

MANAGER PORTAL USER MANUAL

INDEX

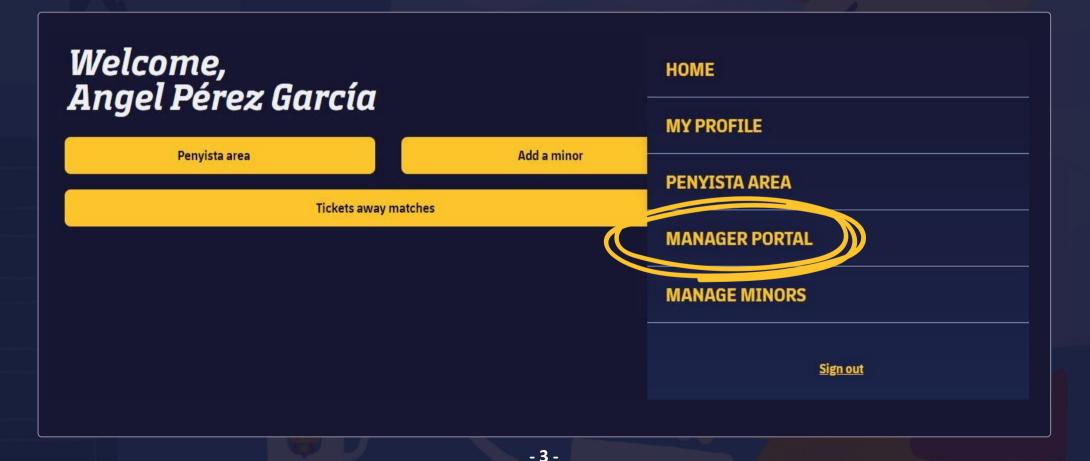


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00 MANAGER PORTAL

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.







← Penyista area 21 Notices 🔔 **Ticket management Census management Club information** Other procedures



01 CENSUS

On this section you can accept, unsubscribe or suspend any penyista of your Penya. Census (17)

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

Accepted (
d
Accepted



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

- 7 -

You can check all penyista's prebooking.

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

	🖌 LALIGA
Getafe	
FC Barcelona	
latchday: 31 jul 2024	
icket price: 30 €	
enyista can apply for tickets	
eadline for penyista confirmation: 8 jul 2024	
eadline for penyista confirmation: 8 jul 2024	
	Prebook (

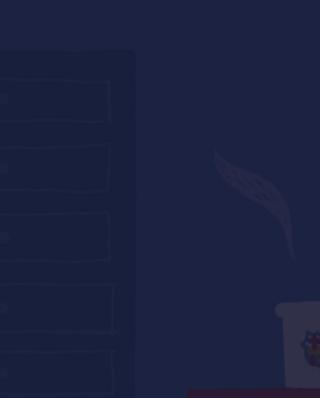




LALIGA

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.





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👬 FC Barcelona

Getafe

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

2	Leo Garcia				Refused •
-	Angel Pérez García		Reject		Approved •
-	Arlet Marin Rej	ert and a set		Approve	Applied •
				Approve	



LIGA

2.3 TICKET CONFIRMATION & PAYMENT

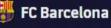
The Supporters' Clubs Department approves your tickets:

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.





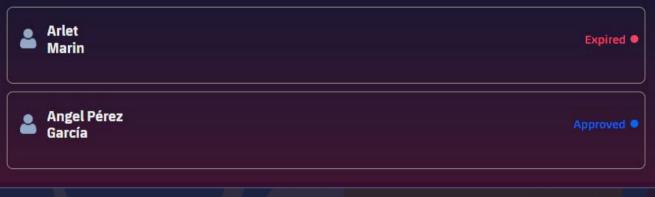
Matchday: 29 jul 2024

Ticket allocation by FC Barcelona

Payment deadline: 27 jul 2024

Tickets requested	Tickets allocated	Price	Total
2		30€	0€

Tickets



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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

