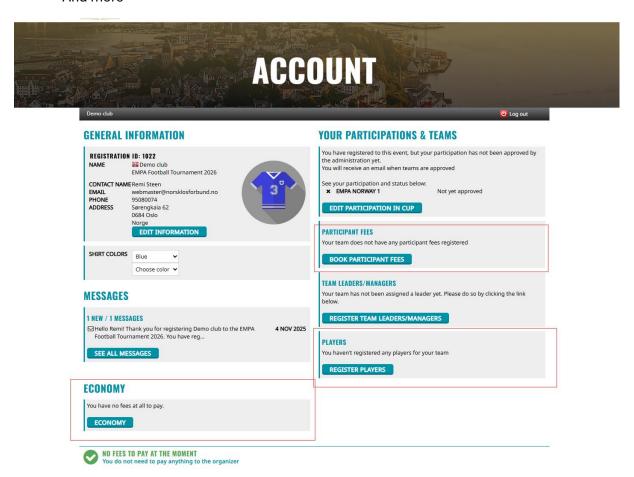
Welcome to EMPA Football 2026

After you have registered the team, you will be redirected to the Teams page. You will also get a confirmation e-mail with your username and password for the Teams page.

On the teams page you can:

- Register all the players
- Book participant fees and services (Drawing party, transportation to the arena etc.)
- See if all your players have paid their expenses
- And more



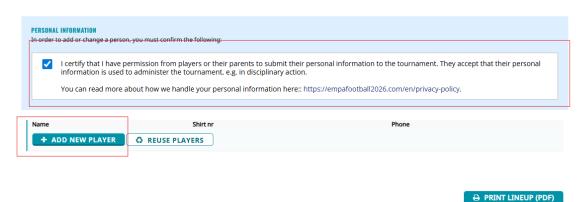
We strongly advise you to register the players and the fees as soon as possible after registration You can always add more players later.

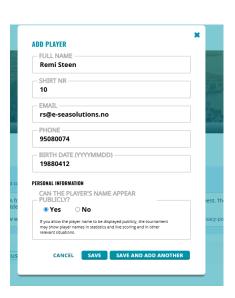
Register players

Registering the teams players is the first step that shall be done.

- 1. Click "Register players" on your account page
- 2. Mark the checkbox regarding the privacy policy and click the "Add new player" button.
- 3. Shirt number is not mandatory, but email and phone should be added, so we can send out information to the players. Email also needs to be added if you want to split the costs between the players

PLAYERS IN EMPA NORWAY 1





4. Repeat step 2-3 for all players

Book players fees and services

All services for all players and relatives need to be summarized and added to this form. The split can be done in another step

- 1. Click the "Book participant fees" button on the teams account page
- 2. Click the "Book player fee" button in the book participant fees page
- 3. In the dialog box that opens you shall add all fees and services that the players and their family wants to book.

Example:

Player "Remi" are bringing his wife and kid. The whole family wants to join the drawing party and the Gala dinner, and they want to be at the arena to watch the matches. Only the player wants to drink beer at the arena. And no one wants to have lunch at the arena

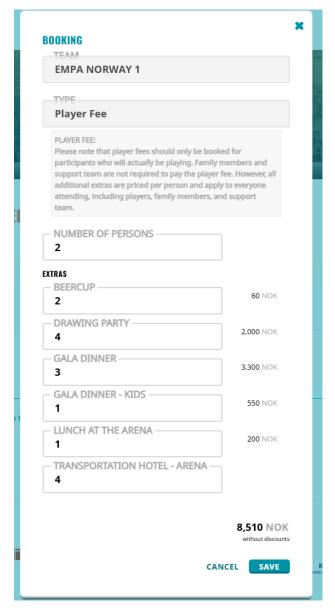
For player "Remi" the following will be added to the booking form:

- 1 x Number of persons (Players and family total)
- 1 x Beercup
- 3 x Drawing party
- 2 x Gala Dinner
- 1 x Gala Dinner kids
- 0 x Lunch at the arena
- 3 x Transportation Hotel Arena

Player "Ola" is traveling alone and will join everything:

- 1 x Number of persons (Players and family total)
- 1 x Beercup
- 1 x Drawing party
- 1 x Gala Dinner
- 1 x Lunch at the arena
- 1 x Transportation Hotel Arena

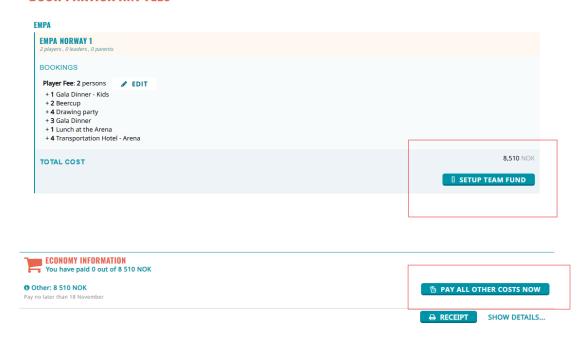
This is how the form will look like after adding all players and relative's fees and services.



Important: All players services should be summarized and added to this form!

