



Uploading Photographs

Overview

- MyFootballClub registration offers functionality to enable Clubs to upload a photograph for Players, Volunteers, Coaches and Match Officials.
- This user guide will outline how a Club registrar uploads a photograph for a player.
- You can also upload an image by going to search by club list or search by individual.

Step 1:

- Find the player via Over 18's or 18's and Under or Re-register returning players.

The screenshot shows a web interface with three main columns of buttons. The middle column, titled '2014 Registration', is highlighted with a red border. It contains the following buttons: 'Re-Register Returning Players', 'New Registration - Over 18's', 'New Registration - 18's & Under', 'Take Payments (18)', 'Approve Registrations (0)', and 'Cancellations (0)'. The left column, 'Season Set-Up', includes 'Our Details', 'Age Groups', 'Fees And Packages', 'Terms & Conditions', and 'Additional Questions'. The right column, 'Club Administration', includes 'Search By Club List', 'Search By Individual', 'Create / Edit Team', 'Team Allocation', 'Communications', and 'Reports'.

Step 2:

- Depending on whether you are Re-Registering Individuals or registering a new Player (Over 18 or 18 and under) the below fields will appear.
- You must type in the appropriate search options to find the individual you wish to upload a photo for

Re-Registering Players

Press GO to view 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 Last Initial: All

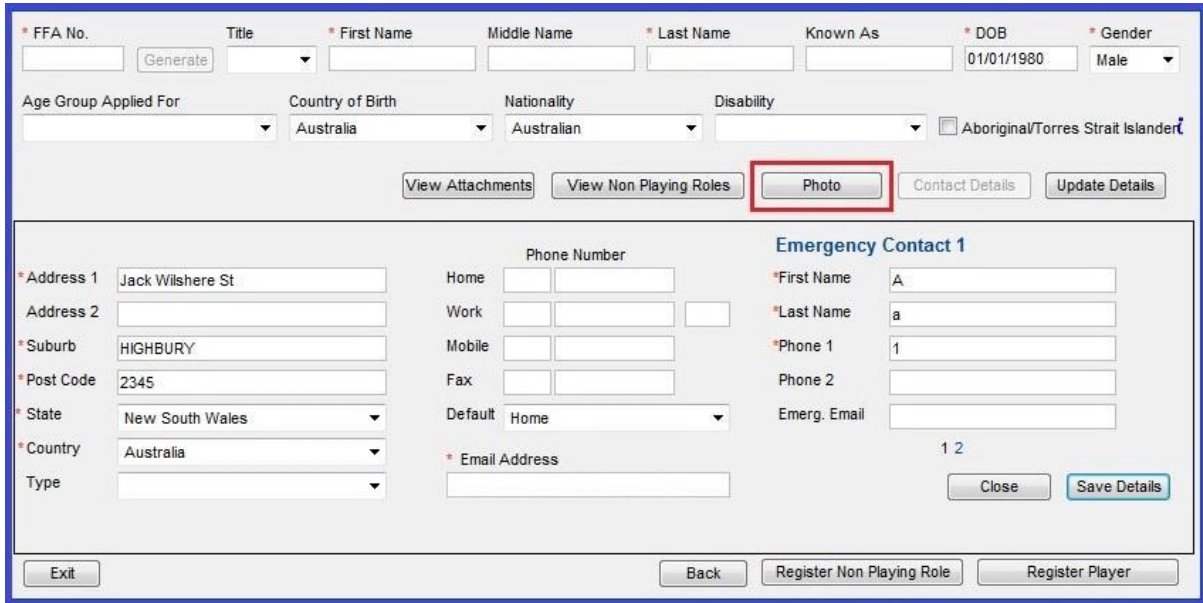
Over 18's or 18's and under

Please Enter either: FFA No and DOB OR First Name, Last Name & DOB
Then click the "Search" button

* FFA No * First Name * Last Name * DOB Incl. Suspended

Step 3:

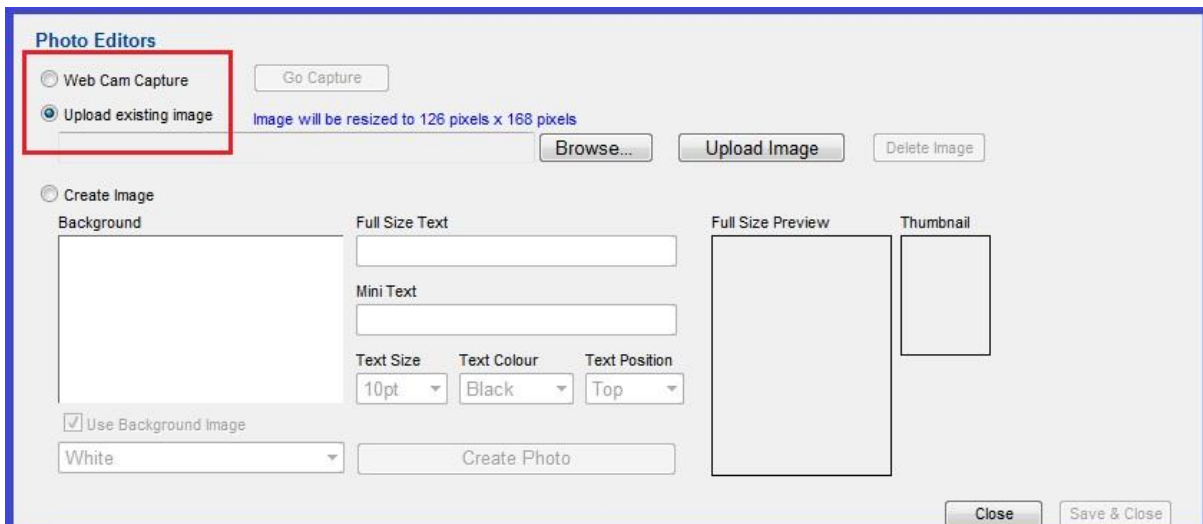
- Click the Photo tab on the individual details page.



