Match Facts

Quick Start Guide
Club Treasurer

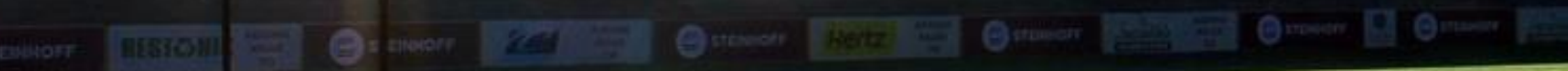# Match Facts

Welcome

This guide is intended to help you to quickly become familiar with Match Facts as a club treasurer. As a treasurer you can use Match Facts to manage and pay your club's match fees.

Throughout this guide we will be using a fictious referee society named Upheaval Referees, a club called Emerald City and you will be represented by the character Pelles Asp.

If you need more assistance, please contact your organization's Match Facts help desk (see page 9).

www.matchfacts.app

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www.matchfacts.app

1. Sign In

To get started open your browser and navigate to:
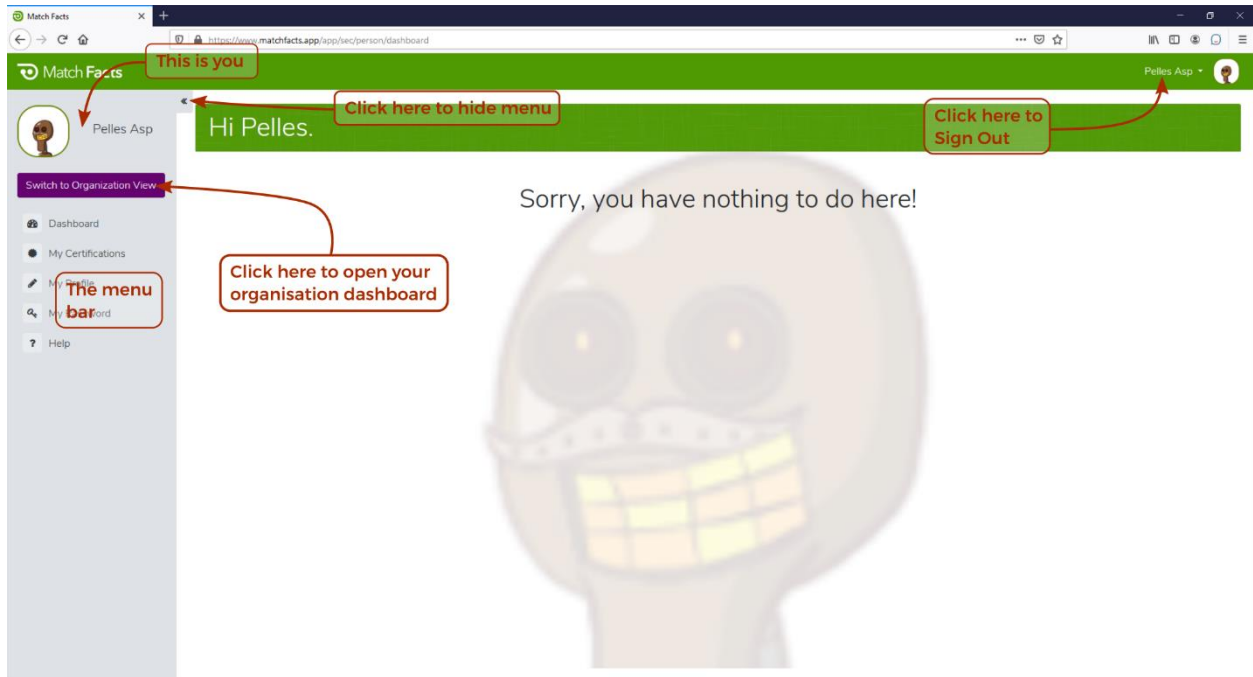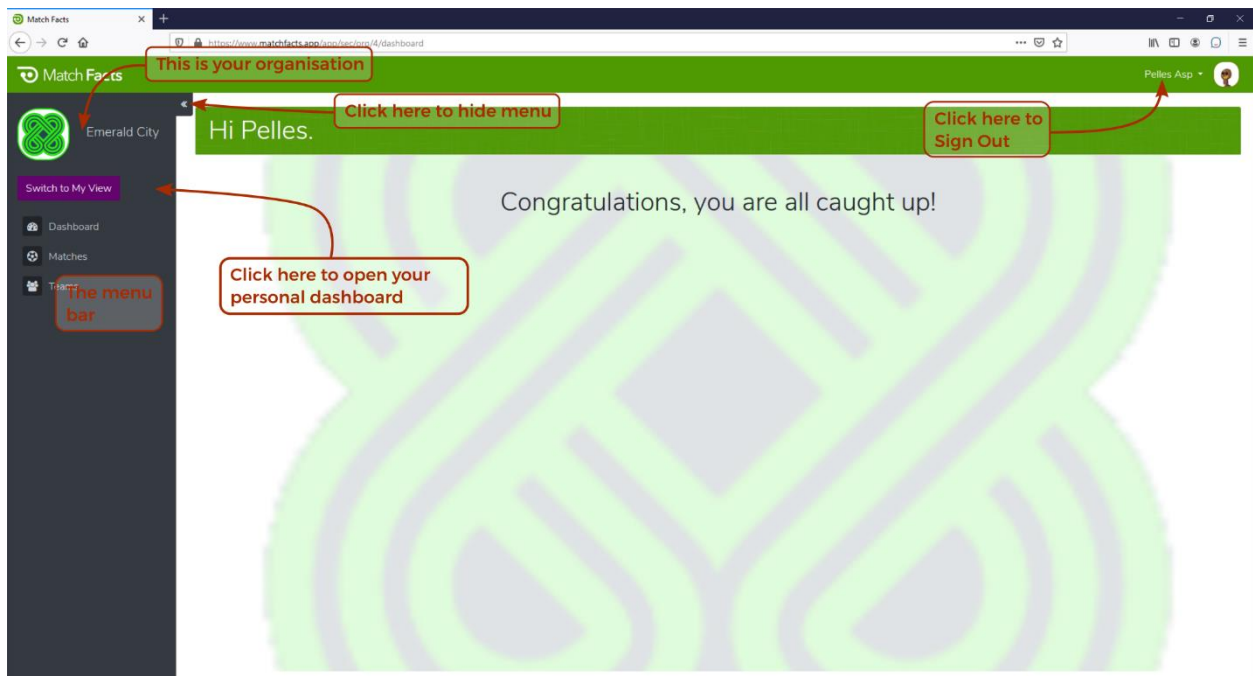
https://www.matchfacts.app
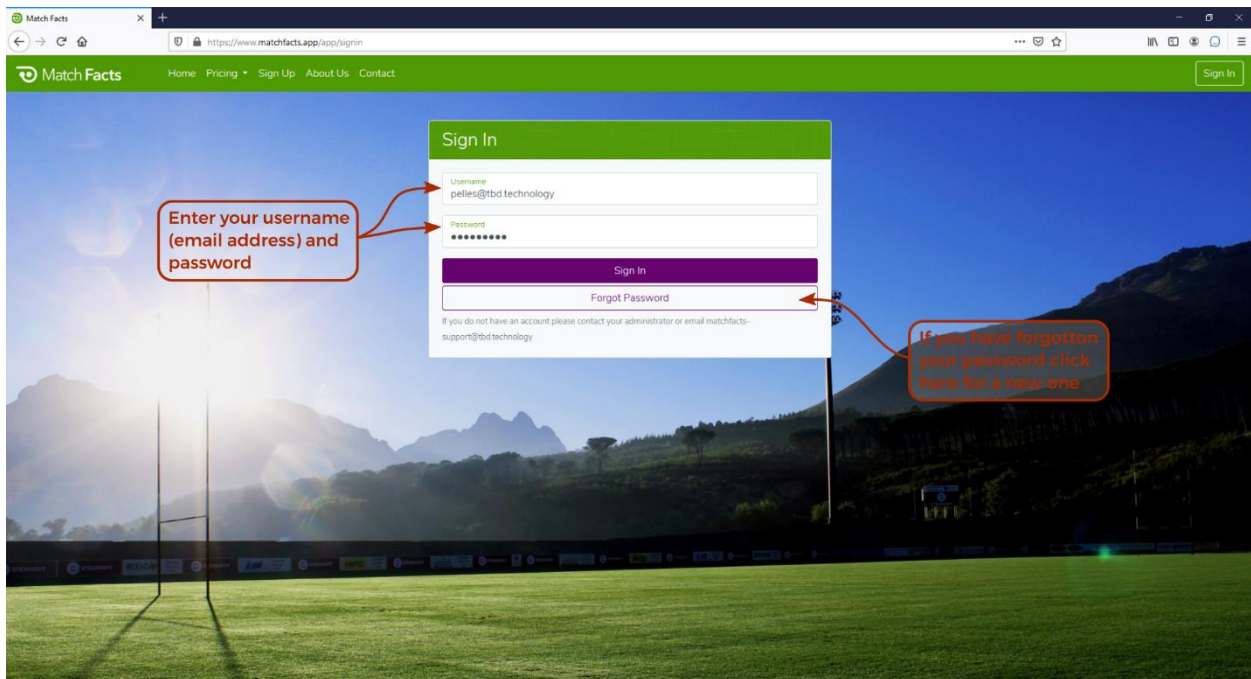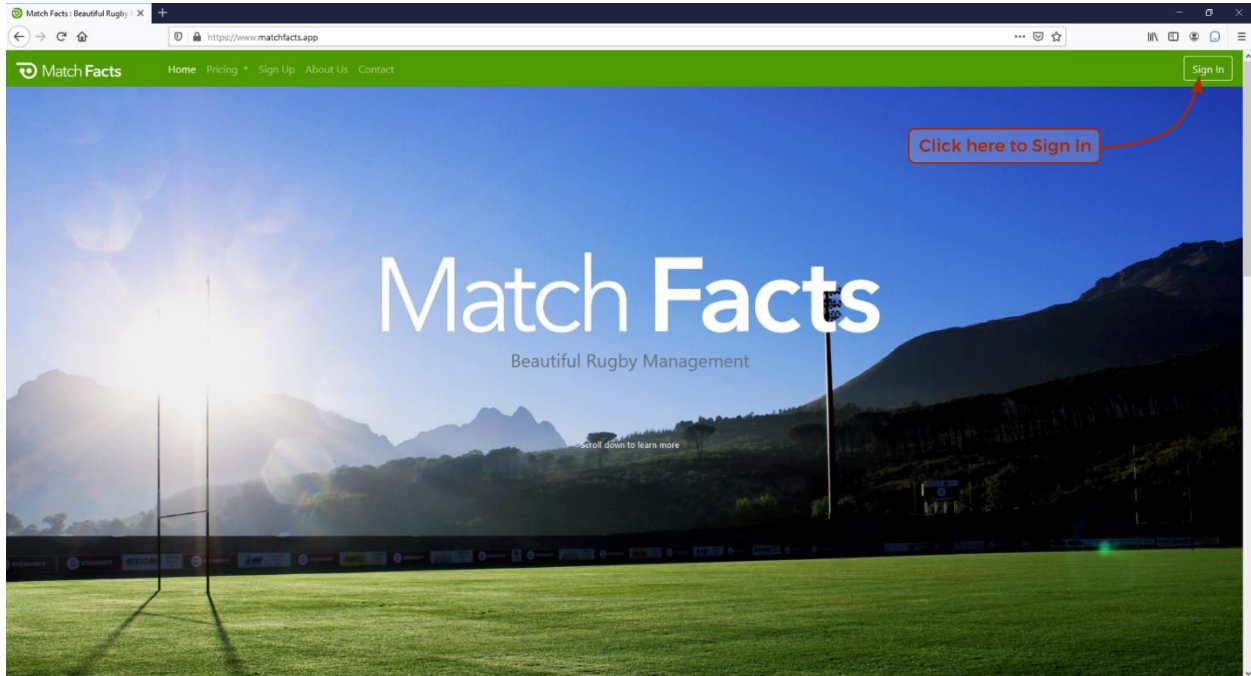
2. Dashboard & Navigation

