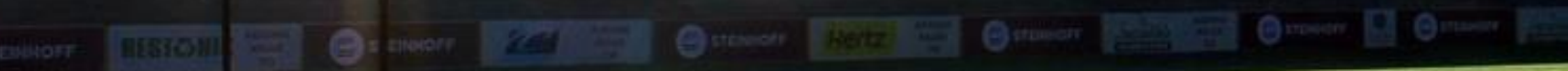




Match Facts

Quick Start Guide

Club Treasurer





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 fictitious 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).

Version 1.3

September 2022

TBD Technology

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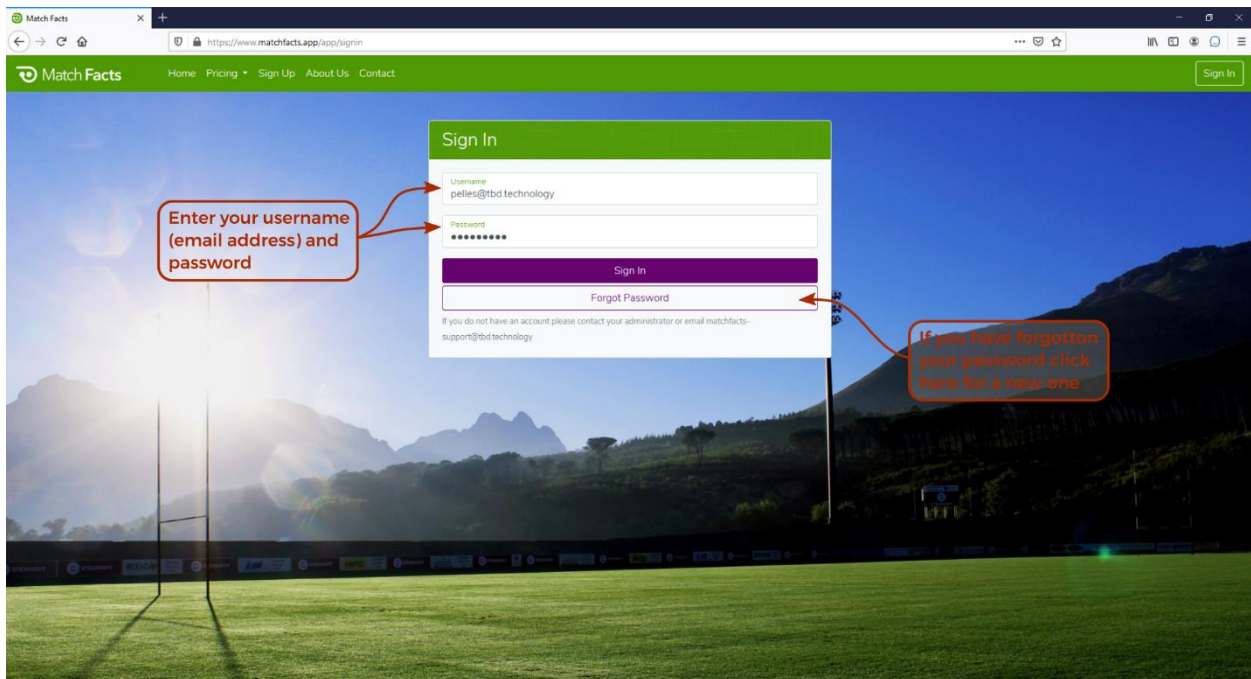
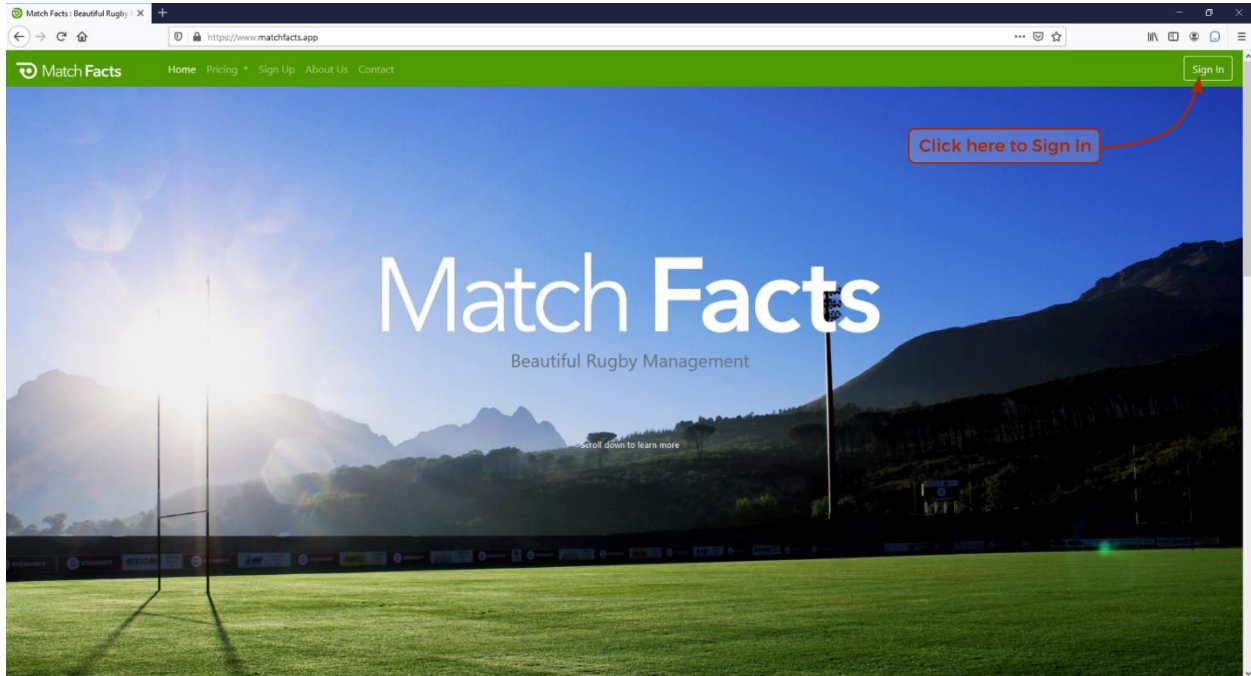
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1. Sign In

