

## Re-Registering Returning Players

### Overview

- This process can be performed to re-register returning players to your club.
- Please note this section will only enable you to register players who registered with your club last year. If a player registered in 2008 or prior to this they will not be found in the list of players in this section, you will need to go to Over 18's or 18s & Under registration.
- There are a number of drop downs lists and sort filters which can be used to assist you to find the list of players you wish to register for the 2010 season.

### Tips and Considerations

- When you are registering a player in this section they must have completed a NRR03 registration form.
- We suggest you ensure you have the player registrations forms in front of you and to ensure you can work efficiently through your list.
- We suggest you tackle one team/age group at a time. You can determine the age group by using the year of birth filter. This will be explained later in this document.

## Step by Step Guide to Registering a Player through Re-Registering Returning Players

**Step 1: Select Re-Register Returning Players from the main menu**



2010 Registration

- Over 18's Registration
- 18's & Under Registration
- Re-Register Returning Players**
- Bulk Acceptance
- Search Invoice

**Step 2: Finding the players to Re-Register**

**Using the Drop Down Boxes to find your players**

- Select the **Gender**.
- Select **Adult** or **Youth**.

**Note: In order for the year of birth to appear in the drop down box, you must select Youth and click on the GO button.**

Below are all players from last season who do not have a registration for the current season.

Show All Records

Gender: All | Adult/Youth: All | Year Of Birth: All | Football Type: Outdoor

Go

- The years of birth will only appear for the players that registered with your club last season. I.e if you only had players registering who were born in 1991 and 1992 they are the only age groups which will appear in this box.
- Select the **Year of Birth**, please note this will only appear for Youth section, this is not applicable for Adults searches.
- Select **Football Type**.
- Click on the **GO** button to filter the records displayed.

Below are all players from last season who do not have a registration for the current season.

Show All Records

Gender: All | Adult/Youth: Youth | Year Of Birth: All | Football Type: Outdoor

Go

	FFA No	First Name	Last Name	DOB	Register	Valid To	Last Known Reg Status	Football Type
<a href="#">Re-Register</a>	50382244	Ean	Garrod	06/04/99	01/04/2008 - 99	31/12/2008	inactive	Outdoor
<a href="#">Re-Register</a>	50385339	Monica	Seal	03/07/99	14/04/2008 - 99	31/12/2008	inactive	Outdoor
<a href="#">Re-Register</a>	50394526	Scott	Urschmeier	09/08/99	01/04/2008 - 99	31/12/2008	inactive	Outdoor
<a href="#">Re-Register</a>	50385236	Natasha	Yseman-Dale	12/01/99	14/04/2008 - 99	31/12/2008	inactive	Outdoor

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




**Tip:** You can also use the table headings to sort the data, by clicking on the headings of the table. The most useful filters will be First and Last name and DOB.

FFA No	First Name	Last Name	DOB	Registered	Valid From	Valid To	Last Known Reg Status
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### Step 3: Select the Player you wish to register

- Once you have found the player you want to register, click the **Re-Register** button next to their name.
- The player details screen will appear below.
- Check the contact details are correct, including the email address field.
- Click the **Add New Registration** button.



**REGISTRATION FOR REGISTRARS**

User: FFA Test Club Role(s): Club Registrar Organisation: FFA Club [Test Only]

Logout

FFA No: 76724736

First Name: John

Last Name: Smith

DOB: 01/01/1980

Search Player
Select Player
**Player Details**
Registration Details
Additional Questions
Terms & Conditions
Order Summary

Summary
Reports

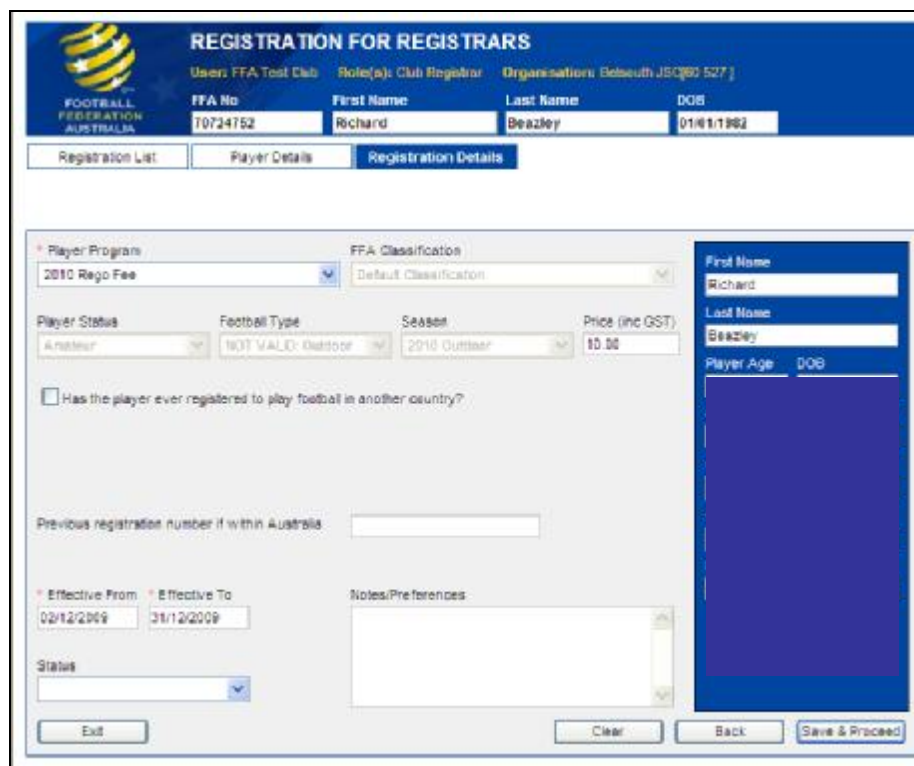
* FFA No.	Title	* First Name	Middle Name	* Last Name	Known As	* DOB	Gender
76724736	<input type="button" value="Generate"/>	John		Smith		01/01/1980	Male
Age Group applied for		* Country of Birth	* Country of Nationality		Aboriginal / Torres Islander	Status	
		Australia	Australia		<input type="checkbox"/>	Active	