The first screen you will see when you sign in is your personal dashboard. Let's take a closer look.

There is not much to do here as a Club Treasurer except maintain your personal information (see next section).

You can switch to your organization dashboard to see information related to your club.

3. Update Your Personal Information

Click **My Profile** on the menu and then the **Profile** tab to update your personal information.

Click the **My Password** on the menu to change your password

4. Payment Settings

Click **Settings** on the organization menu and then the **Incoming Match Fees** tab to select how you want to pay any match fees processed through Match Facts by a competition or match official management organization.
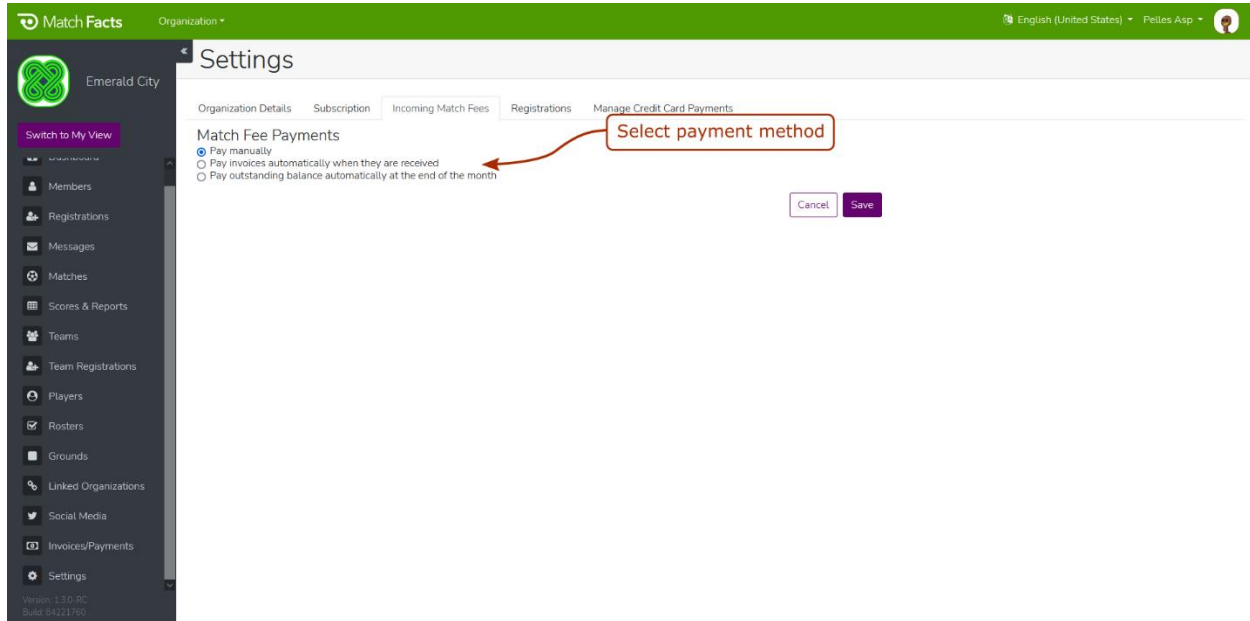

You can choose from three options:

- **Pay manually.** Pay each invoice manually – either using the **Pay Now** button on the **Invoices and Payments** screen or offline (see below).
- **Pay invoices automatically when they are received.** Invoices will be paid automatically from your stored credit card.
- **Pay outstanding balance at the end of the month.** Your stored credit card will be charged once at the end of each month to pay off your outstanding balance.

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If you choose the second or third payment option, you will be prompted to enter a credit card. Your card details will be securely stored by our payment's processor and not by Match Facts. You can change or remove your card at any time.
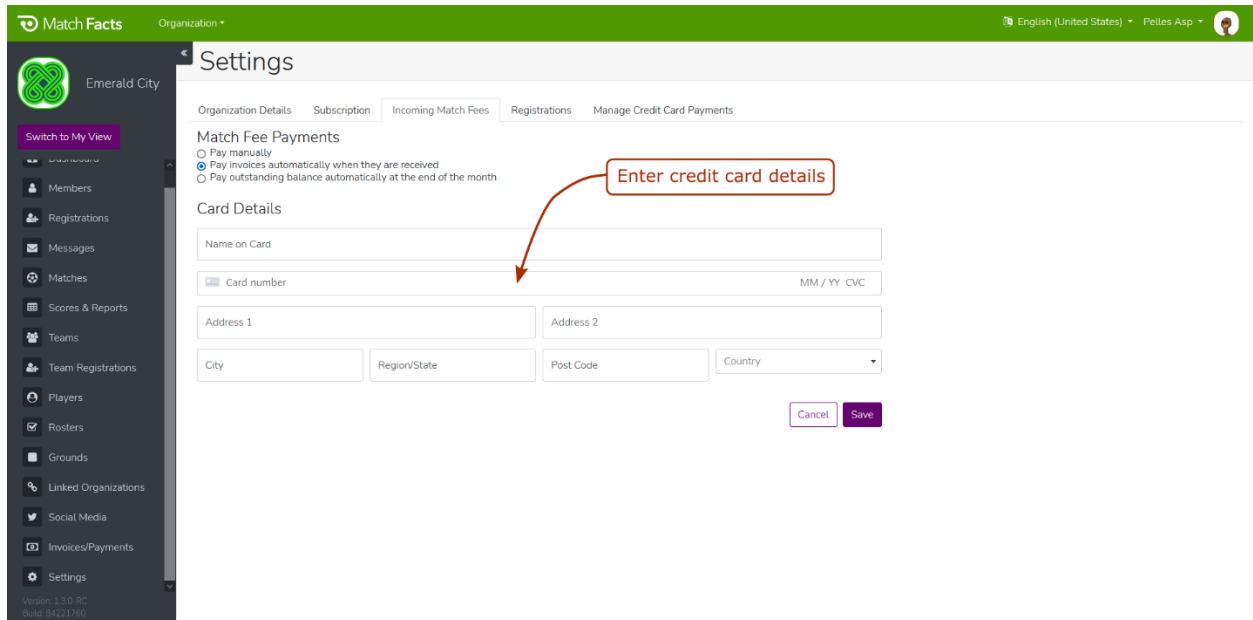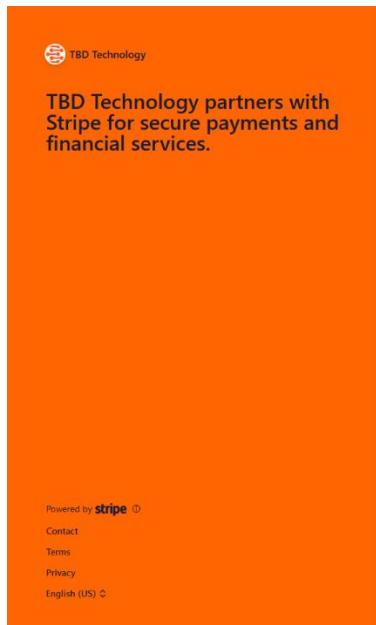