To get started open your browser and navigate to:

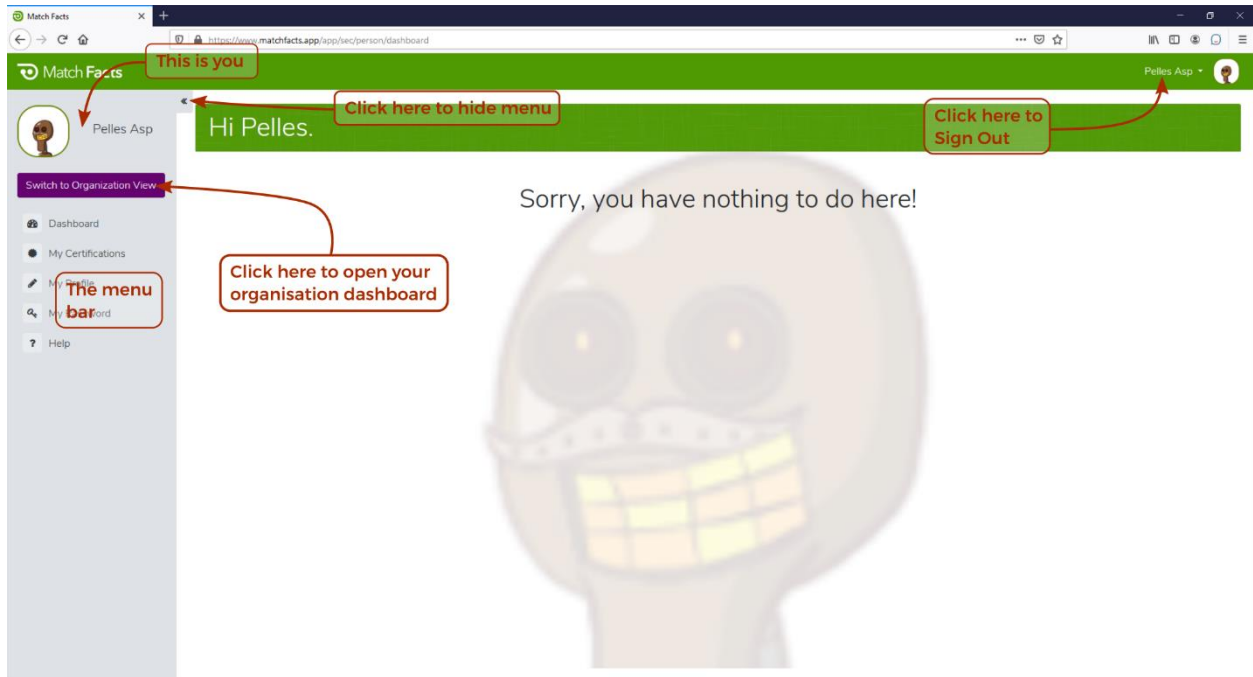
<https://www.matchfacts.app>





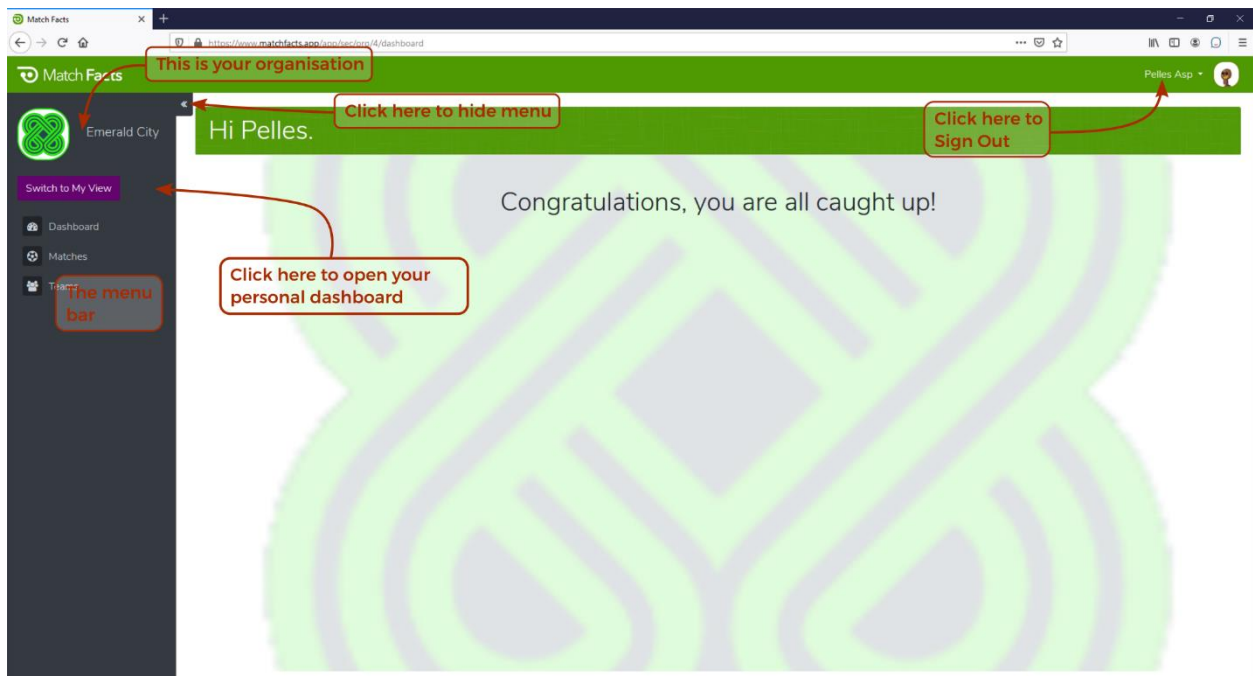
2. Dashboard & Navigation

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.

