

### Self - Registration - Coach/Manager

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### **Play Football Self Registration Portal**

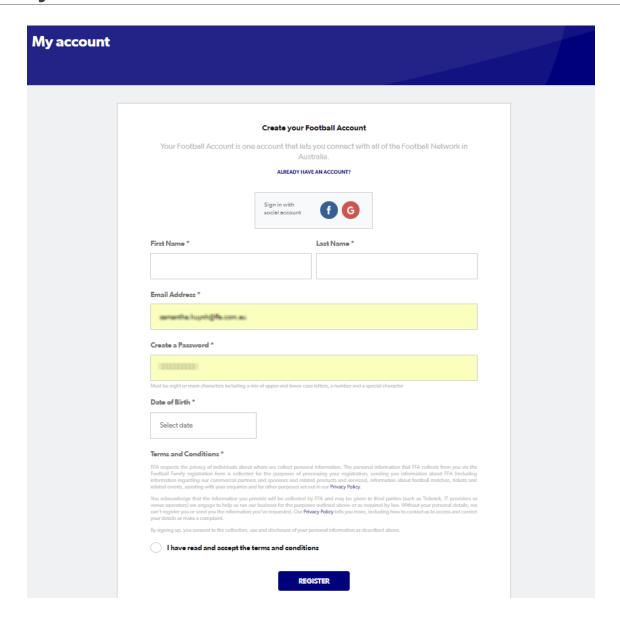
As a Coach/Manager/Volunteer looking to register for the up-coming season, you will need to create a **Football Account** (https://www.ffa.com.au/football-account) If you already have a **Football Account** please sign in. Any existing participants will have to 'claim' their account details, when a participant creates a **Football Account** the details used to create the account will be checked to see if there is any details from Myfootballclub that match. If there is a match the participant will need to 'claim' those details as their own and proceed with their registration.

<u>Create a Football account link</u> >>> <u>https://account.footballnetwork.com.au/register</u> <u>Login to your Football account link</u> >>> <u>https://account.footballnetwork.com.au/</u> If you are required to set up other Club Administrators, please refer to the User Access Guide available through the 'Help' Portal located on the Play Football Website.

### **SUPPORT PORTAL -link**

https://support.playfootball.com.au/support/home

### **Create your Football Account**



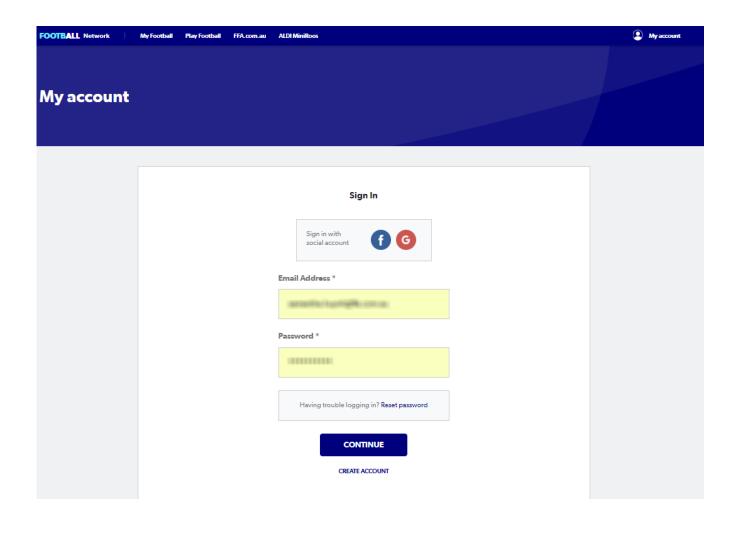


### PLAY FOOTBALL Proudly partnered with rebel Play Football Online Registration

## Claim Profiles Hi Sam, below you will see a list of existing records which match your email address samantha.huynh@ffa.com.au You can choose to link these records to your account. Checking the "Link" option will add those participant records to your account and allow you to manage registrations on their behalf. You can also indicate if one of the existing records is you. Clear 3.2.3, Test (Reference: 4721140) Organisation: FFA Test Club Continue

