

## Over 18's Registration

### Overview

- This should be used if you have an Over 18s Player who did not play for your club last season. This could either be a player who is new to Football or a player who has registered to play Football with another Club.
- The following steps need to be performed when registering a new player either from another Club or a brand new player to football who turns 19 or older in the current year.
- The first Step in this area is to search for the player to double check whether they are in the system.
- Please note a player could have completed a form previously but for many reasons may not have made it into the system.
- Players Names may have also been incorrectly entered into the system.

### Tips and Considerations

- In order to register a player in Over 18's they must have completed a registration form.
- It will be possible for you to process an online payment through MyFootballClub's payment gateway. If you intend to process these payments, we would advise you to have this information with you when entering the registration into the system.
- Please note the inputting an accurate email address is important, to ensure the player can self register online at some stage in the future.

## Step by Step Guide to Registering a Player through Over 18's Registration

Step 1: Select **Over 18's Registration** from the main menu



Step 2: Search for the player

- Perform a search of for the player using either:  
**FFA No** and **DOB**, or  
**First Name**, **Last Name** and **DOB**.

**TIP – You do not have to enter the whole name of a player - you can enter part of a player's name e.g. to search for 'Sarah' as a first name you can enter "sa" or "s".**

- If the player was registered anywhere in Australia last year their information is in the system.
- Click on **Search**.

Step 3: Search Results

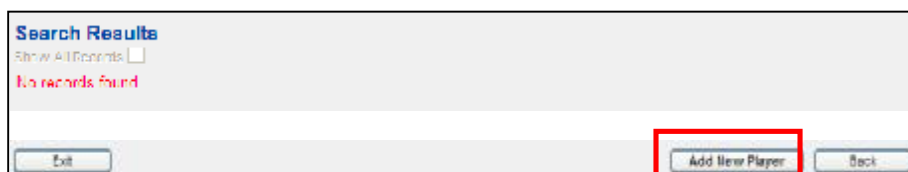
There are two Scenarios here:

1. Your player is not in the system – No Record Found
2. You find the player in the system. – Record Found

### Scenario 1: No Record Found

If you believe the player has played football before in Australia try a variation of their name. e.g. Bill may be in the system as William, and vice versa.

Click on **Add New Player**. The First Name, Last Name and DOB you entered for the search will be added by default.



### Scenario 2: Record Found

- If the player's record was found the following screen is displayed.
- Click the **Select** button next to the record for the player you want to register and their details will be displayed on the next screen.



The screenshot shows a window titled "Search Results" with a "Show All Records" checkbox. Below the checkbox is a table with the following data:

	FFA No.	First Name	Last Name	DOB	Gender	State	District Association
Select	70302015	John	Smith	01/01/1980	Male	New South Wales	



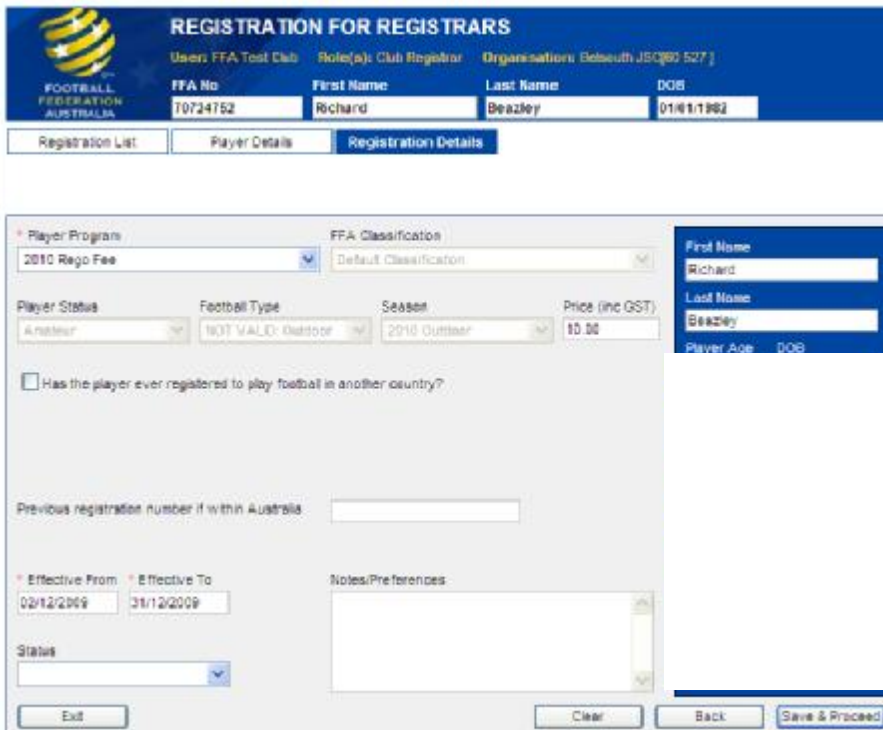
**TIP - You will note that the player's FFA No., First Name, Last Name and DOB are displayed across the top of the window. You will therefore always be aware of which player's record you are managing.**

## Step 4: Player Details

- **Record Found:** If you are registering a player which has been found in the system you will notice that the information will already be populated in the top of the screen below.
- **No Record Found:** If the Player is completely new to football the First Name, Last Name and DOB will be pre populated with the values from the search screen. You will need to complete the these fields with the players full name. If the player has an FFA number you can enter this into the FFA NO field below, alternatively you can click **Generate** to allocate a new number.

