

## Setting Up Fees and Registration Packages

### Overview

- After you have set your age groups up in the system the next logical step is to set up your club fees for the season.
- Once you have established what your Club fees are for the season you need to set them up in MyFootballClub. This is where we setup registration fees that are available to players and club registrars during registration.
- The process is particularly critical if you intend your players to self register and pay online.
- Setting up a registration fee is a two step process:
  - You set an initial fee for each age group;
  - You add the additional fees that need to be included - FFA's NRF, your Federation's fee and any applicable Zone/Association fee for that age group.

### Deleting Fees

- Once a fee has been registered against in the system either through a player self registering or club registrar registering in the system, it cannot be deleted.
- If you would like to delete a fee the only approach you can take is to change the "Valid To" so the fee expires immediately and therefore cannot be selected.

### Tips and Considerations

- This is a simple task that should be done by one person within the Club if you have multiple Club registrars.
- Do not register against the fee to test that it is working prior to ensuring that fee is set up correctly as the fee cannot be change after this point. We suggest you can either contact your Member Federation.
- Fee setup and packaging is very important when you are setting up a package which can be selected by a Player self registering or when a player is paying online through the system.
- Communicate the packages, and in particular the labels, which have been set up for your players and other club registrars.
- If you are not encouraging player self registration in your club, you are simply creating a package which can be selected by club registrars during the registration by registrar process. We would advise you create 1 or 2 packages in this case which can be registered against. i.e U18's and Over 18's
- We would advise you to prepare your club fees prior to fee setup on the system.

### Definition of Fees and Packages

**Fees:** This refers to your individual Club/Association where this applicable. This is step 1 in the Registration package setup process.

**Registration Package:** Once you have created your Club fee you will need to need to create a Registration Package. A package should include the following, Association Fee (where applicable), Member Federation Fee, Football Federation's National Registration Fee.

## Step by Step Guide to Setting Up your Club Fee and then Creating a Registration Package

### Initial Club Fee Setup

**Step 1:** Select **Fees** from the Main menu



**Step 2:** Fees Home Page.

- This is where your Fees and Registration Packages will appear once they have been created for the season. You can review and edit these packages at any time, however once these fees have been used to register a player you will not be able to edit the fee or Registration Package.
- Each season you will need to set your Club fees up and create a package.

**Fees**  
Show All Records

		Program Name	Valid From	Valid To	Type	Season	Price	Pkg Price	Classification
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Club Beg	31/01/2009	31/12/2009	Player	2009 Outdoor	15.00	15.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Club Junior	31/01/2009	31/12/2009	Player	2009 Outdoor	25.00	25.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Club Senior	31/01/2009	31/12/2009	Player	2009 Outdoor	105.00	105.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Club SSP	31/01/2009	31/12/2009	Player	2009 Outdoor	15.00	15.00	Registration

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**Step 3:** To Create a new fee click on **Add New** button and a window will popup.

- Complete fields below, see table on page 3 for guidance.
- Click on the **Save** button once you have completed all the mandatory fields.

**Add Fee**

* Fee Name	Season	* Valid From	Valid To	Max Players
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type	FFA Classification	Football Type		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Age Group	Gender			
<input type="text"/>	<input type="text"/>			
Price (inc GST)	<input type="text"/>	Price (ex GST)	<input type="text"/>	
<input type="button" value="Update"/>	<input type="checkbox"/> GST Exempt	<input type="checkbox"/> Available to Member Bodies <input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration		
<input type="button" value="Exit"/>	<input type="button" value="Save"/>			

The table below provides guidance to assist you to create your fee:

Field	Description
Fee Name	Enter the name of the registration fee.   <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>
Season	Select the season for the fee. Normally this will be “2010 Outdoor”.
Valid From	The date from which this fee is available for sale.
Valid To	The date to which this fee is available for sale.
Max	The maximum number of this fee you wish to sell. Normally this is blank.
Type	Select the Role of “Player”.
Classification	Select “Registration”.
Football Type	You can select “Outdoor”, “Indoor” or “Beach”. This should match the Season.
Player Status	This will normally be Amateur.
Age Group	Select the Age Group this fee is being sold to.
Gender	You can select “Male”, “Female” or “Mixed”. Normally this is blank.
Price (inc GST)	The price for this fee. Remember to include GST if appropriate.   <b>TIP - This price does not include any other fees i.e. FFA/State/Zone/Association fees.</b>
GST Exempt	Tick this box if your Club is not registered for GST with the Australian Taxation Office.
Available to Member Bodies	Leave this un-ticked at Club level.
Make Available As Add On Item	Leave this un-ticked for registration fees.
Available to Online Self Registration	Tick this if the fee is to be available for players via self registration.

## Create a Registration Package

**Step 1:** Your fee should appear in the list on the Fee Home Page. Select the **Edit Package** button next to the fee to commence the process of creating a package.

<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Club Bag	01/01/2009	31/12/2009	Player	2009 Outdoor	15.00	15.00	Registration
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**Step 2:** Reviewing the Fees available for Selection

- The top table below will display the fees available for selection in the creation of your package.
- This will include all Your Association Fees, All Your Member Federation Fees, All the FFA's National Registration Fees. For example Junior and Senior Fees.

Select Program Package Items

Available for Selection

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/> SS NRF	3.00	Football Federation Australia	Administrator	Outdoor			1/01/2010	31/12/2010
<input type="checkbox"/> FFA - 2010 Junior NRF	10.00	Football Federation Australia	Player	Outdoor	FFA 4 to 15 - Junior		1/01/2010	31/12/2010
<input type="checkbox"/> FFA - 2010 Senior NRF	21.00	Football Federation Australia	Player	Outdoor	FFA 16 to 100 - Senior		1/01/2010	01/01/2011
<input type="checkbox"/> FFA NRF 2010 Senior	22.00	Football Federation Australia	Player	Outdoor	FFA 16 to 100 - Senior		1/01/2010	01/01/2011

Selected

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
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Fee Price: 0.00
 Package Price: 0.00
 Total Price (incl GST): 0.00

**Step 3:** Select the **fee(s)** appropriate to the age group you are creating the registration package for by ticking the box next to each fee.



**TIP - Normally you will need to select one FFA NRF, one State fee and one Zone/ Association fee. Your Federation and/or Zone/Association will provide you with a list of their fees for the season to guide you.**

**Step 4:** Click on the **Add Selected to Package** button. You will see the Package Price at the bottom of the screen is automatically updated and the fees will now appear in the Selected Table.



**TIP- If you have selected an incorrect Fee select the appropriate fee and click Remove Selected from Package.**

**Step 5:** When you have selected all the fees to be included in the package click on the **Save** button and you will be returned to the list of fees.