### **Self-Registration Portal**





### Self-Registration Steps – Registering



### **PLAY FOOTBALL**

Proudly partnered with **rebel** 

### **Play Football Online Registration**

### Welcome

Registration for: Carlton Rovers FC

### How this works

Register in less than 10 minutes

Secure online registration

Login using MyFootball account

### Information needed

Personal Details

Profile photo, WWC, ITC and other details as required

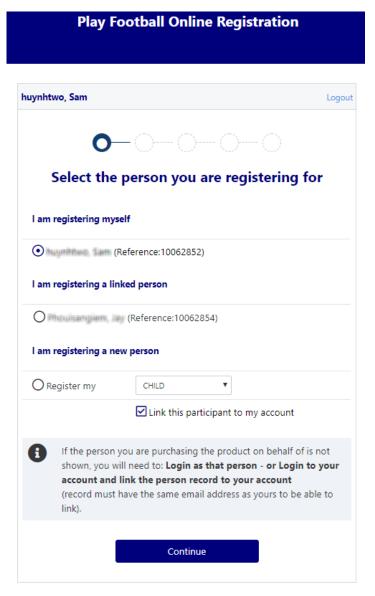
Credit Card Details [If paying online today]

Get started



### STEP 1. - Select the Participant

When you have created your Football account, please sign in and you will be presented with the Play
Football Online Registration screen with your account details and any individuals you have linked to your
account.



- · If you are registering yourself select 'continue'
- If you are registering a new person, select 'I am registering a new person' along with the relationship

### I am Registering a new person

The 'New' Participants details will be checked for any existing records



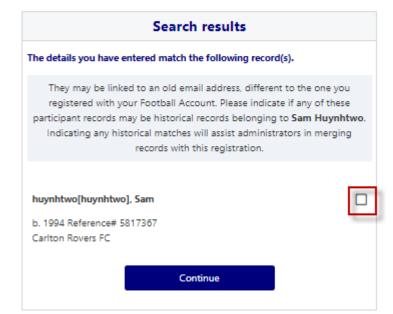
• No existing records will allow the participant to proceed with the registration process as new



Basic Participant Details
We will use these details to check for an existing record.
First Name
Ben
Last Name
Test
Email Address
test@email.com
Date of Birth
01-01-1991
Gender
● Male ○ Female ○ Unspecified
Search
The details you have entered do not match any existing records. <b>Continue</b> as a first time user.
Continue

- If The search result finds matching records, the participant can claim the account by 'ticking' the box
- If the results returned do not match the participant you are registering, leave the box unticked and select 'continue'







# huynhtwo, Sam Select the person you are registering for I am registering myself (Reference:10062852) I am registering a linked person (Reference:10062854) I am registering a new person CHILD Link this participant to my account If the person you are purchasing the product on behalf of is not shown, you will need to: Login as that person - or Login to your account and link the person record to your account (record must have the same email address as yours to be able to link).

**Play Football Online Registration** 

### I am registering myself

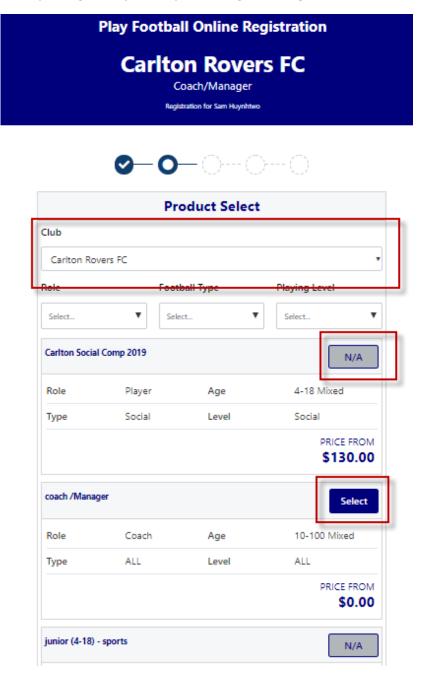
• If you a registering a 'Linked' person select the participant and then 'continue'

### STEP 2.- Select Club & Product

- Type/Select the club you are registering to for the upcoming season
- Participant will be presented with all the clubs 'Products' You will be shown all the 'Products' your clubs
  have on offer, select the product that you have been informed to select by your club. If you are UNSURE of
  which product to select speak with your club directly.