- Once the top half of the Player details page is complete you must complete the fields below in the bottom section.
- These fields will be blank for new players and existing players.
- You must complete the Mandatory fields which are highlighted with \*.
- Click the **Save Details** button and then click **Add New Registration**.

## Step 5: Completing Registration Details



1. Select **Player Program**.
2. Tick "Has the player ever registered to play football in another country?".  
( Please refer below)
3. Check the **Effective from** and **Effective** to dates to ensure they match with the date on the registration form.
4. The status will be chosen for you. The player will become Active once you've completed the process.
5. Click **Save and Proceed**.

### Overseas Players Only

- If the player clicks yes here you must contact your Member Federation to get an International Transfer Certificate- to receive clearance for the player to play in Australia.
- You may be fined if you register a player without clearance. This is an international FIFA rule, which is applied to both amateurs and professionals in the game.

## Step 6: Additional Questions

There are currently no mandatory questions.

You may complete the non-mandatory additional questions or you may skip this and go directly to the Terms and Conditions.

How would you like to proceed?

If there are no mandatory questions the box above will pop up. To skip additional questions, click Complete Terms and Conditions.

The number of additional questions may vary depending on how many have been setup by State Federations, Zones/Associations and your Club. If there are no Mandatory Additional Questions in the system, you can skip this section.



**TIP - Mandatory questions are marked by an '\*'.**

## Step 7: Terms & Conditions

This is where you sign-off the registration on behalf of the Player as well as the Club.

- Please ensure that the actual form has been signed by both the Player and Club representative.
- Ensure that you enter the correct dates from the form.
- Depending on your competition rules you may also be required to sight proof of date of birth.
- Click on **Pay Now**.

The Player (or if the Player is under 18 years of age at the time of signing this form, that Player's parent or legal guardian) agrees to comply with the terms (as specified here) and its incorporated documents, including the FFA Statutes and Spectator Code of Behaviour.

Signature date  
[dd/mm/yyyy]

Tick here if you agree

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The Club warrants that it has confirmed the Player's name and identity. The club agrees to comply with the Terms (as specified here) and its incorporated documents, including the FFA Statutes.

Name and Position of Club Representative  Signature date  
[dd/mm/yyyy]

Tick here if you agree

Original signed Professional Player Contract

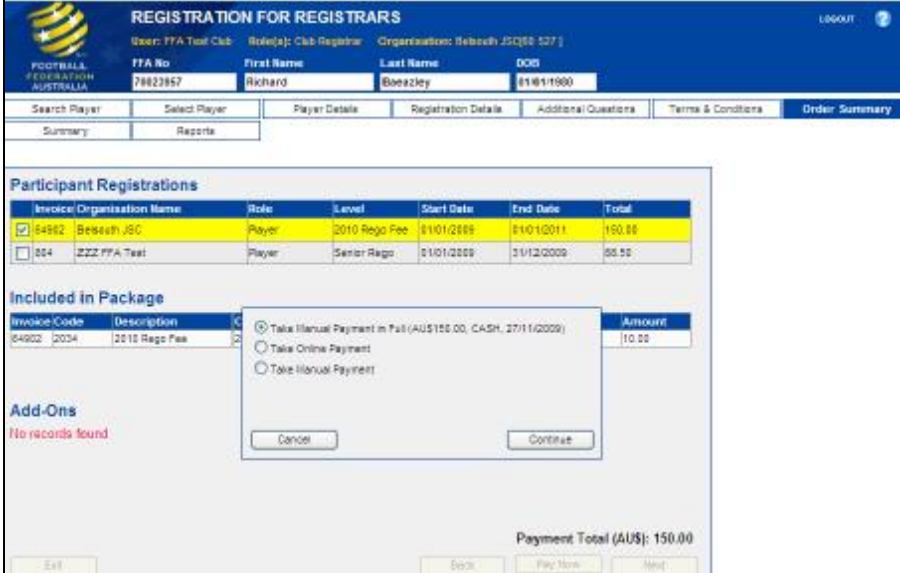
Certified copy of birth certificate and/or passport

If an ITC is required, a certified copy of the visa/work permit

T & C Signed

## Step 8: Take Payment

- A popup box is displayed with the available payment options.