Match Facts Organization English (United States) Pelles Asp

My Profile

Profile Convert My Account Additional Information Password Match Payments

Members View

Upload profile image from your computer

Delete your profile image

Your email address is also your sign in name

Click to receive SMS messages

Cancel Save

Version: 1.3.0-RC Build: 84221760

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

Match Facts Organization English (United States) Pelles Asp

My Profile

Profile Convert My Account Additional Information Password Match Payments

Enter and confirm your new password

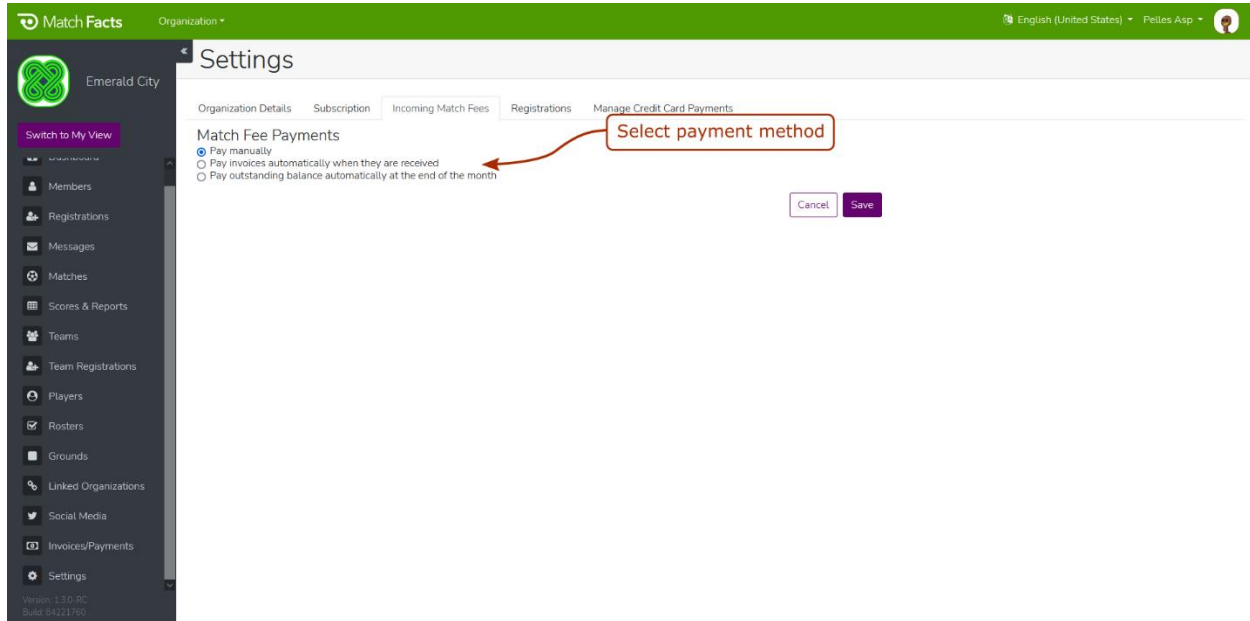
Cancel Save

Version: 1.3.0-RC Build: 84221760



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.