If you want to charge member registration fees through Match Facts you need to set up an account with our credit card processing provider, Stripe, and connect it to your Match Facts account. Click the **Manage Credit Card Payments** tab to start the process.
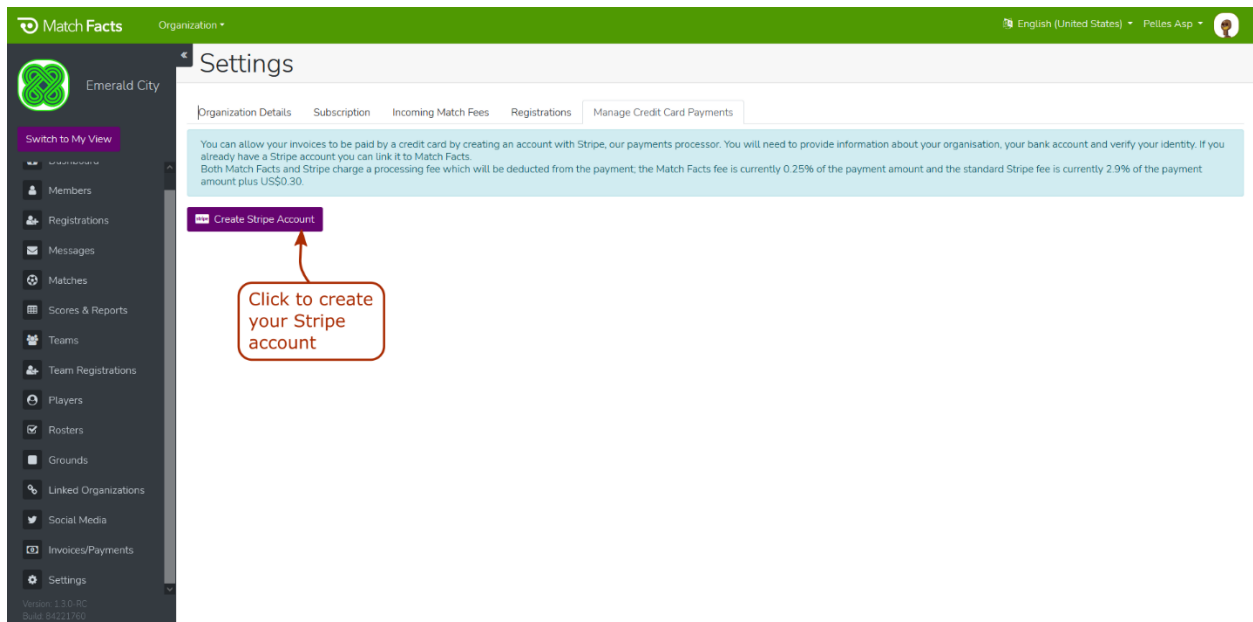
Click the **Create Stripe Account** button which will take you to the Stripe onboarding website. Complete all the fields which will include the legal name of your organization, your tax number and bank account details. When you have completed

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this process, you will be redirected back to Match Facts and your Stripe setup will be complete.

5. Manage Invoices and Payments

Click **Invoice/Payments** on the menu to view invoices and statements sent to you through Match Facts. This includes payment advices from TBD Technology for any member registration fees.

Invoices you have generated and received can be viewed by clicking the **Invoices** tab

You can view statements and your current balance with other organizations by clicking the **Statements** tab

If you have a balance owing to another organization you can pay through Match Facts by clicking the **Make Payment** button, selecting the amount you wish to pay and then entering your credit card details. Alternatively, the organization may allow you to make an offline payment (eg via check or money transfer).

6. Get More Help

Click **Help** on the menu to access additional resources and contact information.