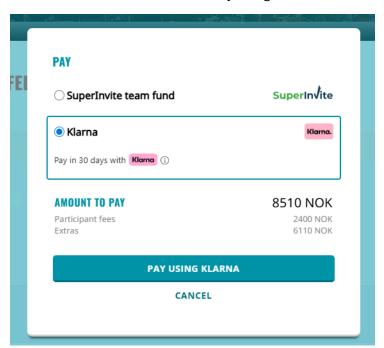
Payment – Split the costs or pay all in one transaction

BOOK PARTICIPANT FEES



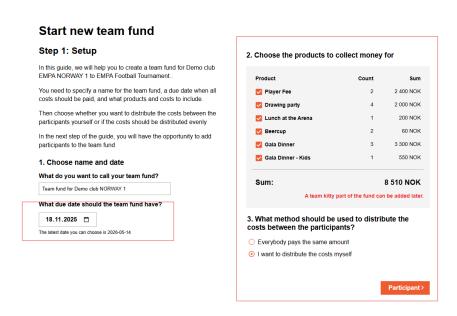
To pay in one transaction

- 1. Click the "Pay all other costs now" button
- 2. Select Klarna and click "Pay using Klarna" button

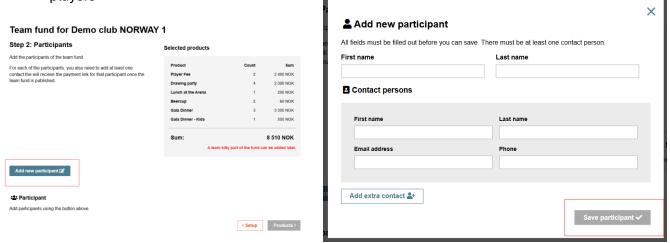


Split the costs

- 1. Click "Setup team fund" button
- 2. On the page that opens you need to set the due date. We advise you to set the due date 14 days from the date you are registering the split!
- 3. Make sure that all products that you want to split are selected in the list
- 4. Select either "Everybody pays the same amount" or "I want to distribute the costs myself" and click "Participant" button



5. Click "Add new participant" button, fill out the form and save participant. Repeat for all players



6. Click "Products"

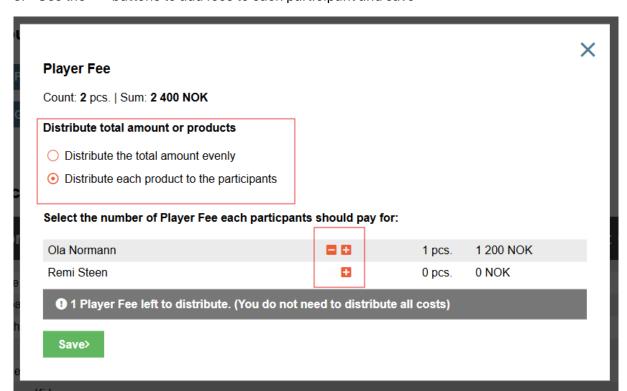


7. Click the products one by one and setup the split

Who should pay for each product?



8. Use the "+" buttons to add fees to each participant and save

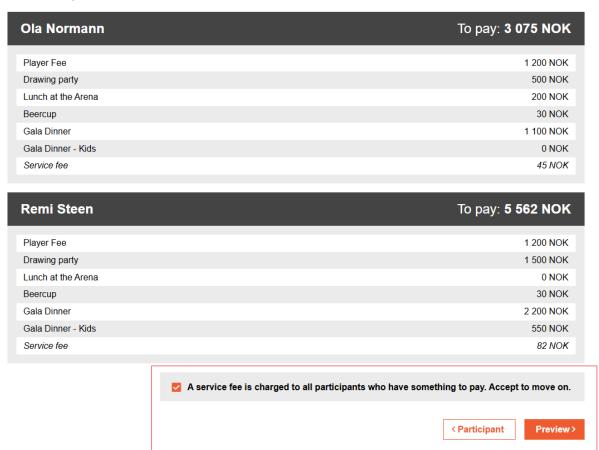


- 9. When all the expenses have been split, all the products will be shown as a "Green" button
- 10. Click the checkbox to accept the service fee (Approx. 4 EUR per participant) and click "Preview" button

Who should pay for each product?



Participant



11. Click "Publish and send invitation to team fund" button to send out payment links to all participants

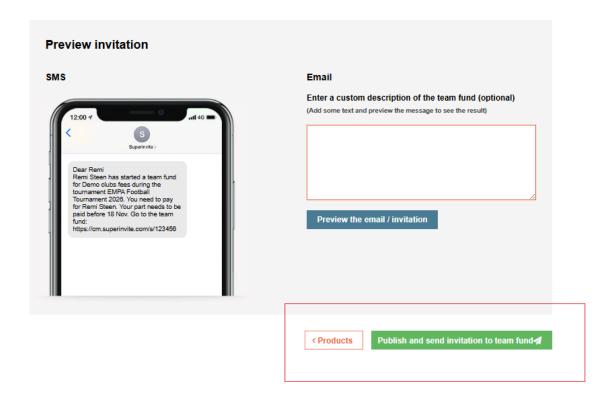
Team fund for Demo club NORWAY 1

Step 4: Publish

When you publish the team fund, and invitation with a payment link will be sent to all contacts by email and text message. You will then be able to keep track of the progress and the participants on a separate overview page.

These products have been distributed

Sum:		8 510 NOK
Gala Dinner - Kids	1	550 NOK
Gala Dinner	3	3 300 NOK
Beercup	2	60 NOK
Lunch at the Arena	1	200 NOK
Drawing party	4	2 000 NOK
Player Fee	2	2 400 NOK
Product	Count	Sum



You can always add more products and players later