar with links for Dashboard, Register, Fixtures/Results, Book Now, and Login. Below the navigation bar is a blue banner with the text "If you don't have hospital cover you could pay more in tax." and a "Find out more" button. The main content area features a large image of a basketball player with the Stadium 34 logo overlaid. To the right of the image is a vertical menu with four buttons: "View fixtures and standings", "Find your team", "Register a team or as an individual", and "Book a court". A red arrow points to the "Register a team or as an individual" button. Below the image, there is a section titled "ATTENTION ALL CAPTAINS!!!" with the sub-heading "GIVE UP THE JOB OF CHASING YOUR PLAYERS EVERY WEEK!". The text below this section explains that if a team's arena has entered their leagues into the database, players will receive fixture reminder emails each week. It also mentions that within these reminder emails are links that players can click on to inform the team of their availabilities, saving time and money. Finally, it notes that users can also pay their fixture fees online, saving them the trouble of queuing at the arena or forgetting their cash on the night.

1.2 – Choose the league you want to register for.

[GO TO MAIN SITE >](#)

Filter

Region	Venue	Sport	Days
All selected ▾	All selected ▾	All selected ▾	All selected ▾

Mens Premier League - Winter 2019
Soccer - Men's
Season start date: 19/06/2019 Days: Thursday Venue: Demo Venue

[Register a team \(500.00\)](#) [Not open for individuals](#)

1.3 – **SIGN IN** if you are an existing user or **CLICK HERE TO REGISTER** if you are a new player wanting to enter a team.

[GO TO MAIN SITE >](#)

Email address:

Password:

Remember me

[Forgotten your password?](#)

[Click here to register](#)

1.4 – If you are a new player or team, you will need to fill in your details in the boxes provided and click ‘create my account’. If you are an existing user, you will land on your Spawtz dashboard, as per normal.

GO TO MAIN SITE >

First Name

Last Name

Email Address

Password

Mobile

Terms & Conditions

I have read the [privacy policy](#) and agree to the [terms and conditions](#)

I have read and agree to the [terms and conditions](#) and agree to receiving fixture reminder notifications and other relevant communications from Adline Media Pty Ltd or any of its related entities and partners.

Our [Privacy Policy](#) tells you how we collect and use your personal information. If you require any further information please contact admin@adline.com.au

[Create My Account](#)

1.5 – You will then arrive at your Spawtz Dashboard where you will **enter your team name**. You will see the option to pay **“your share”** or pay the **“full amount”**.

You can choose to pay the full amount and collect each player share from them (externally – eg bank transfer, cash etc) **OR** you can let the Spawtz System do all the work for you!

GO TO MAIN SITE >

DASHBOARD CALENDAR TEAMS BOOKINGS STATEMENTS

Space Available in Mens Premier League - Winter 2019

To confirm your place, please specify your team below and then pay either the deposit of 100.00 or the full price of 500.00

Team Name

[Pay My Share \(approximately 50.00\)*](#)

OR

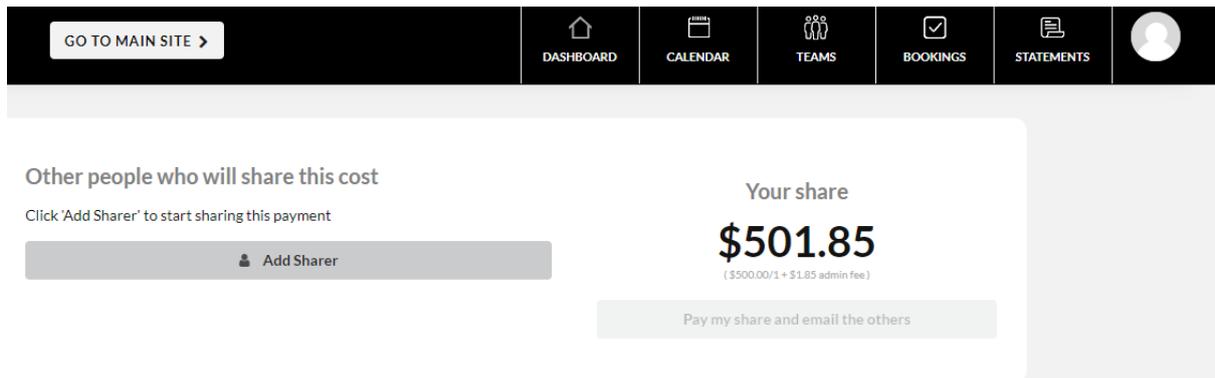
[Pay the full amount of 500.00](#)

* Your share will equal the total league fee split equally between all the players you select

STEP 2: PAYMENT

2.1 - If you click "Pay Your Share" you will arrive at the following page (see below). **DO NOT PANIC WHEN IT SHOWS THE FULL TEAM AMOUNT AS 'YOUR SHARE'.**

