

MFC Registration – Non Playing Roles

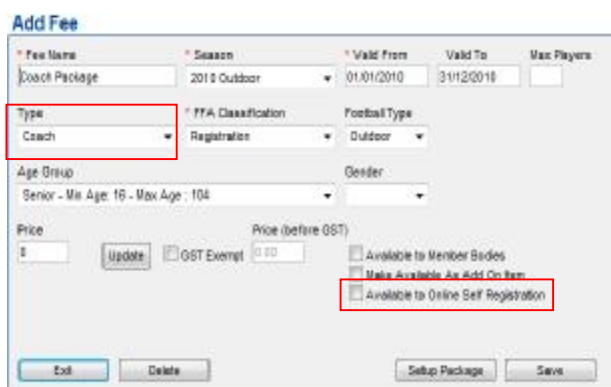
Overview

- MyFootballClub has the ability for clubs, associations and branches to register Coaches, Match Officials and Volunteers.
- In order to register a non playing role, an appropriate fee and package must be setup.
- Individuals will have one FFA number which follows their various roles within the game.
- Non playing roles can also be registered through Self Registration. For more detailed information on this, please refer to the Self Registration manual.

Step by Step Guide to Registering a Non Playing Role

Step One – Creating a Package

- A new package will need to be created for each non playing role type. The process for creating a non playing role package is the same as for players, except the 'Type' must be changed from 'Player' to either, Coach, Volunteer or Official (Match Official), as shown below.



Add Fee

* Fee Name	* Season	* Valid From	Valid To	Max Players
Coach Package	2018 Outdoor	01/01/2018	31/12/2018	
Type	* FFA Classification	Football Type		
Coach	Registration	Outdoor		
Age Group	Gender			
Senior - Min Age: 16 - Max Age: 104				
Price	Price (before GST)			
\$	0.00			
<input type="checkbox"/> Available to Member Bodies				
<input type="checkbox"/> Make Available for Add On Item				
<input checked="" type="checkbox"/> Available to Online Self Registration				

Buttons: Exit, Delete, Setup Package, Save



Please Note: If you would like to enable Coaches or Referees to Self register, simply tick the check box "Available to Online Self Registration".

Step Two – Selecting Under/Over 18's Registration

- From the Club Homepage, select 'Over 18's Registration' or '18's & Under Registration' depending on the age of the member.

2012 Registration

Re-Register Returning Players

New Registration - Over 18's

New Registration - 18's & Under

Take Payments

Approve Registrations

Cancellations

Step Three – Search for the individual and Confirm Details

- After you have selected the appropriate tab, you will need to enter the member's FFA No. and DOB, or First Name, Last Name and DOB.




Tip: If the member is already in the system as a player, you will be able to add the non playing role to their account. If the member is new to football, you will need to create a new account by selecting 'Add New Player'.

- From here you will be taken to the Individual Details screen. Confirm the contact details and select 'Register Non Playing Role'.



Tip: If the member has a current registration for your club, their contact details will be pre-filled. If the person is new to your club, you will need to enter their details for the first time.




REGISTRARS FOR REGISTRARS

Base: FFA Test Club
FFA No: T1969053

Role(s): Club Registrar
First Name: Bob

Organisations: FFA Test Club(1224567)
Last Name: Builder
DOB: 01/01/1988

LOGOUT



Search Individual

Select Individual

Individual Details

Registration Details

Additional Questions

Terms & Conditions

Order Summary

Summary

Reports

* FFA No.

