

## 18s & Under Registration

### Overview

- This should be used if you have 18 year old player or younger who did not play for your club last season. This could either be a player who is new to Football or a player who was registered to play Football with another Club.
- 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. You should check for different variations when searching for the player.

### Tips and Considerations

- In order to register a player in Over 18's they must have completed a NRR03 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.
- It is important to make sure the Email address is up to date as this will be used to by players to access their information and so they can self register in the future.

## Step by Step Guide to Registering a Player through 18s and Under Registration

**Step 1: Click the **18's & Under Registration** button 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 'Christopher' as a first name you can enter "Chris" or "Chr". Try variations of the name if you do not find the record the first time e.g. "William" might be entered as "Bill".**

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

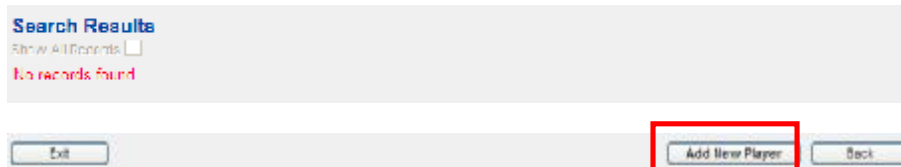
### **Step 3: Search Results**

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

Click on the **Add New Player** Button. Their First Name, Last Name and DOB you entered for the search will be displayed 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.



	FFA No.	First Name	Last Name	DOB	Gender	State	District Association
Select	78303815	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: Entering the Players Contact Details

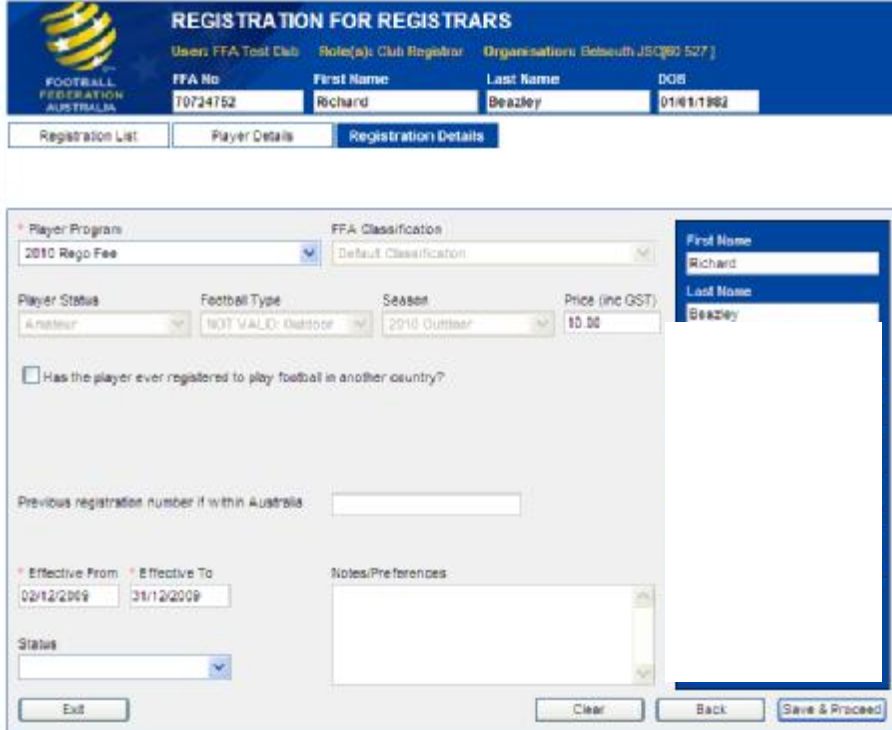
- **Record Found:** If you are registering a player which has been found in the system you will notice that the information will already be populated in the top of the screen below.
- **No Record Found:** If the Player is completely new to football the First Name, Last Name and DOB will be pre populated with the values from the search screen. You will need to complete 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 mandatory fields below.
- These fields will be blank for both new players and existing players.
- You must complete the Mandatory fields which are highlighted with \*.
- Click the **Save Details** button
- Click the **Add New Registration** button to proceed.



## Step 5: Completing Registration Details



**REGISTRATION FOR REGISTRARS**

User: FFA Test Club Role(s): Club Registrar Organisation: Brisbane JSC(60 527)

FFA No	First Name	Last Name	DOB
T0724752	Richard	Beazley	01/01/1992

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

\* Player Program: 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: \_\_\_\_\_

Status: \_\_\_\_\_

Buttons: Exit | Clear | Back | Save & Proceed

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

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 and play 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 this section will be skipped.



**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** , you will skip Parent/Guardian and school details. You will go to step 9.

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.

