



# Match Facts

## Registration Guide





# Welcome

This guide is intended to help you to register and pay membership fees to your club, association and/or league

Throughout this guide we will be using a fictitious club called The Spikers playing in a league run by Rugby Upheaval. You will be represented by the character Pelles Asp.

If you need more assistance, please contact the organization you are trying to register with.

Version 1.3

September 2022

TBD Technology

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[www.matchfacts.app](http://www.matchfacts.app)



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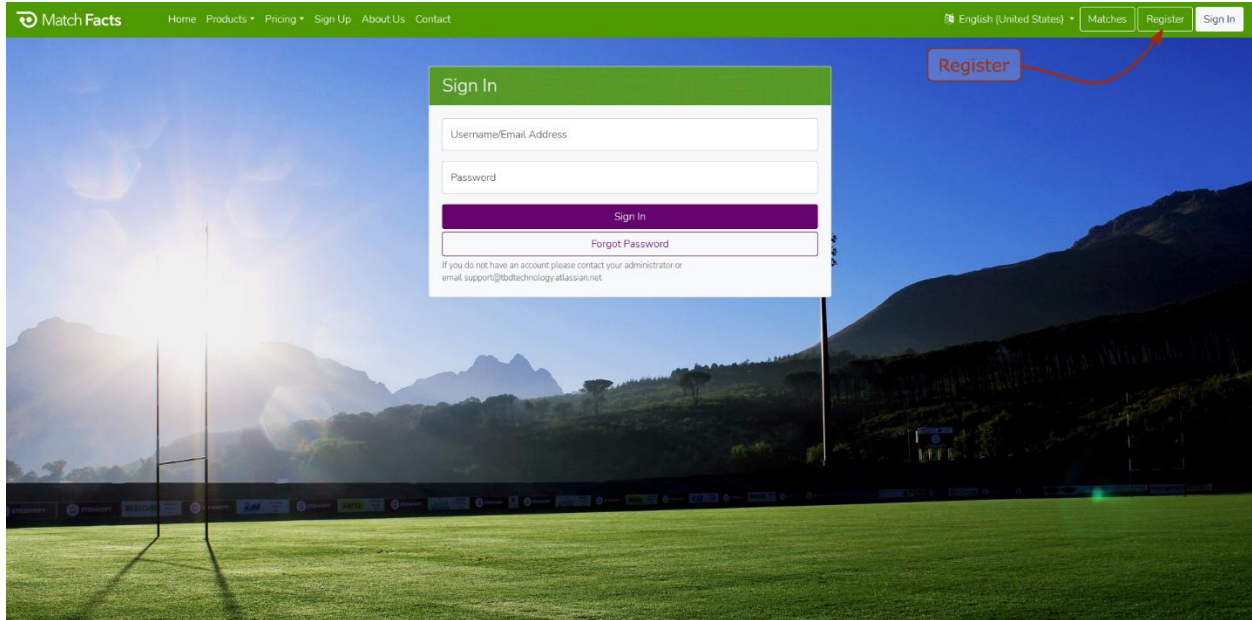
# 1. Create an Account

