

Team Fundraisers: getting started

Have a club, school or college team work your event, and pay the team instead of each player. You staff, text and check in the players on Event Staff like anyone else. Tourney Direct adds up what they earn for the team, and you pay the team once after the event.

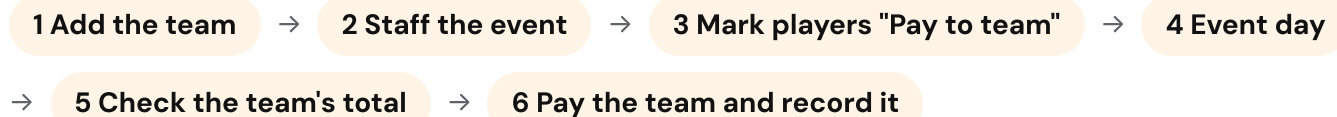
Players don't need their own payment setup

One payment per team per event

No-shows count as \$0

Every payment recorded in one place

The whole picture



You'll use two pages: **Event Staff** for the people and the event, and **Team Fundraisers** in the left menu for the teams and their payments.

What works today, and what's coming

Live now

- Add your teams
- Mark players as paid to a team on Event Staff
- Team totals from check-in and hours, with no-shows at \$0
- Set a flat amount if you agreed on one
- Record the payment you make to the team, with history and CSV export

Coming next

- Pay the team directly from Tourney Direct, from the bank account you use for payroll
- A secure setup link for each team to sign a W-9 and connect its bank account
- Payments arrive in 2 business days

Why paying from Tourney Direct isn't on yet

Today, the first payment to anyone through our payment process files a state **new hire report**. Many states require these, and they use them for things like child support collection. For a team, that report would list the person who set up the team's account, such as a booster club treasurer, as your new hire.

- An organization isn't a new hire, so no report should be filed.
- A wrong report could cause real trouble for a volunteer who only set up their team's account.
- We're removing the new hire step from the process for team payments.

We'll turn on team payments once that step is removed, and we'll let you know when it's live. Until then, pay the team your usual way (check, bank transfer or cash) and record it in Tourney Direct. Everything else in this guide works today, and nothing you set up now changes when direct payments turn on.

1. Add the team

Left menu → **Team Fundraisers** → **Add a team**

- 1 Enter the **team or organization name**, like "Westlake HS Lacrosse".
- 2 Pick the **type**: Club team, High school, College, Nonprofit, or Business or LLC.
- 3 Add a **contact**, mobile and email if you have them. They're optional for now. We'll use them later to send the team its setup link.
- 4 Click **Save team**. You only do this once, then use the team at any event.

You can also add a team while you're marking players on Event Staff (step 3). Teams are organizations, never one person. For college teams, payment usually goes to the school or its athletics foundation, so check with the team before you pay.

2. Staff the event like you always do

Left menu → **Event Staff** → select your event

Add the players to your roster and schedule them on Event Staff the same way you schedule anyone. Ask for availability, build the schedule, and publish it so Teddy texts them their shifts. Their Staff Directory group doesn't matter: a player in a group like "Tampa Staffers" can work for a team at one event and be paid as usual at the next.

Set their rate as usual (hourly, flat or per game). That's what each player earns toward the team.

3. Mark the players as paid to the team

Event Staff → **Schedule** → **Pay** view

- 1 Switch the schedule to the **Pay** view (or **All columns**).
- 2 Check the box next to each player working for the team.
- 3 Click **Pay to team** in the orange bar, choose the team, and click **Move to** the team.

EVENT STAFF · PAY VIEW		
STAFFER	ROLE	PAID TO
Jordan Blake	Field marshal	WL Westlake HS Lacrosse \$90.00 · Earned for WL
Avery Chen	Field marshal	WL Westlake HS Lacrosse \$90.00 · Earned for WL
Liam Brooks	Parking	WL Westlake HS Lacrosse \$0.00 · No-show
Taylor Morgan	Site lead	Individual

Marked players show the team in the **Paid to** column, with what they've earned for it underneath. They won't be paid individually, and they don't need to set up a payment account. To change one person, click their **Paid to** button and pick a team or **Pay individually**. A **Team fundraisers at this event** strip above the table shows each team's running total.

4. Event day

Event Staff → **Event day** view

Run check-in the same way as always. Team players get their check-in texts like everyone else. Each player's earnings count toward the team once they've checked in. Anyone who doesn't show up counts as \$0, so the team's total only includes the players who actually worked.

5. Check the team's total

Left menu → **Team Fundraisers** → **Payouts**

Once the event starts, each team shows under **Ready to pay**, one row per team per event. Before that, it's under **Coming up** with the total so far.

	Westlake HS Lacrosse Fall Showcase · Oct 4 · 17 of 18 worked · 96 hrs	\$1,440 Earned	Adjust	Record payment
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Agreed on a set amount with the team? Click **Adjust**, choose **Flat amount**, enter it and click **Save flat amount**. To go back, choose **Use earned**.

6. Pay the team and record it

Team Fundraisers → **Ready to pay** → **Record payment**

- 1 Pay the team your usual way: check, bank transfer or cash.
- 2 Click **Record payment** on the team's row.
- 3 Confirm the **amount**, enter the **date paid**, choose **how you paid**, and add a check number or note if you like.
- 4 Click **Record payment**. No money moves in Tourney Direct; this keeps your records in one place.

Why record it

- **No one gets paid twice.** Recording locks that team's players for the event, so nobody can switch them back and pay them individually.
- **You always know who you still owe.** Unpaid teams stay under Ready to pay until they're recorded.
- **Proof and year-end records.** The date, amount and check number for every team payment, plus a CSV for your accountant.

The payment moves to **History**. Recorded the wrong thing? Click **Undo** in History and record it again. Click **Export CSV** in History any time for your books.

Good to know

Never paid twice

At each event, a player is paid individually or counted toward a team, never both. Someone who's already been paid individually can't be moved to a team.

No tax forms for players

Players counted toward a team aren't paid individually, so they don't receive anything from you. The payment goes to the team's organization.

Meal reimbursements

These are separate from pay and are still paid to the person, not the team.

Taxes

Tourney Direct doesn't provide tax advice. Check with your accountant on how to record team payments in your books.

More help: help.tourneydirect.com → Team Fundraisers

Questions? Click Ask Teddy in your portal, or email info@tourneydirect.com