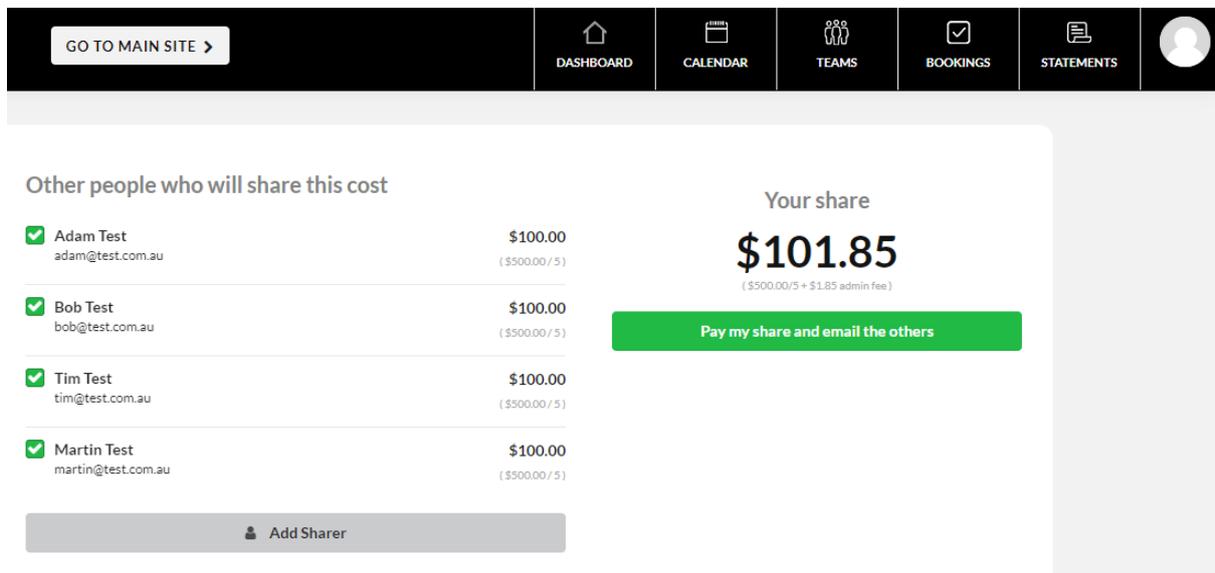
Once you add your additional "Sharers" (the rest of the players on the team) the individual amount will continue to decrease based on the number of players you add.



The screenshot shows a navigation bar at the top with a "GO TO MAIN SITE >" button and icons for DASHBOARD, CALENDAR, TEAMS, BOOKINGS, STATEMENTS, and a user profile. Below the navigation bar, the page is titled "Other people who will share this cost" with a sub-header "Click 'Add Sharer' to start sharing this payment". A grey button labeled "Add Sharer" is visible. On the right, "Your share" is displayed as "\$501.85" with a note "(\$500.00/1 + \$1.85 admin fee)". A grey button labeled "Pay my share and email the others" is positioned below the share amount.

2.2 – Add all your players and the amount of "Your Share" will decrease. The more players you add the cheaper it becomes!

*To add a player - You will need each player's **Name** and **Email Address** to be able to add them.*



The screenshot shows the same navigation bar as above. The "Other people who will share this cost" section now lists four sharers, each with a checked checkbox, name, and email address. The "Your share" amount has decreased to "\$101.85" with a note "(\$500.00/5 + \$1.85 admin fee)". A green button labeled "Pay my share and email the others" is now visible. A grey button labeled "Add Sharer" is still present at the bottom.

Sharer	Amount
Adam Test adam@test.com.au	\$100.00 (\$500.00 / 5)
Bob Test bob@test.com.au	\$100.00 (\$500.00 / 5)
Tim Test tim@test.com.au	\$100.00 (\$500.00 / 5)
Martin Test martin@test.com.au	\$100.00 (\$500.00 / 5)

2.3 – Click the button "pay my share and email the others".

An email will then be sent to the rest of the players to pay 'their share' and you will arrive at the page below - you can then enter your card details and pay your contribution of the total payment.

All players will have one week from the date of team registration to make their payments.

Please note: If your players do not pay their share before the specified date - then you will be responsible for their fees which will automatically be charged to your bank card. You can then collect payment from them not through the Spawtz System at a later date. Automatic emails will ensure your teammates do not forget to pay before the specified date.

As team captain or organiser your job is now done! Well done!

The screenshot shows a payment interface with a dark navigation bar at the top containing icons for Dashboard, Calendar, Teams, Bookings, Statements, and a user profile. Below the navigation bar, there is a table of shares and a payment form.