The screenshot shows a form for editing a player's details. At the top, there are fields for FFA No., Title, First Name, Middle Name, Last Name, Known As, DOB, and Gender. Below these are dropdown menus for Age Group Applied For, Country of Birth (Australia), Nationality (Australian), and Disability. A checkbox for 'Aboriginal/Torres Strait Islander' is also present. A row of buttons includes 'View Attachments', 'View Non Playing Roles', 'Photo' (highlighted with a red box), 'Contact Details', and 'Update Details'. The main form area is divided into sections: 'Address' (Address 1: Jack Wilshere St, Address 2, Suburb: HIGHBURY, Post Code: 2345, State: New South Wales, Country: Australia, Type), 'Phone Number' (Home, Work, Mobile, Fax, Default: Home), and 'Emergency Contact 1' (First Name: A, Last Name: a, Phone 1: 1, Phone 2, Emerg. Email). At the bottom right of the form are 'Close' and 'Save Details' buttons. At the very bottom of the page are 'Exit', 'Back', 'Register Non Playing Role', and 'Register Player' buttons.

Step 4:

- You have two options to upload a Photograph in the system
 - **Option 1:** Web Cam Capture
 - **Option 2:** Upload Existing image



The screenshot shows the 'Photo Editors' interface. At the top, there are two radio buttons: 'Web Cam Capture' and 'Upload existing image' (selected and highlighted with a red box). A 'Go Capture' button is next to the first option. Below the 'Upload existing image' option is a 'Browse...' button and an 'Upload Image' button. A note says 'Image will be resized to 126 pixels x 168 pixels'. Below this is a 'Delete Image' button. The 'Create Image' section has a 'Background' area, 'Full Size Text' and 'Mini Text' input fields, and dropdown menus for 'Text Size' (10pt), 'Text Colour' (Black), and 'Text Position' (Top). There is a 'Full Size Preview' area and a 'Thumbnail' area. A 'Use Background Image' checkbox is checked, with a 'White' dropdown menu below it. A 'Create Photo' button is at the bottom center. At the bottom right are 'Close' and 'Save & Close' buttons.

Option 1

Tick the Web Cam Capture option.

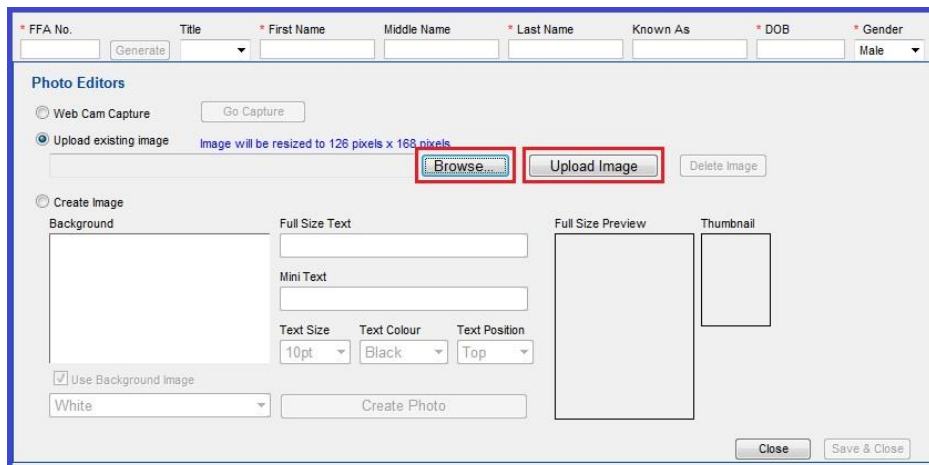
- Click capture, if the message appears below select ALLOW, and the photograph will appear in the snapshot screen.
- Once you have taken a photograph and would like to attach the photograph to the individual, click upload.



Option 2

Upload existing image.

- Select the image from your files.
- Upload image.



Step 5:

Select Save and Close. This will return you to the Individual details page, where you can continue with the registration.