If you already have a Match Facts account skip to the next section

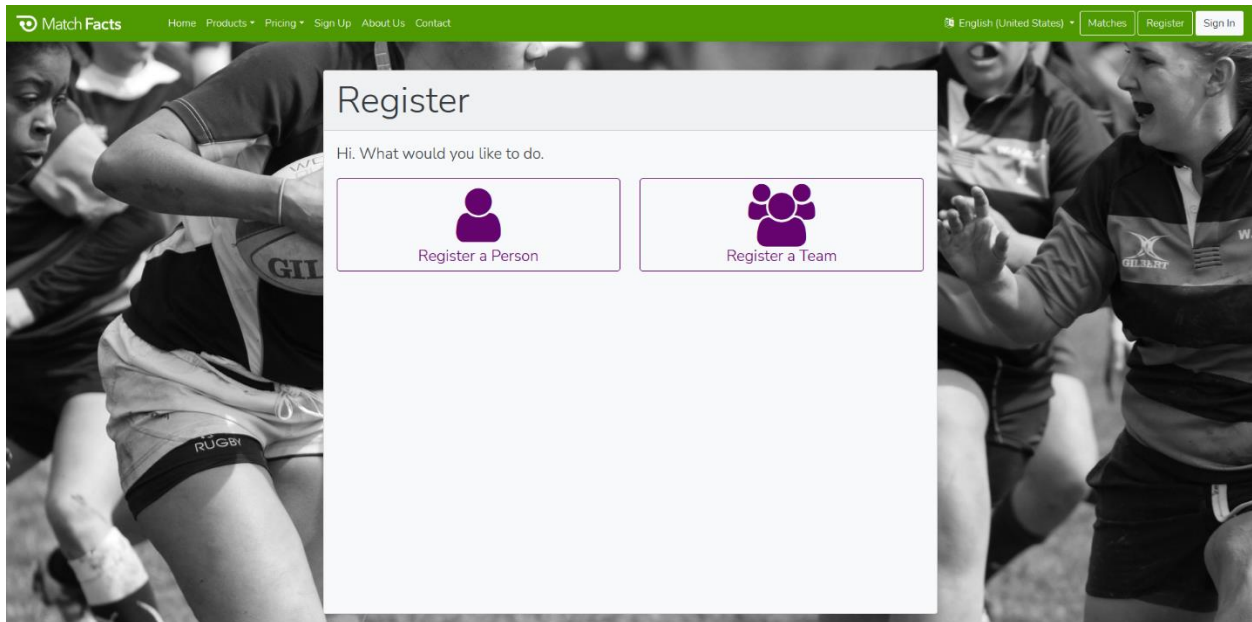
Go to the Match Facts website at the address below and click the **Register** button

<https://www.matchfacts.app>

Note: if you have been given a registration link then use it instead of the above. This link may skip some of the screen shown below and add branding to the **Sign Up** page.