Guardian First Name	Guardian Last Name	* Tick here if you agree <input checked="" type="checkbox"/>	* Signature date
<input type="text"/>	<input type="text"/>		<input type="text" value="01/01/2009"/>

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 <input checked="" type="checkbox"/>	* Signature date
<input type="text"/>		<input type="text" value="01/01/2009"/>

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

## Step 8: Parent / Guardian and School Information

### Parent / Guardian Information

Entering this information is optional. If you wish to skip this step click on **Pay Now** to make a payment.

- This section is only for junior players (those turning 18 or younger this current calendar year).
- All parents and guardians are registered in the system. Their information is entered once and then can be searched for future use with other children.
- Commence completing this section by clicking on **Parent/Guardian Details**.
- You can either search by **FFA No** or **Last Name** (as mandatory fields). Include the parent's first name for a more refined search.
- If any parents are found they will be displayed.
- Click on **Select** next to the Parent you want to use.

Search Player	Select Player	Player Details	Registration Details	Search Parent	Select Parent	Parent Details
School Search	Select School	School Details	Additional Questions	Order Summary	Terms & Conditions	Summary
Results						
<b>Search Results</b>						
Show All Records <input type="checkbox"/>						
FFA No	First Name	Last Name	DOB	Suburb	Post Code	
Select 70204114	Mary	Smith	01/01/1980	Darlinghurst	2000	
Page 1 of 1					Total Records: 1	

- For new parents you will need to enter the information they provided on the registration form.
- For existing parents check their details for accurateness including that a valid email address is entered.
- When details have been entered click on **Save and Proceed**.
- If you want to add multiple parent details click **Save** and **Add New** and repeat the process.

Search Player	Select Player	Player Details	Registration Details	Search Parent	Select Parent	<b>Parent Details</b>
School Search	Select School	School Details	Additional Questions	Order Summary	Terms & Conditions	Summary

Resets

Title:  First Name:  Last Name:  Gender:

Home:  Work:  Mobile:  Fax:

STB:  Local Number:

Email Address:

Secondary Email Address:

Buttons:

- If no records are found you will be asked to add their details into the system by clicking **Add New Parent**.

## School Information

- This section is only for junior players (those turning 18 or younger this current calendar year).
- Schools have already been entered into the system. To find a school begin typing the school name in the field and a drop down list will appear. **Select the School**.

**REGISTRATION FOR REGISTRARS** LOGOUT

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

FFA No:  First Name:  Last Name:  SCS:

Search Player	Select Player	Player Details	Registration Details	Additional Questions	Terms & Conditions	<b>School Search</b>
Select School	School Details					

School Name:  Suburb:  State:  Education Type:

Buttons:

For example enter 'Brisbane' and you will be presented with a list of schools commencing with that word.

School ID	Name	Type	Suburb	State	Post Code
Select 11834	Brisbane Adventist College	School			
Select 11835	Brisbane Adventist College	School			
Select 11836	Brisbane Boys College	School			
Select 11837	Brisbane Central State School	School			
Select 11838	Brisbane Girls Grammar School	School			
Select 11839	Brisbane Grammar School	School			
Select 11840	Brisbane Independent Primary School	School			
Select 2125	Brisbane Montessori School	School			
Select 11251	Brisbane Muslim School	School			
Select 11252	Brisbane Muslim School	School			

Page 1 of 2      < Prev > < Next >      Total Records: 15

- If any schools are found they will be displayed.
- Click on **Select** next to the School you want to use.

School Search	Select School	School Details	Additional Questions	Order Summary	Terms & Conditions	Summary
<input checked="" type="checkbox"/> Are you a student? <input type="checkbox"/> Do you play for your school/team? * School Name: <input type="text" value="Hobartville Public School"/> Education Type: <input type="text" value="School"/> Address 1: <input type="text" value="Valder Ave"/> School Telephone: <input type="text" value="02 42701110"/> Address 2: <input type="text"/> School Fax: <input type="text"/> Address 3: <input type="text"/> School Email Address: <input type="text" value="hobartville.school@det.nsw.edu.au"/> Suburb: <input type="text" value="HOBARTVILLE"/> School Web URL: <input type="text"/> Postcode: <input type="text" value="2753"/> State: <input type="text" value="New South Wales"/>						
<p>Exit      Save and New      Clear      Back      Save &amp; Proceed</p>						

- If no records are found the following screen is displayed.