* Title

* First Name

Middle Name

* Last Name

Known As

* DOB

* Gender

* Country of Birth

* Nationality

Disability

Aboriginal / Torres Islander

* Address 1

Address 2

* Suburb

* Post Code

* State

* Country

Type

Phone Number

Home

Work

Mobile

Fax

Default: Home

* Email Address

Emergency Contact

First Name

Middle Name

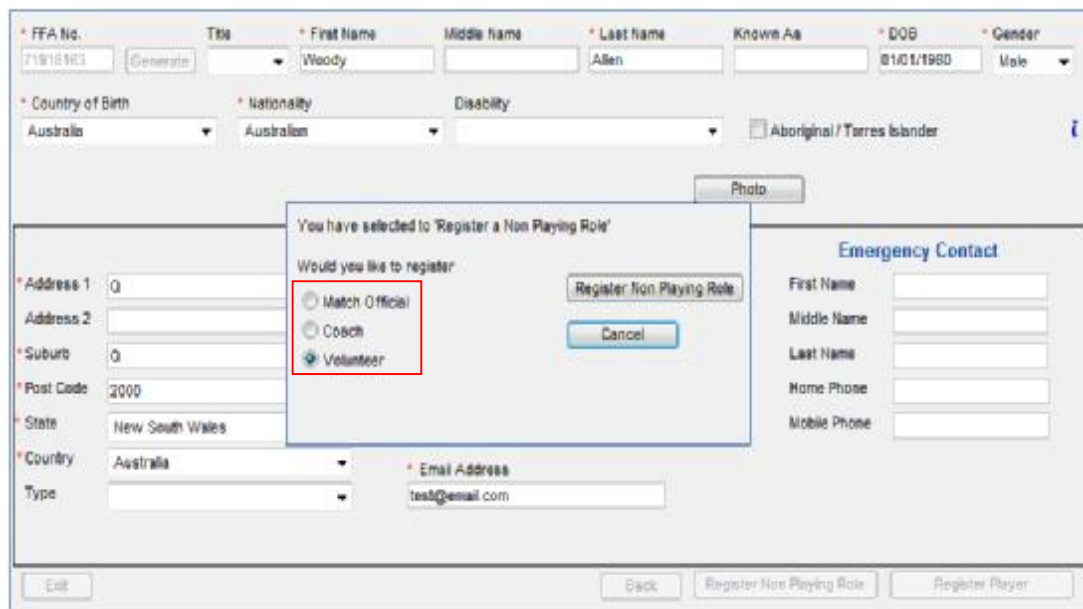
Last Name

Home Phone

Mobile Phone

Step Four – Select Non Playing Role Type

- A pop up window will appear and ask you to select from Match Official, Coach or Volunteer. Only types that you have created a fee for will be able to be selected.