* Address 1	Home	STD	Local Number	Emergency Contact		
Level 22				First Name		
* Address 2	Work			Middle Name		
1 Oxford St				Last Name		
* Suburb	Mobile			Home Phone		
Darlinghurst				Mobile Phone		
* Post Code	Fax					
2019						
* State	Default	Home				
Northern Territory						
* Country						
Australia						
* Type						
Home						

\* Email Address  
stephen.morris@footballaustralia.com.au

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## Step 4: Completing Registration Details



**REGISTRATION FOR REGISTRARS**

User: FFA Test Club Role(s): Club Registrar Organisation: Brisbane JSC(90 527)

FFA No	First Name	Last Name	DOB
70724752	Richard	Beazley	01/01/1982

Registration List | Player Details | **Registration Details**

Player Programs: 2010 Rego Fee | FFA Classification: Default Classification

Player Status: Amateur | Football Type: NOT VALID Outdoor | Season: 2010 Outdoor | Price (inc GST): \$0.00

Has the player ever registered to play football in another country?

Previous registration number if within Australia: [ ]

Effective From: 02/12/2009 | Effective To: 31/12/2009

Notes/Preferences: [ ]

State: [ ]

Buttons: Exit | Clear | Back | **Save & Proceed**

1. Select the **Player Program** for this player.

2. Tick "Has the player ever registered to play football in another country?" if required.

(See "Overseas Players Only" 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 the **Save and Proceed** button.

### Overseas Players Only

- If you tick this box 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 5: 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?

Complete Additional Questions

Complete Terms and Conditions

- If there are no mandatory questions the box above will pop up. To skip additional questions, click Complete Terms and Conditions.
- If there is at least one mandatory question the user will be directed straight to the questions.
- The number of additional questions may vary depending on how many have been setup by State Federations, Zones/Associations and your Club.
- If your club has not created any Additional Questions this section will be skipped.

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

## Step 6: 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.



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

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Original signed Professional Player Contract

Certified copy of birth certificate and/or passport

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

T & C Signed

## Parent Details and School Information

- Please note if you are registering an 18's and Under player you will have the option to complete the Parent/Guardian and Schools sections.
- However this is not mandatory. Refer to the 18s & Under Registration Manual for details on completing these steps.

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) agree to comply with the terms (as specified here) and its incorporated documents, including the FFA Statutes and Spectator Code of Behaviour.

Guardian First Name:  Guardian Last Name:  \* Tick here if you agree  \* Signature date: 18/02/2009

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:  \* Tick here if you agree  \* Signature date: dd/mm/yyyy

Original signed Professional Player Contract  
 Certified copy of birth certificate and/or passport  
 If an MC is required, a certified copy of the visa/work permit  
 T & C Signed

Buttons: Exit, Parent / Guardian Details, School Details, Back, Review Order, Pay Now

- When you have completed the Terms & Conditions, click on **Pay Now**.

## Step 8: Take Payment

- The Pop Up will appear below.

**REGISTRATION FOR REGISTRARS** LOGOUT

Team: FFA Test Club Role(s): Club Registrar Organisation: Brisbane JSC(51527)

FFA No: 78823857 First Name: Richard Last Name: Beezley DOB: 11/01/1980

Search Player | Select Player | Player Details | Registration Details | Additional Questions | Terms & Conditions | Order Summary

Summary | Reports

**Participant Registrations**

Invoice/Organisation Name	Role	Level	Start Date	End Date	Total
<input checked="" type="checkbox"/> 54982 Brisbane JSC	Player	2010 Rego Fee	11/01/2009	11/01/2011	150.00
<input type="checkbox"/> 884 222 FFA Test	Player	Senior Rego	11/01/2009	11/12/2009	88.50

**Included in Package**

Invoice/Code	Description	Amount
54982 2034	2010 Rego Fee	10.00

**Add-Ons**  
No records found.

Payment Total (AUS): 150.00

Buttons: Exit, Back, Pay Now, Next

Pop Up:  Take Manual Payment in Full (AUS150.00, CASH, 27/11/2009)  Take Online Payment  Take Manual Payment

Buttons: Cancel, Continue

## 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 form. 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'.
- This is the quickest option in this area.
- Note that the amount and date will be automatically displayed.
- Click on the **Continue** button which will take you to the 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 the **Save** button and then the **Next** button on the Order Summary screen.

