

## New Registration - Over 18's

### Overview

- New Registration - Over 18's should be used if you have a player who turns 19 or older in the current year, and 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.
- For a club to register a player in New Registration - Over 18's the player must have completed a registration form.
- The first step in this area is to search for the player to double check whether they exist in the system.

### Tips and Considerations

- Players' name and details may have been incorrectly entered into the system.
- Try entering the players initials and date of birth, to capture players who may be in the system with an incorrect first name or last name.
- A player could have completed a form previously but for many reasons may not been entered into the system.
- It is important to make sure the Email address is up to date as this will be used by players to access their information and so they can self register in the future.
- If the player has registered with your club in 2011 their contact details will be displayed similar to Re-Register returning players.

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

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



2011 Registration

- Re-Register Returning Players
- New Registration - Over 18's**
- New Registration - 18's & Under
- Take Payments
- Approve Registrations

Step 2: Search for the player

- Perform a search 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". Try variations of the name if you do not find the record the first time e.g. "William" might be entered as "Bill".**

- Click on the **Search** button.

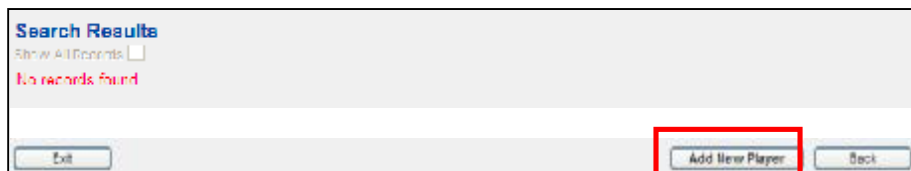
Step 3: Search Results

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



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

Exit **Add New Player** Back

## 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	70383815	John	Smith	01/01/1980	Male	New South Wales	



Please note that if the player has an active registration with another club, a message will pop up to advise you.



**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.



**REGISTRATION** Logout

User: FFA Test Club Role(s): Club Registrar Organisation: ZZZ FFA Test[SJM1111]

FFA No.	First Name	Last Name	DOB
70383815	John	Smith	01/01/1980

## 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 player's full name. If the player has an FFA number you can enter this into the FFA NO field below, or if the player does not have an FFA number you can click **Generate** to allocate a new number.

* FFA No.	Title	* First Name	Middle Name	* Last Name	Known As	* DOB	* Gender
<input type="text"/>	<input type="text" value="Generate"/>	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="User"/>	<input type="text"/>	<input type="text" value="13/02/1963"/>	<input type="text" value="Male"/>
* Country of Birth	* Nationality	Disability		<input type="checkbox"/> Aboriginal / Torres Islander			
<input type="text" value="Australia"/>	<input type="text" value="Australian"/>	<input type="text"/>					
<input type="button" value="Photo"/>							


- Once the top half of the Player details page is complete you must complete the fields below in the bottom section.
- If the player registered with your club last season their contact details will be filled out in the section below. However if the player is new to your club you will need to enter contact the contact details.
- You must complete the Mandatory fields which are highlighted with \*.
- Click the **Register Player** button to continue.

* Address 1		Phone Number		Emergency Contact	
<input type="text" value="123 St"/>	Home	<input type="text"/>	First Name	<input type="text"/>	
Address 2	Work	<input type="text"/>	Middle Name	<input type="text"/>	
* Suburb	Mobile	<input type="text" value="299388"/>	Last Name	<input type="text"/>	
* Post Code	Fax	<input type="text"/>	Home Phone	<input type="text"/>	
* State	Default	<input type="text" value="Home"/>	Mobile Phone	<input type="text"/>	
<input type="text" value="New South Wales"/>					
* Country	* Email Address	<input type="text" value="test@test.com"/>			
<input type="text" value="Australia"/>					
Type					
<input type="text"/>					
<input type="button" value="Exit"/>		<input type="button" value="Back"/>		<input type="button" value="Register Non Playing Role"/>	
				<input type="button" value="Register Player"/>	

**Photo Upload-** If you would like information about uploading a photograph as registrar please refer to the dedicated Photograph Upload section.

## Step 5: Completing Registration Details

- Select the Player Programme. This is the player's Fee Package.