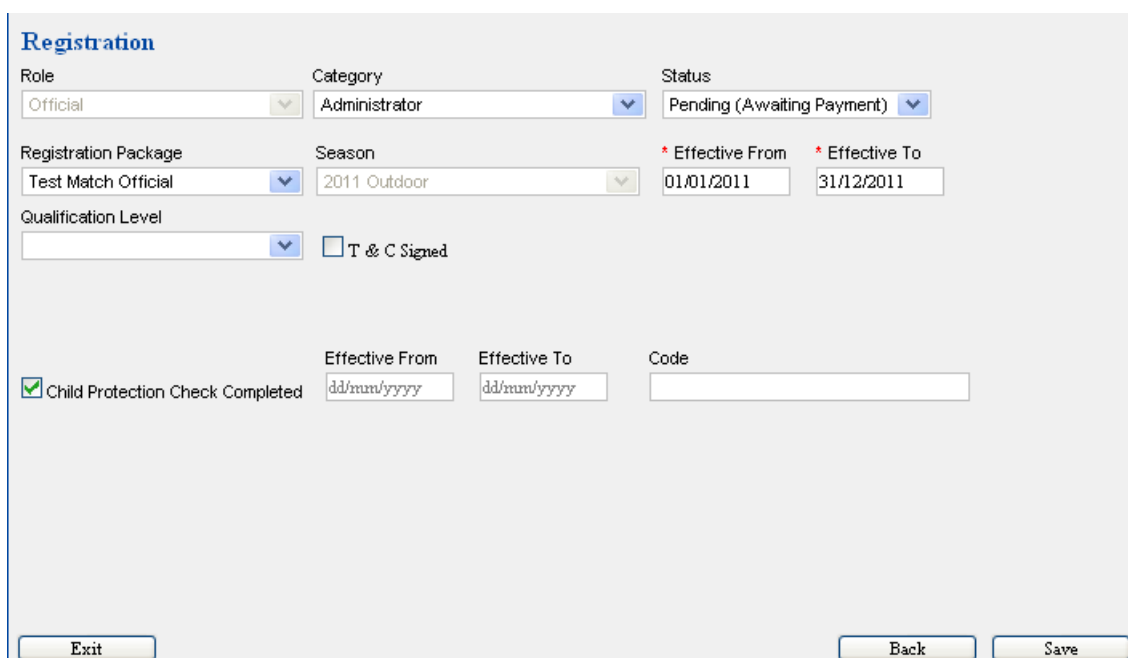


The screenshot shows a registration form for a non-playing role. A pop-up dialog box is displayed in the center, titled "You have selected to 'Register a Non Playing Role'". The dialog asks "Would you like to register:" and provides three radio button options: "Match Official", "Coach", and "Volunteer". The "Volunteer" option is selected and highlighted with a red box. The background form contains fields for personal details (FFA No., Title, First Name, Middle Name, Last Name, Known As, DOB, Gender), birth and nationality information, address, suburb, post code, state, country, and email address. There is also an "Emergency Contact" section with fields for name and phone numbers. Buttons for "Exit", "Back", "Register Non Playing Role", and "Register Player" are visible at the bottom.

Step Five – Completing the Registration

- After you have selected the Non Playing Role type, you will be taken to the Role Registration screen. The information on this screen will differ depending on the Non Playing Role chosen. Here are the following screens you will see for each Non Playing Role type.

Match Official



The screenshot shows the "Registration" screen for a Match Official. The form includes the following fields and options:

- Role:** Official (dropdown)
- Category:** Administrator (dropdown)
- Status:** Pending (Awaiting Payment) (dropdown)
- Registration Package:** Test Match Official (dropdown)
- Season:** 2011 Outdoor (dropdown)
- * Effective From:** 01/01/2011
- * Effective To:** 31/12/2011
- Qualification Level:** (dropdown)
- T & C Signed
- Child Protection Check Completed
- Effective From:** dd/mm/yyyy
- Effective To:** dd/mm/yyyy
- Code:** (text input)

Buttons for "Exit", "Back", and "Save" are located at the bottom of the form.

Coach

Registration

Role: NOT VALID: Category: Status: Pending (Awaiting Payment)

Registration Package: Season: 2011 Football 5s * Effective From: dd/mm/yyyy * Effective To: dd/mm/yyyy

Child Protection Check Completed Effective From: dd/mm/yyyy Effective To: dd/mm/yyyy Code:

Exit Back Save

Volunteer

Registration

Role: Volunteer Category: Team Manager Status: Pending (Awaiting Payment)

Registration Package: Test Volunteer Season: 2011 Outdoor * Effective From: 01/01/2011 * Effective To: 31/12/2011

Child Protection Check Completed Effective From: dd/mm/yyyy Effective To: dd/mm/yyyy Code:

Exit Back Save

- Complete the registration by Selecting the appropriate Category, Status, Package and Qualification Level (if necessary). After you have done this, click **'Save'**.

Step 5: Answering Additional Questions

- You will be given the option to answer any additional questions, or you can bypass this by selecting 'Proceed to Summary'.

There are currently no mandatory questions.

You may complete the non-mandatory additional questions or you may skip this and go directly to the Summary.

How would you like to proceed?

Step 6: Finalising the Registration

- You will have two options at the final page;

Option 1: Select **SAVE**, the Non Playing role will remain as **Pending Awaiting Approval**, you will then have the ability to go to Approve Registrations section, and finalise the registration at a later date.

Option 2: Select **SAVE AND ACCEPT**, and the Non Playing Role will be made **ACTIVE**, and is officially linked to your Club.

Summary	Data Protection
<p>Registration Status</p> <hr/> <p>The Registration With ffa test club 2 is Awaiting Payment.</p>	<p>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.</p> <p>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:</p> <p>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:</p> <p><input type="checkbox"/> Tick here, if you do not want to receive information from FFA(including Hyundai A-league eNews, Westfield W-league eNews or Qantas Socceroos)</p> <p><input type="checkbox"/> Tick here, if you do not want to receive special offers from FFA's partners or sponsors or Club's partners or sponsors</p>
<input type="button" value="Exit"/> <input type="button" value="Start New Registration From Chb List"/> <input type="button" value="Start New Registration"/>	<input type="button" value="View Report"/> <input type="button" value="Save"/> <input type="button" value="Save and Accept"/>