

## Setting Up Fees and Registration Packages

### Overview

- After you have set your age groups up in the system the next step is to set up your club fees.
- 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

- You will have the ability to delete a fee up until the point the fee has been registered against in the system.
- 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" date 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.
- 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 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.
- You will have the ability to view fees from previous seasons by selecting the check box in the right hand corner.

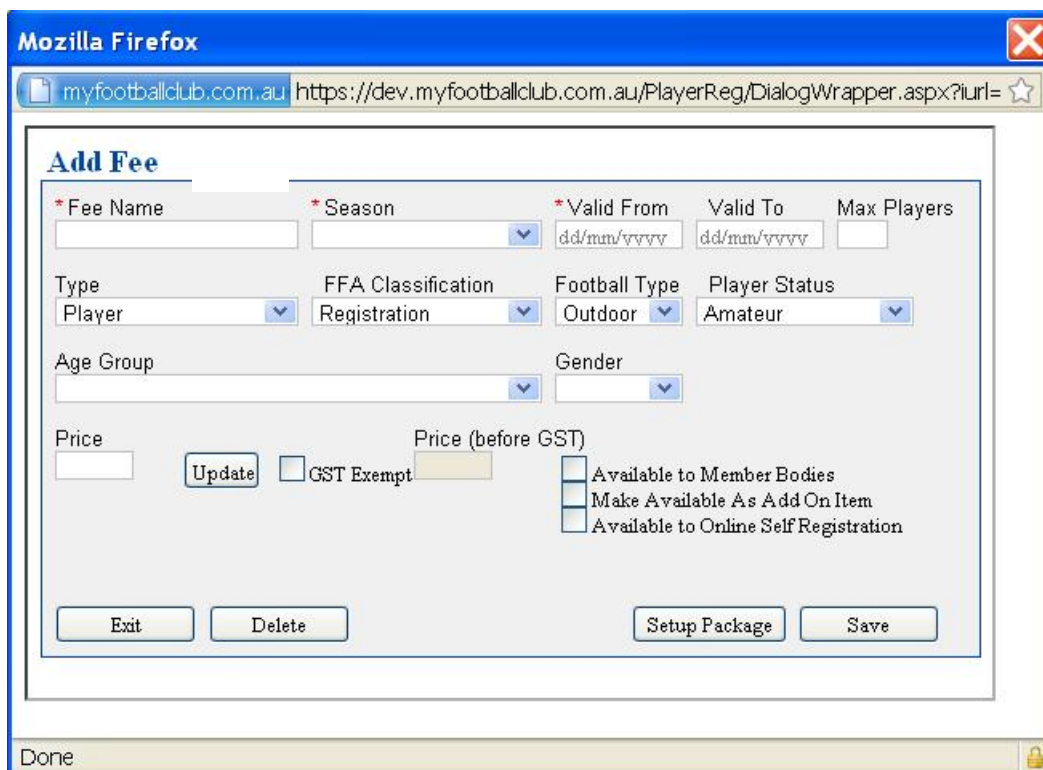
		Fee Name	Valid From	Valid To	Type	Season	Price	Pkg Price	Classification
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Women - Pre season ONLY	01/01/2010	28/03/2010	Player	2010 Outdoor	40.00	40.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Early Bird Discount	01/01/2010	31/12/2010	Player	2010 Outdoor	-20.00	79.00	Add On
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Men - Senior	01/01/2010	31/12/2010	Player	2010 Outdoor	162.00	340.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	test	01/01/2010	31/12/2010	Player	2010 Outdoor	100.00	160.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Test Error Msg	01/01/2010	31/12/2010	Player	2010 Outdoor	99.00	101.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Test PP	01/01/2010	31/12/2010	Player	2010 Outdoor	100.00	100.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Tester	01/01/2010	31/12/2010	Player	2010 Outdoor	99.00	131.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	VOLUNTEER	01/01/2010	31/12/2010	Volunteer	2010 Outdoor	0.00	0.00	Registration
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Women - in lieu of fundraising	01/01/2010	31/12/2010	Player	2010 Outdoor	50.00	50.00	Add On
<input type="button" value="Edit Fee"/>	<input type="button" value="Edit Package"/>	Women - Over 35	01/01/2010	31/12/2010	Player	2010 Outdoor	72.00	250.00	Registration

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**Step 3:** To Create a new fee click on the **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

Type  FFA Classification  Football Type  Player Status


Age Group  Gender


Price  Price (before GST)

Available to Member Bodies  
 Make Available As Add On Item  
 Available to Online Self Registration

Exit Delete Setup Package Save

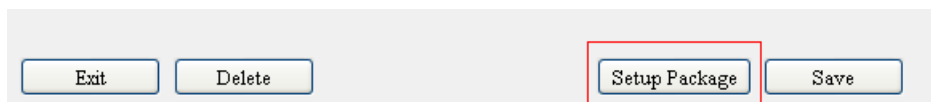
The table below provides guidance to assist you to create your fee:

Field	Description
<b>Fee Name</b>	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>
<b>Season</b>	Select the season for the fee. Normally this will be “2012 Outdoor”.
<b>Valid From</b>	The date from which this fee is available for sale.
<b>Valid To</b>	The date to which this fee is available for sale.
<b>Max</b>	The maximum number of this fee you wish to sell. Normally this is blank.
<b>Type</b>	Select the Role of “Player”.
<b>Classification</b>	Select “Registration”.
<b>Football Type</b>	You can select “Outdoor”, “Indoor” or “Beach”. This should match the Season.
<b>Player Status</b>	This will normally be Amateur.

<b>Age Group</b>	Select the Age Group this fee is being sold to.
<b>Gender</b>	You can select "Male", "Female" or "Mixed". Normally this is blank.
<b>Price (inc GST)</b>	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>
<b>GST Exempt</b>	Tick this box if your Club is not registered for GST with the Australian Taxation Office.
<b>Available to Member Bodies</b>	Leave this un-ticked at Club level.
<b>Make Available As Add On Item</b>	Leave this un-ticked for registration fees.
<b>Available to Online Self Registration</b>	Tick this if the fee is to be available for players via self registration.

## Create a Registration Package

**Step 1:** Select "Setup Package" from the Add Fee page.



**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.

The fees will be colour coded;

- FFA- **Yellow**
- Member Federation- **Blue**
- District Association- **Purple**
- Zone/Association- **Pink**

You will need to select one of each colour.

AVAILABLE FOR SELECTION SHOW ALL RECORDS

<input type="checkbox"/>	Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/>	FFA Futsal Junior NRF	3.00	Football Federation Australia	Player	Futsal	FFA 4 to 18 - Junior		19/12/2010	31/12/2011
<input type="checkbox"/>	FFA Junior NRF	11.50	Football Federation Australia	Player	Outdoor	FFA 4 to 18 - Junior		01/12/2010	31/12/2011
<input type="checkbox"/>	FFA Senior NRF	23.00	Football Federation Australia	Player	Outdoor	FFA 18 to 100 - Senior	Mixed	01/12/2010	31/12/2011
<input type="checkbox"/>	FFA Supplementary Registration	0.00	Football Federation Australia	Player	Outdoor			01/12/2010	31/12/2011

**Selected**

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
Page <input type="text" value="1"/> of <input type="text" value="1"/> < Prev > < Next >      Total Records <input type="text" value="0"/>								

    
 Fee Price      
 Package Pri      
 Total Price (incl GST)      

**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.**



**TIP: If you forget to select a fee within the hierarchy a message will pop up to warn you.**

**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.