**REGISTRATION FOR REGISTRARS**

User: FFA Test Club    Role(s): Club Registrar    Organisation: Belsouth JSC[60 527 ]

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

Registration List    Player Details    Registration Details

* Player Program		FFA Classification	
2010 Rego Fee <span style="float: right;">▼</span>		Default Classification <span style="float: right;">▼</span>	
Player Status	Football Type	Season	Price (inc GST)
Amateur <span style="float: right;">▼</span>	NOT VALID: Outdoor <span style="float: right;">▼</span>	2010 Outdoor <span style="float: right;">▼</span>	10.00
<input type="checkbox"/> Has the player ever registered to play football in another country?			
Previous registration number if within Australia		<input style="width: 100%;" type="text"/>	
* Effective From	* Effective To	Notes/Preferences	
02/12/2009	31/12/2009	<input style="width: 100%; height: 100%;" type="text"/>	
Status <span style="float: right;">▼</span>			
<input style="width: 100%;" type="text"/>			
<span>Exit</span>	<span>Clear</span>	<span>Back</span>	<span>Save &amp; Proceed</span>

First Name	Richard
Last Name	Beazley

- If the player last played overseas, you will need to tick the box for “Has the player ever registered to play football in another country?”

### Overseas Players Only

- If you select yes you must contact your Member Federation or local Association or Zone to apply for an International Transfer Certificate- in order 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.

- Click **Save & Proceed** to continue

## 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 will be marked with 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 **Next** to proceed.

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.

\* Tick here if you agree  \* Signature date

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.

\* Tick here if you agree  \* Signature date

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.

### Participant Registrations

Invoice	Organisation Name	Role	Level	Start Date	End Date	Total	
<input checked="" type="checkbox"/>	213865	FFA Test Club	Player	Youth Registration	22/12/2010	31/12/2011	181.50

### Included in Package

Invoice	Code	Description	C	Amount
213865	8001	FFA Junior NRF	F	11.50
213865	8024	Youth Registration	Y	80.00
213865	8022	FFA Association Fee 2011	F	40.00

### Add-Ons

No records found

Process Online Payment  
 Record Cash Payment in Full (AUS181.50, CASH, 06/01/2011)  
 Record Manual Payment  
 Skip Payment - Status will remain "Pending Payment"

Cancel Continue

Payment Total (AU\$): 181.50

Exit Back Next

## Payment Options

A popup box is displayed with four options. If your Club has been setup for online payments the option to take an online payment will be available, otherwise this option will be disabled.

**Option 1 – Manual Payment in Full:** This will allow you to record a manual payment for the full amount, paid in cash on the current date. This option does not allow you to specify the payment type, date or comments to the payment. This is the quickest option to update the registration status as Paid.

**Option 2 – Manual Payment:** This is where you can manually enter the payment date, payment method and comments regarding the payment.

**Option 3 – Take Online Payment:** This will only be available if your club has completed FFA's online payment request form. This will allow you to take an online payment by using credit card details provided by the player.

**Option 4 – Skip Payment:** This option can be used if you want to record that the player's registration has not been paid. The status of the registration will remain as "Pending – Awaiting Payment". The registration cannot be made Active and the registration is not complete until payment has been recorded.

### 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 optional)
- 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.

### Option 4: Skip Payment

#### Skip Payment

- Select 'Skip Payment – Status will remain as "Pending Payment" '.
- Click on the **Continue** button which will take you to the Summary Page.
- Note that on the Summary page you will only be able to Save the registration. You will not be able to Save & Accept the registration.

## Step 9: Summary

### Summary

**Registration Awaiting Approval**

The Registration With FFA Test Club is Awaiting Approval.

Exit
Start New Registration From Club List
Start New Registration

### 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.

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 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 Administrator partners, please tick the box below:

Tick here, if you do not want to receive information from FFA(including Hyundai A-league eNews, Westfield W-league eNews or Qantas Socceroos)

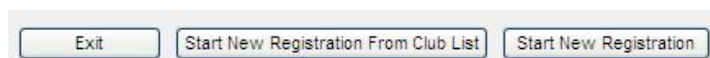
Tick here, if you do not want to receive special offers from FFA's partners or sponsors or Club's partners or sponsors

View Report
Save
Save and Accept Player

- Click the **Save and Accept Player** button to complete the registration.

### Transaction Record

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



The buttons above 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 New Registration - Over 18's.