League Fee, Mens Premier League - Winter 2019	\$500
Adam Test's share	(\$100)
Bob Test's share	(\$100)
Tim Test's share	(\$100)
Martin Test's share	(\$100)
YOUR SHARE:	\$101.85*

* includes transaction fee of \$1.85

The payment form includes fields for Card number, MM/YY, and CVC/CW. Below these fields is a checkbox with the text: "I understand that, should the others fail to pay, I will be automatically charged for any outstanding balance on Wednesday 26th February". A green button labeled "Pay my share (\$101.85) and email the others" is positioned below the checkbox. At the bottom of the form, a small note states: "Your card details are never stored on our servers and your payment will be securely processed by our payment gateway provider".

NOTE – If your players are not existing users or previously in our Spawtz System, they will receive an email to confirm their email address and complete their registration details before paying their share (see below).

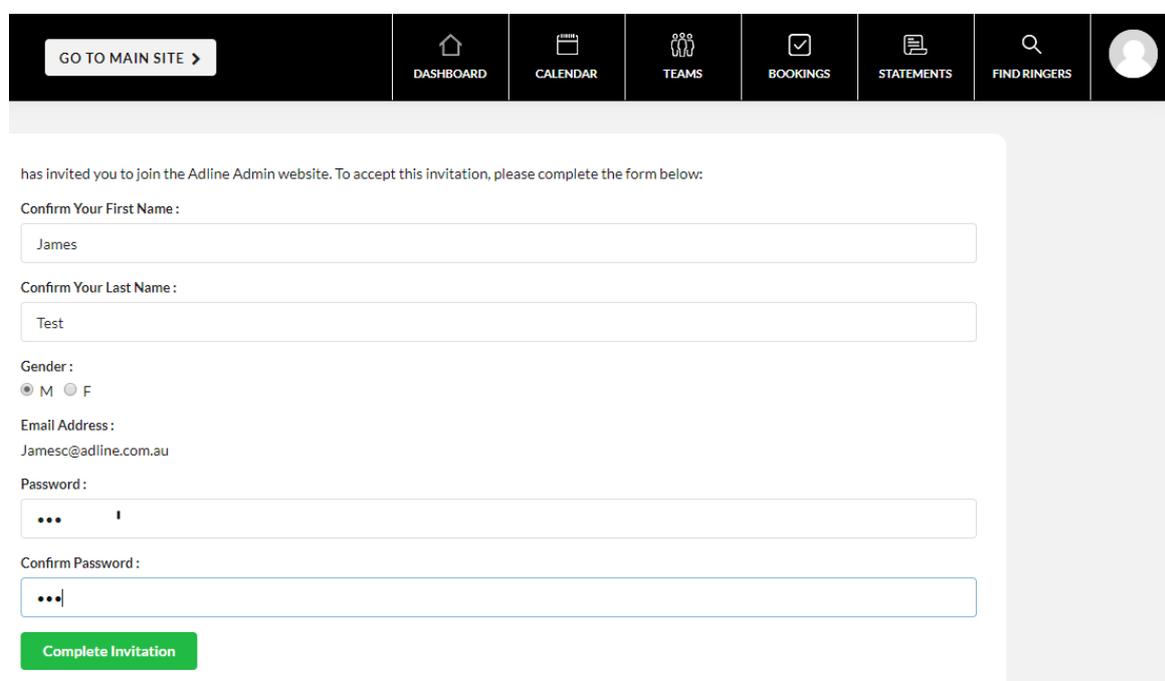
In order to use this email address on the Adline Admin website you must confirm that it is a valid address by clicking the link below:

[Click here to complete this invitation](#)

Alternatively, please copy and paste this url into a web browser:

<http://Australiandemo.spawtz.com/SpawtzApp/EmailConfirmation.aspx?U=14461&C=74198e55-6b33-423d-91f7-d9bf0848860c>

Once this is completed, your players will then be brought to the Spawtz Dashboard where they can enter their details and create a password. They will then be able to process their share of the payment.



The screenshot shows the Spawtz Admin website's registration form. At the top, there is a navigation bar with a 'GO TO MAIN SITE >' button and icons for Dashboard, Calendar, Teams, Bookings, Statements, Find Ringers, and a user profile. The main content area contains the following form fields:

- A message: "has invited you to join the Adline Admin website. To accept this invitation, please complete the form below:"
- "Confirm Your First Name:" with a text input field containing "James".
- "Confirm Your Last Name:" with a text input field containing "Test".
- "Gender:" with radio buttons for "M" (selected) and "F".
- "Email Address:" with the text "Jamesc@adline.com.au".
- "Password:" with a text input field containing three dots and a cursor.
- "Confirm Password:" with a text input field containing three dots and a cursor.
- A green "Complete Invitation" button at the bottom.