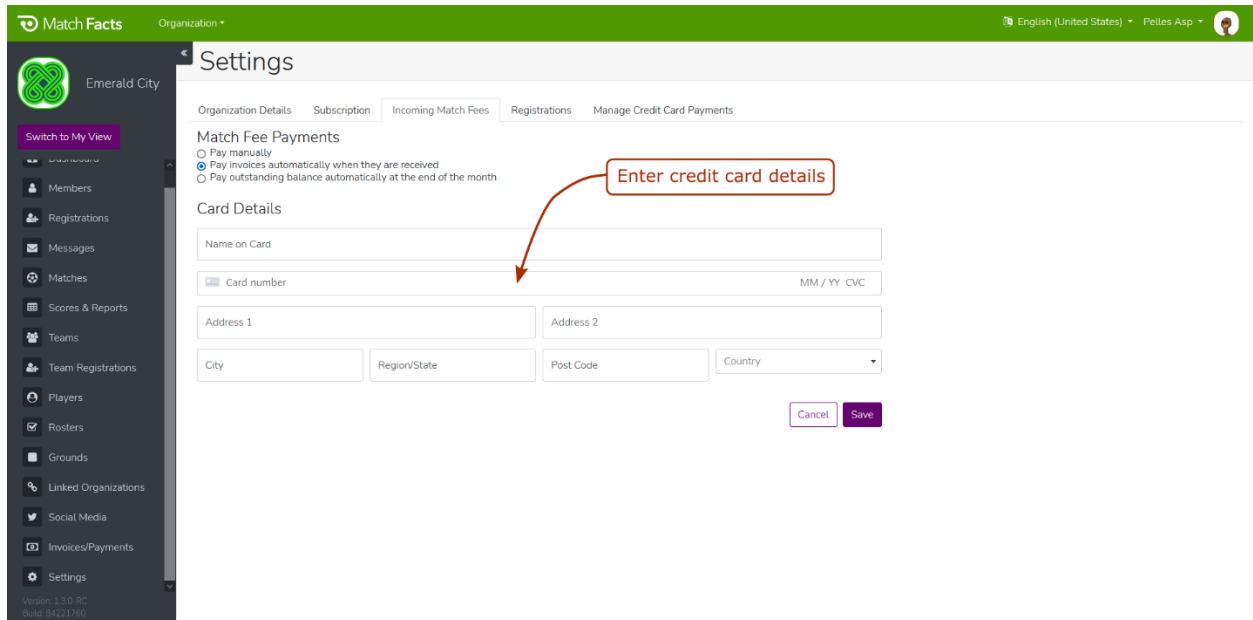


You can choose from three options:

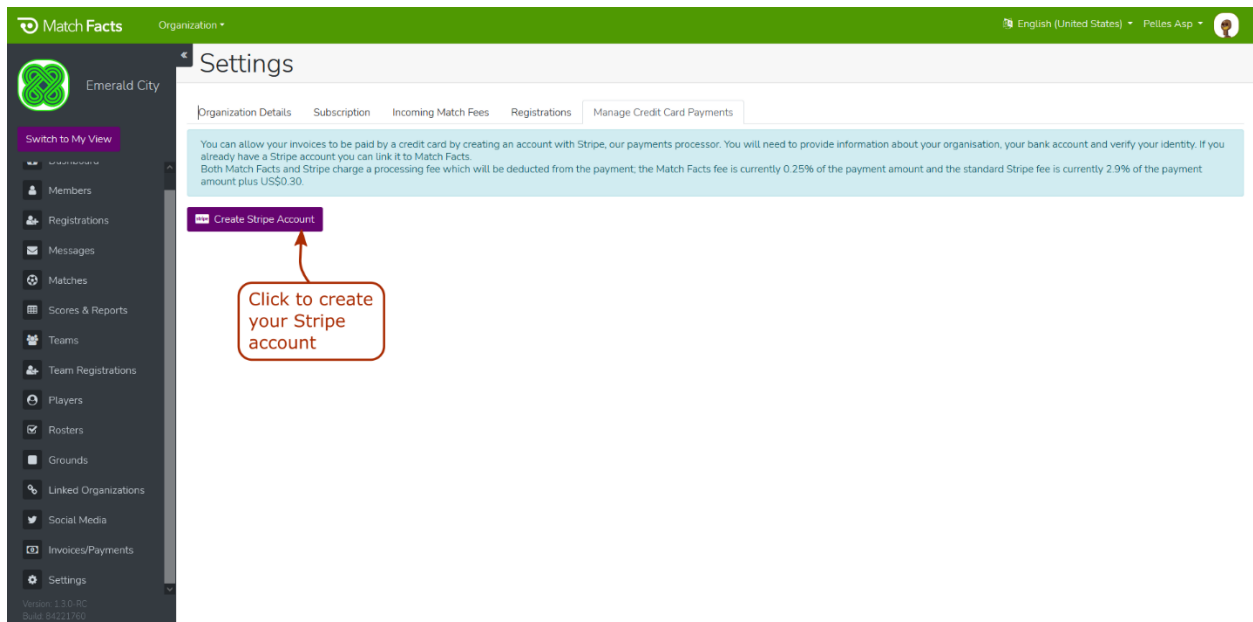
- **Pay manually.** Pay each invoice manually – either using the **Pay Now** button on the **Invoices and Payments** screen or offline (see below).
- **Pay invoices automatically when they are received.** Invoices will be paid automatically from your stored credit card.
- **Pay outstanding balance at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