Credential: 616578

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Ma

Pre

E

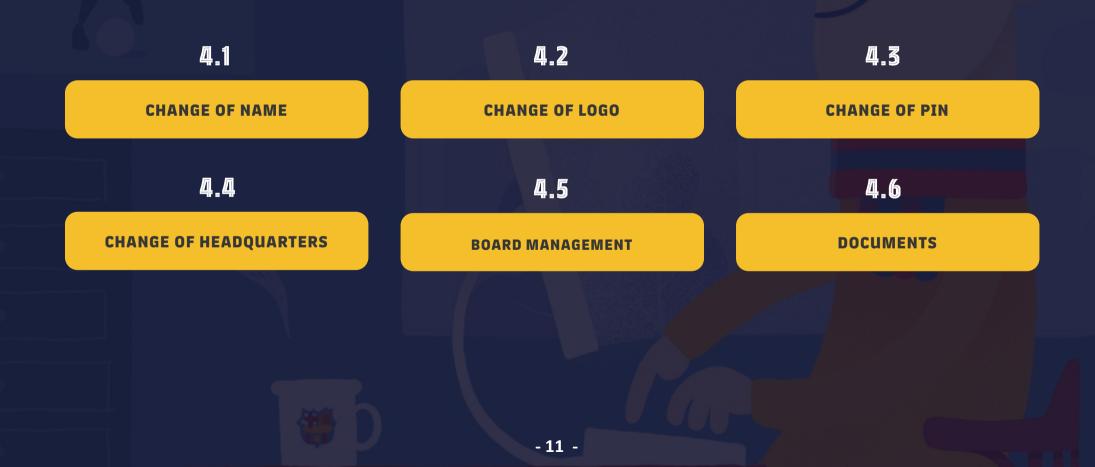
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Headquarters: STREET Arístides Maillol, 14, 08028, Barcelona, Barcelona, Spain
Postal shipping: STREET Aristides Maillol, S/N, Bajos, 08028, Barcelona, Barcelona, Spain

hones	Edit phones \rightarrow
ain manager:	
esident:	
ontact: 902189900	
mails	Edit emails →
ain manager:	
esident:	
ontact: testo@testo.es	

Edit Postal Shipping →

04 Other Procedures



FCB





4.1 CHANGE OF NAME

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

Name change	
Start proce	ess
Historical	
Penya Proves	Approved
Emilia Moreno Sánchez	2 jul 2024, 14:2
Penya Proves	Cancelled
Emilia Moreno Sánchez	2 jul 2024, 14:2





4.2 CHANGE OF LOGO

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

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

Start pi	rocedure
listorical	
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.

← Back	
PIN change	
Start	t 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

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

You are required to attach pictures of the new venue.

Start process	
Historical	
Change of registered office	Арргоче
Angel Pérez García	2 jul 2024, 1
Change of registered office	
Emilia Moreno Sánchez	2 jul 2024, 1
Change of registered office	Cancelle
Angel Pérez García	12 jun 2024, 1
Change of registered office	Cancelle
Angel Pérez García	5 jun 2024, 1

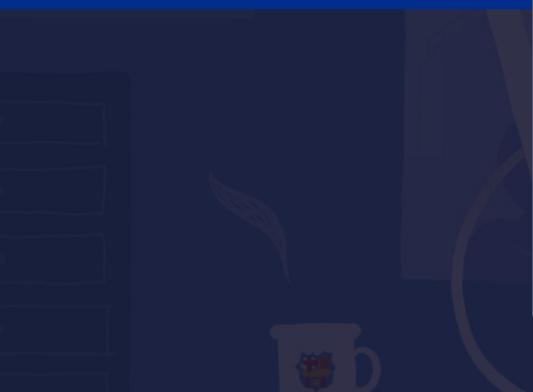




4.5 MANAGEMENT BOARD

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.



Management Board Start process Historical **Board change** Approved • Angel Pérez García 2 jul 2024, 14:50 Cancelled • **Board change** Angel Pérez García 12 jun 2024, 14:13 **Board change** Cancelled • 4 jun 2024, 11:41 Angel Pérez García Cancelled • **Board change** Angel Pérez García 4 jun 2024, 11:37 **Board change** Cancelled • Mercè Marco 7 may 2024, 10:25

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4.6 DOCUMENTS

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

Shield Authorization	Consult –
pdf	08 Jul 2024, 12:25
Shield	Consult -
R 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