\*Products - the package that you are purchasing/selecting



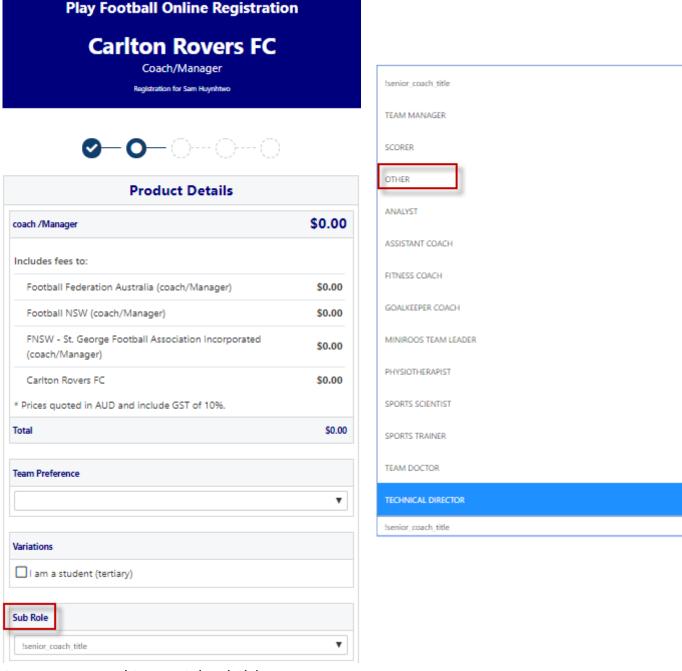
NOTE: Products marked 'N/A' are unavailable to the participant as they do not meet the requirements of the product that the club has created. If you are UNSURE about your product selection

### STEP 3.- Product Details

- This step allows the participants to purchase 'Optional products' the club may offer.
- Participants can review the breakdown of the included FEES in their 'Product' selection.
- If an optional product is to be purchased select the product >select update cart = update the total
- Coach/Managers/Volunteers have a sub role, if your role is not listed select OTHER



### SUB ROLE's



STEP 4.- Working With Children

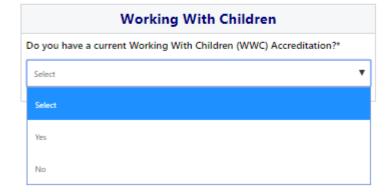
- Participants will be asked if they have a working with children (WWC)card, For those participants that do not have a WWC will need to obtain one – each State has a different process
- NSW Office of the Children's Guardian
- · Victoria Working with children check Victoria
- ACT Access Canberra
- NT Safe NT
- TAS Consumer, Building, Occupational Services
- WA Government of Western Australia



- SA National Criminal History Check
- SA Department of communities and Social Inclusion
- SA Catholic Archdiocese of Adelaide
- QLD Blue Card
- Additional questions will build down to gather WWC details of the participant







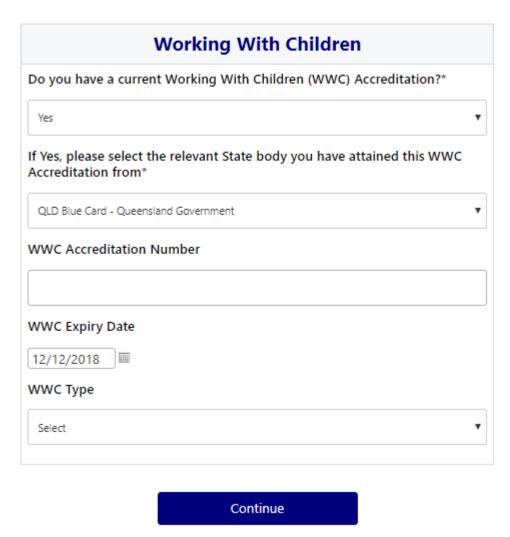
Working with Children - if you selected - YES

- · Select the state
- Add WWC details
- Select if your card is Paid/Volunteer

NOTE: If you are UNSURE if you require a paid or volunteer WWC please speak with your Member Federation/Association Directly.





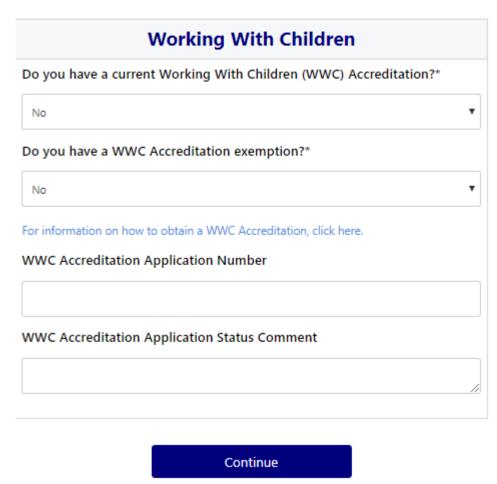


Working with Children – if you selected – NO

- If the participant does not have a WWC Accreditation or an exemption, the participant will be prompted to apply for a WWC
- Participants are encouraged to apply for a WWC before process with their Registration