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.



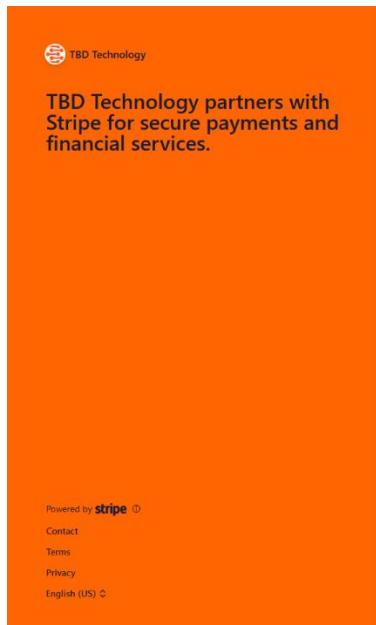
If you want to charge member registration fees through Match Facts you need to set up an account with our credit card processing provider, Stripe, and connect it to your Match Facts account. Click the **Manage Credit Card Payments** tab to start the process.



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



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



Test mode

Get paid by TBD Technology

Fill out a few details so you can start getting paid.

Email

Email is not needed in test mode

Mobile number

US

We'll text this number to verify your account. Message and data rates may apply. By continuing, you agree to our [Terms of Service and Privacy Policy](#). In test mode, you can skip this with the test phone number.

Continue →



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

The screenshot shows the Match Facts interface for 'Emerald City'. The 'Invoices and Payments' section is active, with tabs for 'To Do', 'Invoices', 'Payments', and 'Statements'. The 'Invoices' tab is selected, showing a table of generated invoices. A red box highlights the 'Invoices' tab, and another red box points to a download icon in the table header. A third red box points to the 'Statements' tab, indicating it can be used for payments.

Date	Invoice Number	From	Invoice	Payment
Sep 1, 2022	00113	Upheaval Referees	\$360.00	

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).

The screenshot shows the 'Invoices and Payments' interface for 'Emerald City'. The page has tabs for 'To Do', 'Invoices', 'Payments', and 'Statements'. A dropdown menu is open, showing 'Generated' and 'Received' options. Below this, the organization 'Upheaval Referees' is selected. The current balance is shown as -\$360.00. A table lists transactions, including an invoice for \$360.00 on Sep 1, 2022. A 'Make Payment' button is visible. Annotations include: 'Switch between statements you have generated and received' pointing to the tabs; 'Select the organisation to view' pointing to the dropdown; 'Click to make a payment' pointing to the 'Make Payment' button; 'Transactions' pointing to the table; and 'Current balance' pointing to the balance amount.

6. Get More Help

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

The screenshot shows the 'Help and Resources' page. It features a sidebar with navigation options like 'Dashboard', 'My Matches', 'My Availability', 'My Certifications', 'My Profile', 'My Password', and 'Help'. The main content area is titled 'Help and Resources' and includes sections for 'Guides' (with a link to 'Allocation Quick Start Guide - Referee') and 'Contacts'. The 'Contacts' section lists 'Upheaval Referees' and 'Turhat Sainly' with contact details. Annotations include: 'Click here to open this document' pointing to the guide link; 'If your organisation has set a help desk contact they will be listed here' pointing to the contact list; and 'If you are really stuck email us and we will respond as quickly as we can' pointing to the contact information.