

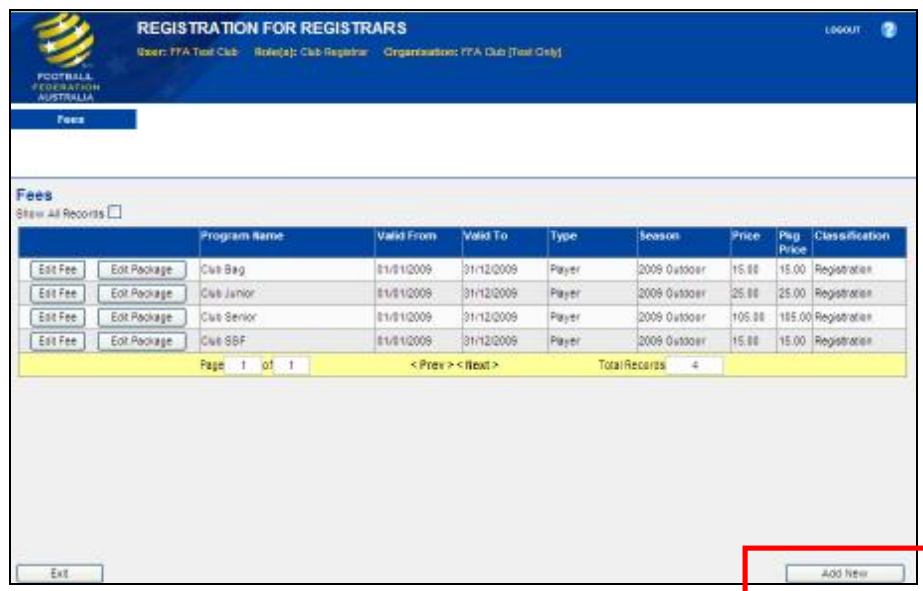
## Setting Up Add Ons

### Overview

- An Add On is an additional item that a player can purchase at the time they are registering for your Club.
- These can be merchandise (caps, bags, scarves, etc), membership fees (social club, etc) or other items.
- Add Ons are not included in registration packages.
- Please note Add Ons are not a mandatory purchase for players, they can choose whether to select the additional item in the self registration workflow.

### Step by Step Guide to Setting Up Add Ons

**Step 1:** From the Main Menu click on the **Fees** button.



**REGISTRATION FOR REGISTRARS**  
User: FFA Test Club | Role(s): Club Registrar | Organisation: FFA Club [Test Club]

**Fees**

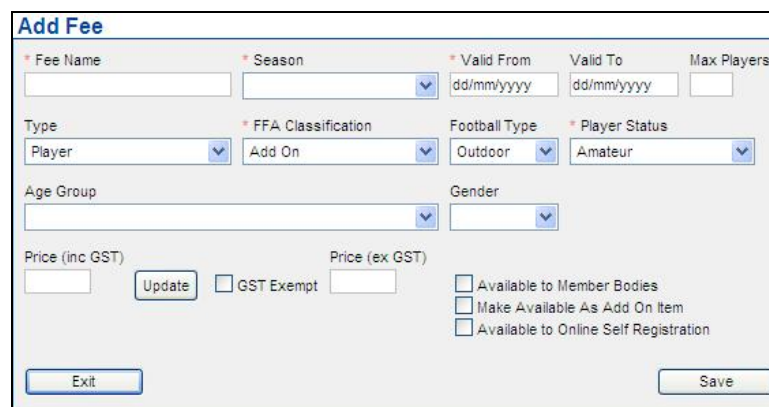
Show All Records

	Program Name	Valid From	Valid To	Type	Season	Price	Prog Price	Classification
<a href="#">Edit Fee</a> <a href="#">Edit Package</a>	Club Bag	31/8/2009	31/12/2009	Player	2009 Outdoor	15.00	15.00	Registration
<a href="#">Edit Fee</a> <a href="#">Edit Package</a>	Club Junior	31/8/2009	31/12/2009	Player	2009 Outdoor	25.00	25.00	Registration
<a href="#">Edit Fee</a> <a href="#">Edit Package</a>	Club Senior	31/8/2009	31/12/2009	Player	2009 Outdoor	105.00	105.00	Registration
<a href="#">Edit Fee</a> <a href="#">Edit Package</a>	Club SSF	31/8/2009	31/12/2009	Player	2009 Outdoor	15.00	15.00	Registration

Page 1 of 1 < Prev > < Next > Total Records: 4

[Exit](#) [Add New](#)

**Step 2:** Click the **Add New** button and a window will popup.



**Add Fee**

\* Fee Name:  \* Season:  \* Valid From:  Valid To:  Max Players:

Type:  \* FFA Classification:  Football Type:  \* Player Status:

Age Group:  Gender:

Price (inc GST):  Price (ex GST):

Available to Member Bodies  
 Make Available As Add On Item  
 Available to Online Self Registration

[Exit](#) [Save](#)

The table below outlines the individual fields which need to be completed to create an Add On item in the system:

Field	Description
<b>Fee Name</b>	Enter the name of the Add On. <b>TIP- You can enter a name using numbers or letters up to a maximum of 30 numbers/letters. Do not use commas (“,”) or exclamation marks (“ ‘ “”).</b>
<b>Season</b>	Select the season. Normally this will be “2010 Outdoor”.
<b>Valid From</b>	The date from which this add on is available for sale.
<b>Valid To</b>	The date to which this add on is available for sale.
<b>Max</b>	The maximum number of this item you wish to sell. Normally this field is blank.
<b>Type</b>	Select the Role of “Player”.
<b>Classification</b>	Select “Add On”.
<b>Football Type</b>	You can select “Outdoor”, “Indoor” or “Beach”. This should match the Season.
<b>Player Status</b>	This will normally be Amateur.
<b>Age Group</b>	Select the Age Group this add on is being sold to.
<b>Gender</b>	You can select “Male”, “Female” or “Mixed”. Normally this is blank.
<b>Price (inc GST)</b>	The price for this add on. Remember to include GST if appropriate.
<b>GST Exempt</b>	Tick this box if your Club is not registered for GST with the Australian Taxation Office.
<b>Available to Member Bodies</b>	Leave this un-ticked for Add On items.
<b>Make Available As Add On Item</b>	Tick this box.
<b>Available to Online Self Registration</b>	Tick this if the add on is to be available for players via self registration.

**Step 3:** Click on the **Save** button and you will be returned to the list of fees. Your Add On item will appear in the list along with the fees and packages.