



MANAGER PORTAL USER MANUAL

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MANAGER PORTAL

You have access to the Manager Portal from your FC Barcelona penyista profile via the main menu you can find on the top right corner.

*Welcome,
Angel Pérez García*

Penyista area

Add a minor

Tickets away matches

HOME

MY PROFILE

PENYISTA AREA

MANAGER PORTAL


MANAGE MINORS

[Sign out](#)



← Penyista area

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Notices 

Census management

Ticket management

Club information

Other procedures

01

CENSUS

On this section you can accept, unsubscribe or suspend any penyista of your Penya.

On “Requests” (at the bottom) you can check any requests pending to be approved.


Census (17)

Search

Managers


Suspended

ana mata Accepted ●

 Vice president

DNI:

Angel Pérez García Accepted ●

 President

DNI:



02

TICKET MANAGEMENT

You can accept or refuse any applications received from your penyista, and proceed to payment.

You can also see the state of all applications at any moment: "Pre-booking", "Applications", "Ticket confirmation" and "Payment".

2.1

PRE-BOOKING AND APPLICATIONS



Emilia
Moreno Sánchez

Pre-booking ●

2.2

PENYA MANAGEMENT

Approve

Reject

2.3

TICKET CONFIRMATION & PAYMENT

Tickets requested

Tickets allocated

Price

2.1 PRE-BOOKING AND APPLICATIONS

You can check all penyista's pre-booking.

This status is kept until kick off time is confirmed.

Once kick off time is confirmed, the penya member is required to confirm their pre-booking or submit an application

The screenshot shows a mobile application interface for LALIGA. At the top right is the LALIGA logo. Below it, there is a navigation arrow and the text "← Back". The match details are as follows:

- Getafe**
- FC Barcelona**
- Matchday:** 31 jul 2024
- Ticket price:** 30 €
- Penyista can apply for tickets
- Deadline for penyista confirmation:** 8 jul 2024

Below the match details, there is a section titled **Tickets : 2**. This section contains two entries, each with a person icon, a name, and a "Prebook" button with a yellow dot:

- Arlet Marin** Prebook ●
- Angel Pérez García** Prebook ●



2.2 PENYA MANAGEMENT

Manager: it is now time approve or refuse your requests. At this point, the match will show the “Penya Management” status so you can proceed.

← Back

Getafe

FC Barcelona

Matchday: 29 jul 2024

Ticket price: 30 €

You must accept or reject your penyista's ticket applications

Deadline for penya: 24 jul 2024

Tickets : 1/3 Approved

Leo Garcia	Refused ●
Angel Pérez Garcia	Approved ●
Arlet Marin	Applied ●

Reject (button)

Reject (button) **Approve** (button)

2.3 TICKET CONFIRMATION & PAYMENT

The Supporters' Clubs Department approves your tickets:

1. If all applications have been granted, you can proceed with payment.
2. In case there are more applications than tickets granted, you must distribute and proceed with payment.
3. Once tickets are paid, each penyista will receive confirmation and ticket collection details.

← Back

Getafe

FC Barcelona

Matchday: 29 jul 2024

Ticket allocation by FC Barcelona

Payment deadline: 27 jul 2024

Tickets requested	Tickets allocated	Price	Total
2	-	30 €	0 €

Tickets

Arlet Marin Expired ●

Angel Pérez García Approved ●




03

PENYA INFO

You can edit and update most of the info available by clicking the **'Edit'** button.

Some details cannot be modified. In case you need to update them, you must contact the Supporters' Clubs Department.

← Back

Penya info 

Penya main manager
Undefined

Contact information [Edit Postal Shipping →](#)

Credential: 616578
Headquarters: STREET Aristides Maillol, 14, 08028, Barcelona, Barcelona, Spain
Postal shipping: STREET Aristides Maillol, S/N, Bajos, 08028, Barcelona, Barcelona, Spain

Phones [Edit phones →](#)

Main manager:
President:
Contact: 902189900

Emails [Edit emails →](#)

Main manager:
President:
Contact: testo@testo.es



04

OTHER PROCEDURES

4.1

CHANGE OF NAME

4.2

CHANGE OF LOGO

4.3

CHANGE OF PIN

4.4

CHANGE OF HEADQUARTERS

4.5

BOARD MANAGEMENT

4.6

DOCUMENTS



4.1 CHANGE OF NAME

This procedure must be validated by the FC Barcelona Supporters' Clubs Department.

← Back

Name change

Start process

Historical

Penya Proves	Approved ●
Emilia Moreno Sánchez	2 jul 2024, 14:24
Penya Proves	Cancelled ●
Emilia Moreno Sánchez	2 jul 2024, 14:22



04 OTHER PROCEDURES

4.2 CHANGE OF LOGO

To complete this procedure you must add the suggested new logo in JPG or PNG format.

The new design must be validated by the FC Barcelona Supporters' Clubs Department.

Change of Logo

Start procedure

Historical

Change of Logo

Approved ●

Ángel Pérez

12 jul 2024, 13:31

Change of Logo

Cancelled ●

Ángel Pérez

12 jul 2024, 13:29

Change of Logo

Cancelled ●

Ángel Pérez

12 jul 2024, 13:29



4.3 CHANGE OF PIN

The change of PIN cannot be reversed. You need the current Penya Key and PIN.

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PIN change

Start process

Historical

PIN change	Cancelled ●
Ángel Pérez	4 ene 2024, 18:48
PIN change	Approved ●
Mercè Marco	21 dic 2023, 12:00



4.4 CHANGE OF HEADQUARTERS

This procedure needs to be validated by the FC Barcelona Supporters' Clubs Department.

You are required to attach pictures of the new venue.

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Change Headquarters

Start process

Historical

Change of registered office	Approved ●
Angel Pérez García	2 jul 2024, 14:35
Change of registered office	Approved ●
Emilia Moreno Sánchez	2 jul 2024, 10:37
Change of registered office	Cancelled ●
Angel Pérez García	12 jun 2024, 14:07
Change of registered office	Cancelled ●
Angel Pérez García	5 jun 2024, 17:30

4.5 MANAGEMENT BOARD

This procedure needs to be validated by the FC Barcelona Supporters' Clubs Department.

You must attach the minute or a document supporting the change of board in PDF format.

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Management Board

Start process

Historical

Board change	Approved ●
Angel Pérez García	2 jul 2024, 14:50
Board change	Cancelled ●
Angel Pérez García	12 jun 2024, 14:13
Board change	Cancelled ●
Angel Pérez García	4 jun 2024, 11:41
Board change	Cancelled ●
Angel Pérez García	4 jun 2024, 11:37
Board change	Cancelled ●
Mercè Marco	7 may 2024, 10:25







4.6 DOCUMENTS

All documents attached for any of the previous procedures will be stored in this section.

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Documents

Shield Authorization	Consult →
 pdf	08 Jul 2024, 12:25
Shield	Consult →
 png	04 Jul 2024, 14:30
Board of directors certificate	Consult →
 pdf	02 Jul 2024, 14:50
Authorization name	Consult →
 pdf	02 Jul 2024, 14:30



FC BARCELONA
Penyes