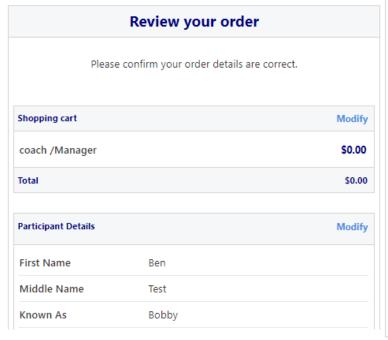


### STEP 5. - Review Your Order

- Participants will have the chance to review their order at this step it is important participants review and edit
- To edit any of the sections select 'Modify'
- The Terms & Conditions will also appear at this step







Working with Children	Modify
Working with Children Details Yes	
In order to register, each participant must agree to comply with the and Conditions including any incorporating documents such as the Statutes, National Code of Conduct and Spectator Code of Behavior	FFA
I have read and agree to comply with the Terms & Conditions. If the being registered is under 18, I confirm that I am their parent/legal gard If this registration form is being completed on behalf of another confirm that I have provided that person (or, if that person is a child provided their parent or legal guardian) with a copy of the Terms and Conditions and they have read and agreed to comply with them.	uardian. person, l , I have
I confirm I wish to opt into marketing communications from the foll organisations:  Football Federation Australia  Football NSW	owing
FNSW - St. George Football Association Incorporated Carlton Rovers FC	

Continue

### STEP 6. - Payment

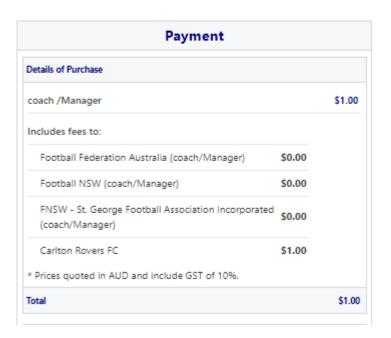
- This step provides the participants the chance to review their product
- The product fee breakdown is displayed along with any discounts or additional products the participant has selected
- If the participant has selected an **INCORRECT product**, select one of the blue circles at the top of the page to go back in the process to select the correct product





NOTE: If you are UNSURE of which product to select – contact your club directly to get the correct information regarding your product selection





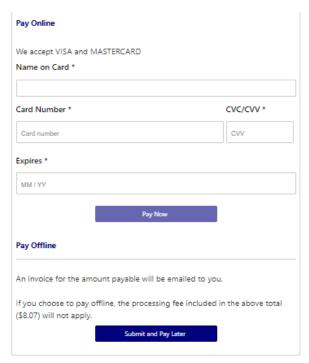
### **VOUCHER/COUPONS**

- NSW participants who have a valid active kids voucher in their will need to enter the voucher details to redeem its value
- NSW/ACT/ Victoria/ Tasmania/ South Australia/ Western Australia/ Northern Territory/ Queensland
  participants will need to speak with their Member Federations or Local Governments to see if sports voucher
  schemes are available in your state
- If you have obtained a sports voucher and you are from Victoria/ Tasmania/ South Australia/ Western
   Australia/ Northern Territory/ Queensland, PLEASE speak with your clubs directly to see how you can
   redeem your voucher





### Online/ Offline

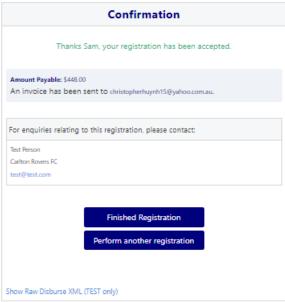


- <u>Clubs</u> set the payment options available for participants
- Online Visa or Mastercard payments Payments are to be made in FULL
- Offline Clubs preference

NOTE: Payment options are set by Clubs – if there is an issue with payment options available to you, please speak with your club directly.







STEP 9. - Confirmation/ Perform another Registration

### **End of Registration**

- Club Registrars will list the contact details for participants to use if they have any enquiries related to their Registration
- Selecting 'Perform another Registration' will take the participant back to step 1.



I am registering a linked person, or I am registering a new person