The screenshot shows the 'REGISTRATION FOR REGISTRARS' page. At the top, there is a header with the Football Federation Australia logo and a 'LOGOUT' link. Below the header, there are fields for 'Team: FFA Test Club', 'Role(s): Club Registrar', and 'Organisation: Belconn JSC(80 527)'. There are also fields for 'FFA No: 78823857', 'First Name: Richard', 'Last Name: Beazley', and 'DOB: 11/01/1980'. A navigation bar includes 'Search Player', 'Select Player', 'Player Details', 'Registration Details', 'Additional Questions', 'Terms & Conditions', and 'Order Summary'. The main content area shows 'Participant Registrations' with a table of invoices. A popup box is displayed over the 'Included in Package' section, offering three payment options: 'Take Manual Payment in Full (AU\$150.00, CASH, 27/11/2009)', 'Take Online Payment', and 'Take Manual Payment'. The 'Payment Total (AU\$): 150.00' is shown at the bottom right of the popup.

Invoice/Organisation Name	Role	Level	Start Date	End Date	Total
<input checked="" type="checkbox"/> 84962 Belconn JSC	Player	2010 Rego Fee	11/01/2009	11/01/2011	150.00
<input type="checkbox"/> 854 ZZZ FFA Test	Player	Senior Rego	11/01/2009	11/12/2009	85.50

Invoice-Code	Description	IC	Amount
04602 2034	2010 Rego Fee		10.00

Payment Total (AU\$): 150.00

### Payment Options

A popup box is displayed with the two options available. If your Club has been setup for online payments you will have an additional option to take an online payment.

**Option 1** – Manual Payment in Full - where you take a manual payment in full with cash on the current date, this does not allow you to add any details regarding date, or comments to the payment. This is a quicker process than the one below.

**Option 2** – Manual Payment - where you can manually enter the date, payment method and notes regarding the payment.

**Option 3** – Take Online Payment- This will only appear in the box if your club has completed FFA's online payment request. This will allow you to take an online payment by using the Players Credit Card details provided.

### Option 1: Manual Payment in Full

#### Manual Payment in Full

- Select 'Take Manual Payment in Full'.
- Note that the amount and date will be automatically displayed.
- Click on the **Continue** button which will take you the to Summary Page.

### Option 2: Manual Payment

#### Manual Payment

- Select '**Take Manual Payment**'
- Click on the **Continue** button.
- This will take you to the manual payment page. Note you cannot take partial payments. Ensure the full amount is in the payment amount, select payment type and enter the date paid.
- You can also enter comments (e.g. receipt numbers, outline of payment deadlines for part payments, etc).
- Click on **Save** and then the **Next** button on the Order Summary screen.

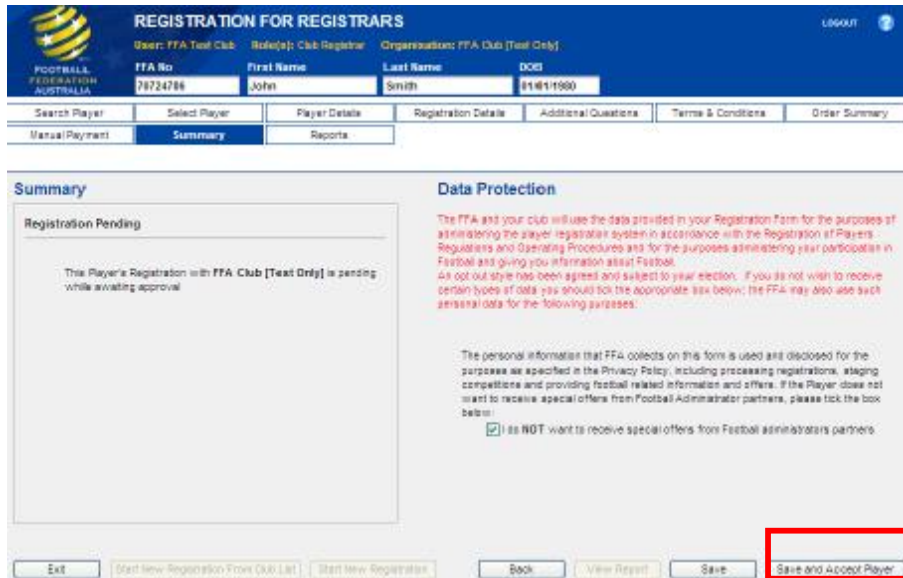
### Option 3: Online Payments

#### Online payments

- Note this will only be displayed if your club has registered for this service.
- Enter the **Credit Card number**, **Card Security Code** (3-digit number on back of card), **Expiry Date**, **Name on Card** and the **email address** to send a copy of the payment advice (this field is option)
- Click on **Next**.
- You are then asked to confirm payment. If the details are correct click on **Pay**.
- If the transaction has been successful the transaction details will be displayed.
- Click on **Close** to continue with the registrations process.

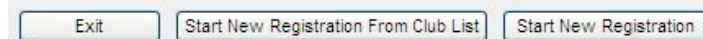
## Step 9: Summary

- Click the **Save and Accept Player** button



### Transaction Record

You will then be presented with a record of the transaction. Please note the Transaction number is for internal processing of the transaction within the database. You do not need to keep a record of this number.



The buttons will appear at the bottom of the screen. You have 3 options.

Click **Exit** – Takes you back to the Club Home Page.

Click **Start New Registration from Club List** – Take you to your club list in Re-Register Existing players.

Click **Start New Registration** – Takes you back to the beginning of Over 18's Registration.