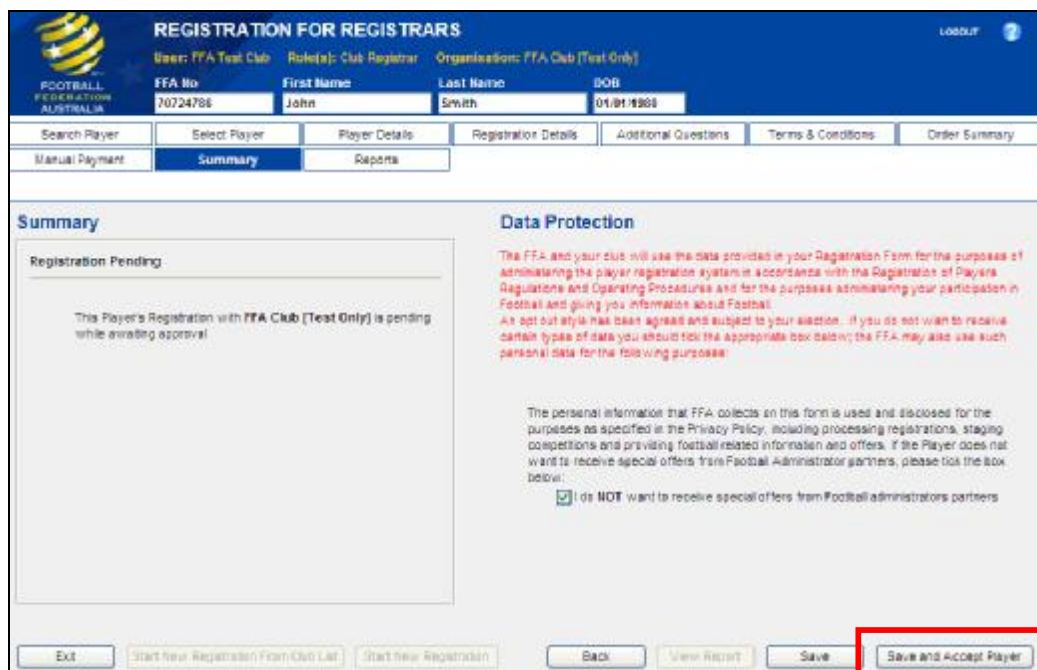
## Option 3: Online Payments

### Online payments

- Note this will only be displayed if your club has registered for this service.
- Select 'Take Online Payment'
- Click on the **Continue** button. A new window will appear.
- 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 the **Next** button.
- You are then asked to confirm payment. If the details are correct click on the **Pay** button.
- If the transaction has been successful the transaction details will be displayed.
- Click on the **Close** button to continue with the registrations process.

## Step 9: Summary

Click on **Save and Accept Player**.



**REGISTRATION FOR REGISTRARS** LOGOUT ?

User: FFA Test Club Roles: Club Registrar Organisation: FFA Club (Test Only)

FFA No: 70724786 First Name: John Last Name: Smith DOB: 01/01/1980

Search Player	Select Player	Player Details	Registration Details	Additional Questions	Terms & Conditions	Order Summary
Manual Payment	<b>Summary</b>	Reports				

#### Summary

Registration Pending

This Player's Registration with FFA Club (Test Only) is pending while awaiting approval.

#### Data Protection

The FFA and your club will use the data provided in your Registration Form for the purposes of administering the player registration system in accordance with the Registration of Players Regulations and Operating Procedures and for the purposes administering your participation in Football and giving you information about Football.

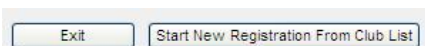
As set out above has been agreed and subject to your election, if you do not want to receive certain types of data you should tick the appropriate box below; the FFA may also use such personal data for the following purposes:

The personal information that FFA collects on this form is used and disclosed for the purposes as specified in the Privacy Policy, including processing registrations, staging competitions and providing football related information and offers. If the Player does not want to receive special offers from Football Administrators partners, please tick the box below:

I do NOT want to receive special offers from Football administrators partners

### 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.



These buttons will appear at the bottom of the screen. You have 2 options.

- Click **Exit** – Takes you back to the Club Home Page.
- Click **Start New Registration from Club List** – Takes you to your club list in Re-Register Returning players.