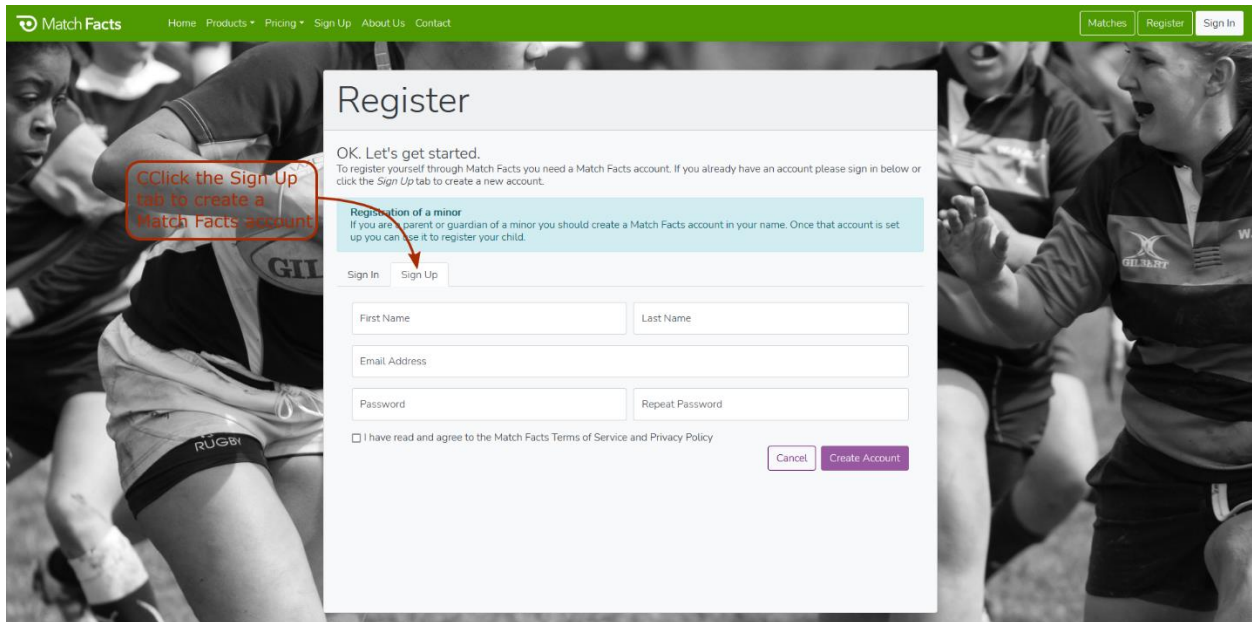


Click the **Register a Person** button





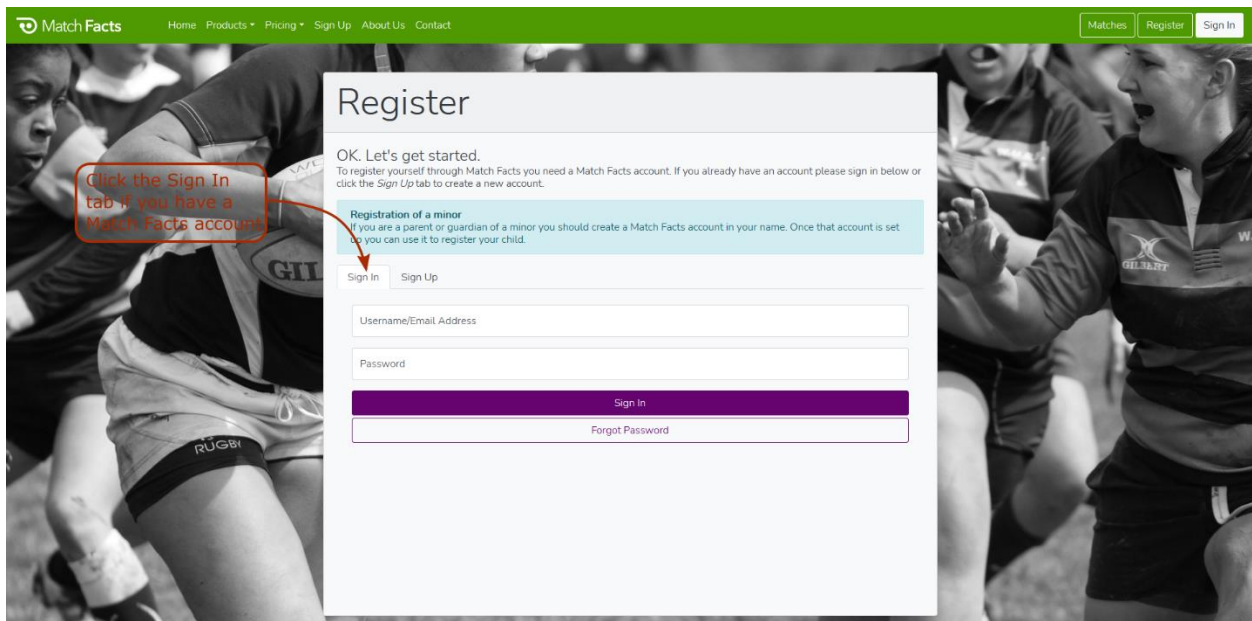
Click the **Sign Up** tab and enter your name, email address and password. If you are an adult wanting to register a child, you should create the Match Facts account in *your* name.



You will then receive a verification email. Please follow the instructions in the email to confirm your email address. You can then *Sign In* by following the instructions in the next section.

## 2. Sign in

Click the **Register** button from the home screen (see Section 1), or use the link given to you. Then enter your email address and password and click **Sign In**







### 3. Add Your Personal Information

Click **My Profile** on the menu and then the **Profile** tab to add your personal information – for example you can add a profile image and your address.

The screenshot shows the 'My Profile' page in the Match Facts app. The user is logged in as 'Pelles Asp'. The page has several tabs: Profile, Convert My Account, Additional Information, Password, and Match Payments. The 'Profile' tab is active. The form contains the following fields and options:

- Profile Image:** A circular profile picture with a 'Browse' button and a 'Delete your profile image' button.
- First Name:** Pelles
- Last Name:** Asp
- Date of Birth:** Enter Date of Birth
- Gender:** (Dropdown menu)
- Email Address:** pelles@tbd.technology (Note: 'Your email address is also your sign in name')
- Phone Number:** United States (+1) (Country dropdown), Phone Number (Text input), and a checkbox for 'Can we send SMS (text) messages to this phone number? Charges may apply.' (Note: 'Click to receive SMS messages')
- Address:** Address 1: 100 Main Street, Address 2: (Text input)
- City:** Bend
- Region/State:** OR
- Post Code:** 97701
- Country:** United States

Buttons: Cancel, Save

If you want to change your password, click the **My Password** tab

The screenshot shows the 'My Profile' page with the 'Password' tab selected. The form contains the following fields and options:

- Password:** (Text input)
- Repeat Password:** (Text input)

Buttons: Cancel, Save

Note: 'Enter and confirm your new password' (with arrows pointing to both password fields)