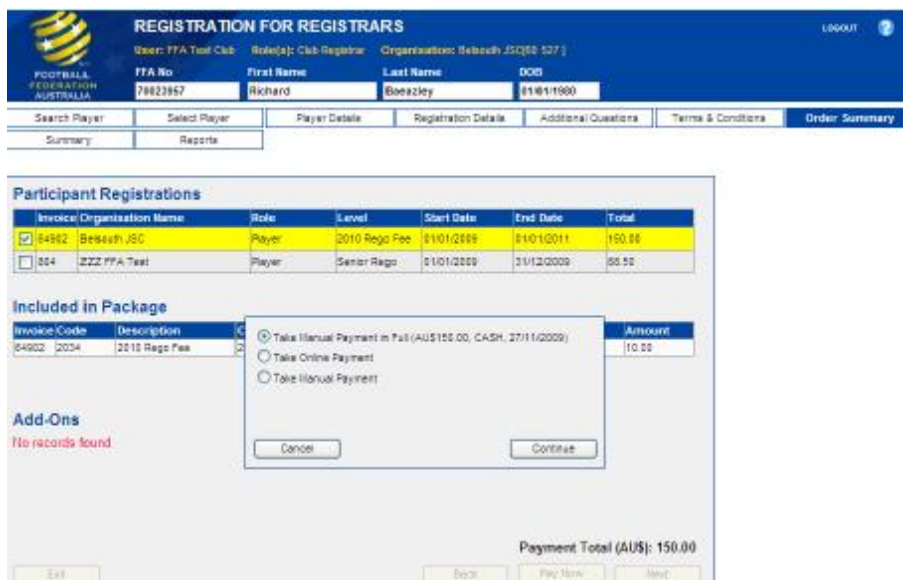
**Search Results**  
 Show All Records   
 No records found

Exit      Add New School      Back

- Add the school into the system by clicking **Add New School** and enter the school's details.
- Click on **Save and Proceed**.

## Step 9: Take Payment

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



**REGISTRATION FOR REGISTRARS**

Team: FFA Test Club Role(s): Club Registrar Organisation: Beasish JSC [50 507]

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

Participant Registrations

Invoice	Organisation Name	Role	Level	Start Date	End Date	Total
<input checked="" type="checkbox"/>	Beasish JSC	Player	2010 Rego Fee	1/10/2009	1/10/2011	150.00
<input type="checkbox"/>	ZZZ FFA Test	Player	Senior Rego	1/10/2009	31/12/2009	55.55

Included in Package

Invoice Code	Description	Amount
24902 2034	2010 Rego Fee	150.00

Add-Ons  
No records found.

Payment Total (AUS): 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 for. 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 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 **Save** and then the **Next** button on the Order Summary screen.

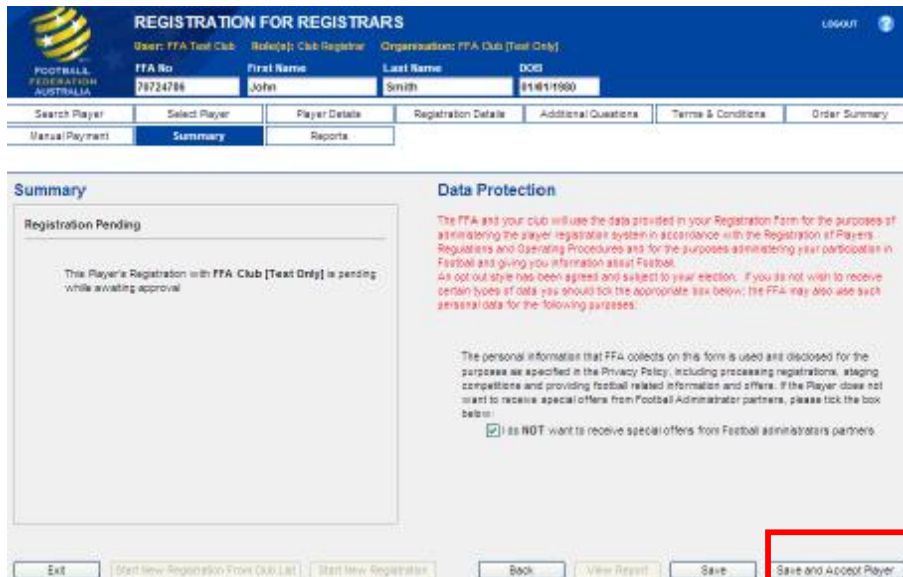
### Option 3: Online Payments

#### 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 10: Summary

Click on **Save and Accept Player**.



**REGISTRATION FOR REGISTRARS** Logout

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

FFA No	First Name	Last Name	DOB
78724786	John	Smith	11/01/1980

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

Manual Payment    **Summary**    Reports

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**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, Registrars and Operating Procedures and for the purposes administering your participation in Football and giving you information about Football.

An opt-out style has been agreed and subject to your election, if you do not wish to receive certain types of data you should tick the appropriate box below; the FFA may also use such general 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 Administrator partners, please tick the box below:

I do NOT want to receive special offers from Football administrator partners.

Exit    Start New Registration From Club List    Start New Registration    Back    View Report    Save    **Save and Accept Player**

### 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 U18 Registration.