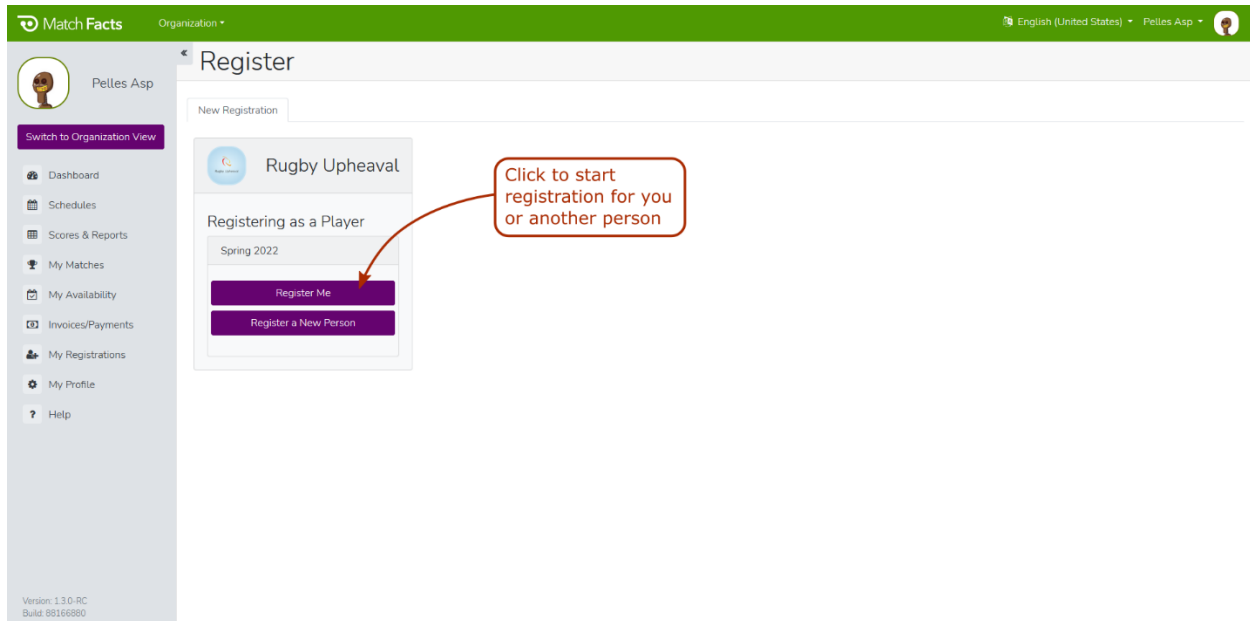
### 4. Register

Click **My Registrations** on the menu. All currently open registrations will be listed – there may be several similar registrations so please be careful to select the correct



one. Note: if you have used a registration link the registrations you see on this screen may be filtered to exclude other organizations.

To register yourself click the **Register Me** button on the appropriate registration, to register someone else click the **Register a New Person** button. If you have previously registered other people, you may also see their names listed and can create new registrations for them.



Complete the registration form which includes your personal profile data plus other questions set by the registration organizations. Some questions may require uploading a document (eg a photo or ID card) and some may require an acknowledgement or digital signature (eg a Code of Conduct or Waiver).

If the person being registered is a minor some sections may have to be completed by a parent/guardian and in this situation, you will be prompted to enter the name and email address of the parent/guardian. An email with a link to that section will be sent to the email address supplied.

If you are registering someone other than yourself, please ensure you answer the form questions as that person.

Your registration can include multiple organizations and options (eg age divisions). These are listed on the right-hand panel with the fee for the particular option chosen. The organization can set rules for these options based on data from the registration form – for example an organization might have different fees for different age ranges and when you enter your date of birth the correct option will be selected



automatically. Other rules may filter the set of available options and still require you to choose from a small list.

Match Facts Organization ▾ English (United States) ▾ Pelles Asp ▾

### Register Rugby Upheaval

All the questions on this form should be completed for the person being registered. If you are a parent/guardian registering a minor please enter the **minor's** details not your own - however you should sign/acknowledge any documents with your name.

#### Personal Details

Member Image  Browse

First Name  Last Name

Date of Birth  Gender

Email Address

Country  Phone Number   Can we send SMS (text) messages to this phone number? Charges may apply.

Address 1  Address 2

City  Region/State  Post Code  Country

#### School Details

Scroll down for more

#### Organizations

Membership in the following organizations are included in this registration

	Rugby Upheaval	Spring 2022: High School	\$250.00
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Club will be selected when you complete the School, Gender question(s)

By clicking the Save you accept the following:  
The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Cancel Save

Match Facts Organization ▾ English (United States) ▾ Pelles Asp ▾

### Register Rugby Upheaval

#### School Details

School

ID Card  Please upload a clear copy of the front of your school ID card. Browse

#### Medical Insurance

Insurance Company

Policy Number

Group Number

#### Waivers

Place Code of Conduct

#### Organizations

Membership in the following organizations are included in this registration

	Rugby Upheaval	Spring 2022: High School	\$250.00
	The Spikers		\$100.00

This option has been selected based on your answers of School = School A & Gender = Male

By clicking the Save you accept the following:  
The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Cancel Save

When you have completed the form and all organization options have been selected on the right-hand panel click the **Save** button to submit your registration. If there are





any errors in the form they will be highlighted in red, correct and then click **Save** again.

## 5. Pay Registration Fees

After saving your registration form the payment screen will show the total fees you need to pay. At this point you can choose to pay all, some or none of the registration fees. If you do not pay the full amount, you are not considered a member with the registration organization(s) and should not participate in any activities – eg training, playing, etc.

If you have been given a discount code enter it in the payment form and a new total will be calculated.

Your club may have offered to pay some, or all, of your registration fee as a *scholarship*, or perhaps they have asked you to pay the fee directly to them and they will then pay the fees for all their players with a single payment. In these situations, do **not** make a payment on this screen and instead click the **Pay Later** button. A coach or administrator at your club can then make a payment on your behalf to cover your fees.

The screenshot shows the 'Register' page for 'Rugby Upheaval' on the Match Facts app. The page displays a list of fees for two organizations: 'Rugby Upheaval' (\$250.00) and 'The Spikers' (\$100.00), with a subtotal of \$350.00. A processing fee of \$11.81 is added, resulting in a total of \$361.81. The page includes a section for 'Refund Policies' and a 'Payment' section with options for 'Balance', 'Credit/Debit Card', and 'Check'. Annotations with red boxes and arrows point to various elements: 'Total fees based on registration options' points to the fee list; 'Enter a discount code if supplied' points to the 'Add a discount code' field; 'Choose method of payment' points to the 'Payment Method' section; 'Select amount to pay in this transaction' points to the 'Payment Amount' section; and 'Click Pay or Pay Later (scroll)' points to the bottom right of the page.

Organization	Registration	Amount
Rugby Upheaval	Spring 2022: High School	\$250.00
The Spikers	Spring 2022	\$100.00
<b>Subtotal</b>		<b>\$350.00</b>
Processing Fee		\$11.81
<b>Total</b>		<b>\$361.81</b>

Payment Method:  Balance (\$361.81)  Credit/Debit Card  Check



## 6. Manage Registrations

Click the **Current/Expired Registrations** tab on the **My Registrations** page to see all your registrations.

The screenshot shows the 'Register' page for 'Rugby Upheaval Spring 2022'. The page is divided into several sections:

- Registration Details:** Registration Date: Oct 17, 2022; Total Fee: \$350.00; Paid: \$0.00; Balance to Pay: \$350.00.
- Payment Summary:** A table showing the registration fee and the amount paid.
- Registration List:** A table with columns for Organisation, Registration, Validity, Status, and Registration Form. It lists two registrations: 'Rugby Upheaval Spring 2022: High School' and 'The Spikers Spring 2022', both with a status of 'Not Fully Paid'.

Red callout boxes highlight the following features:

- Make payment (if not fully paid):** Points to the 'Make Payment' button.
- Status:** Points to the 'Not Paid' status.
- List of all registrations:** Points to the registration list.
- Cancel registration (if within cancellation period):** Points to the 'Cancel' button.
- Download statement (fees and payments):** Points to the 'Statement' button.
- Individual organization memberships:** Points to the registration list.

From this screen you can download a statement showing the fees and payments made or the registration form. If you have not yet fully paid for the registration you can return to the payment screen by clicking the **Make Payment** button.

Each organization can set their own cancellation and refund policy. If you are within the cancellation window you can cancel the registration yourself by clicking the **Cancel** button. If you are outside this window you will need to contact the organization directly and they can cancel the registration for you and process any refund.

## 7. Registration Verification

Some organizations may enable a verification step where an administrator will check your registration before approving it. In this situation your registration will show with an *Unverified* status until it has been approved. If there is a problem with your registration you will receive an email with an explanation of the steps to fix it. This will usually require you to edit your profile or registration form which you can do by clicking **My Profile** from the menu.