

Setting Up Our Details

Overview

This is the section where you maintain your Clubs details. Your Member Federation will use this information to contact you regarding administration matters throughout the season. Therefore the accuracy of the data entered is important.

This section will include 3 key areas, Primary club details, Bank details and Club contacts.

Season Set-Up

Our Details

Age Groups

Fees And Packages

Terms & Conditions

Additional Questions

Tips and Considerations

- We would advise Clubs to nominate one individual to enter and maintain the Club information collected in this section.
- Your Club information must be up to date you don't miss out on important information from FFA, your local federation and your local association.

Section 1: Primary Details

This section includes main contact information for the club.

- Mandatory fields in this section are highlighted with *, however we would encourage you to complete this section as fully as possible.
- Please complete Mailing address if this different from your Street address.

Primary Details
Bank Details
Our Contacts

Name <input type="text" value="FFA Test Club"/>	Number <input type="text" value="14510"/>	Status <input type="text" value="Active"/>
Trading As <input type="text" value="FFA Test Club"/>	Yr Established <input type="text"/>	Municipality <input type="text"/>
ABN <input type="text" value="12345678"/>	Registered for GST <input type="checkbox"/>	GST Number <input type="text"/>

Street Address	Mailing Address
* Address 1 <input type="text" value="1 Oxford St"/>	* <input type="text" value="1 Oxford"/>
Address 2 <input type="text"/>	<input type="text"/>
* Suburb <input type="text" value="DARLINGHURST"/>	* <input type="text" value="DARLINGHURST"/>
* Post Code <input type="text" value="2010"/>	* <input type="text" value="2010"/>
* State <input type="text" value="New South Wales"/>	* <input type="text" value="New South Wales"/>
* Country <input type="text" value="Australia"/>	* <input type="text" value="Australia"/>
<input type="checkbox"/> Set this as our default address	<input checked="" type="checkbox"/> Set this as our default address

STD <input type="text" value="02"/>	Local Number <input type="text" value="80204000"/>
Fax <input type="text"/>	<input type="text"/>
Website <input type="text" value="www.myfootballclub.com.au"/>	
* Email Address <input type="text" value="myfootballclub@footbballaustralia.com.au"/>	

Section 2: Bank Details

This section includes your clubs main bank account details and allows you to manage online payments.

Primary Details	Bank Details	Our Contacts
Bank <input type="text" value="cba"/> Account Name <input type="text" value="2312312"/> Account BSB <input type="text"/> Account Number <input type="text"/>	<u>Online Payment Gateway</u> Enabled by FFA <input checked="" type="checkbox"/> ^ Enable for Self-Registration <input checked="" type="checkbox"/> #	^ For the FFA to have enabled the Online Payment Gateway your organisation needs to have completed FFA's Online Payment Gateway Usage application form. # This checkbox enables Players using the Self-Registration process to make payments through the Online Payment Gateway.
Invoice Message <input style="width: 100%;" type="text" value="You can also pay via BPAY using following details:
Ref # 123456
Account # 12345667890
Please attend our rego days to pay by"/>	This text will be added to the end of each invoice that is generated via registration. Maximum 255 characters.	
<input type="button" value="Exit"/>	<input type="button" value="Save"/>	

- Enabled by FFA: Once FFA has enabled your club use the payment gateway this box will be ticked.



NOTE: To use the online payment gateway your Club needs to complete FFA's online Payment request form.

- Enabled by club for Self Registration: Once FFA has enabled online payments. Your club also has the ability to control online payments at any time. Please note, if this box is not ticked your players will be not be able to pay online.
- Club's also have the ability to enter messages on the invoice generated for every player. This could include information about a Registration date, or your Club Eftpos information to assist with the collection of registration fees.

Section 3: Our Contacts

This section will enable you to enter your main club contacts. This at a minimum should include Chairperson/President, Secretary and Treasurer.

The Screen shot below is the view you will see when you select Our Contacts. You will have the ability to view your contacts in this screen.

Primary Details Bank Details Our Contacts										
	FFA No	First Name	Last Name	Gender	DOB	Position	Position Phone	Position Email	Valid From	Valid To
Select	70747043	Emma	Tes	Female	01/07/1979	Secretary		test@ffa.com.au	01/01/2010	01/01/2011
Select	71969075	Joe	Blow	Male	01/10/1980	Director		a@b.com	21/12/2010	
Select	71969075	Joe	Blow	Male	01/10/1980	CFO		a@b.com	21/12/2010	
Select	71969075	Joe	Blow	Male	01/10/1980	CFO	2234234	a@b.com	01/01/2010	31/12/2010
Select	70747027	Emma	Test		12/07/1981			Test@ffa.com.au	01/01/2010	01/01/2012
Select	70381959	testellen	testellen	Male	01/01/1970	Test		test@test.com.au	01/01/1970	01/01/1970

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Exit Add New Individual

- In order to create a club contact click **Add New Individual** button. You will be asked to perform a search to check whether the individual is in the system.



REGISTRATION FOR REGISTRARS

User: FFA Test Club Role(s): Club Registrar Organisation: FFA Test Club[1234567]

FFA No	First Name	Last Name	DOB

Search Results

No records found. Please modify your search criteria and search again.

Please Enter either: FFA and DOB OR First Name, Last Name & DOB

Then click the "Search" button

* FFA No	* First Name	* Last Name	Known As	* DOB
<input type="text"/>	<input type="text" value="Tom"/>	<input type="text" value="Jones"/>	<input type="text"/>	<input type="text" value="01/01/1940"/>

Gender: State:

- Enter the individual's details and click the **Search** button. If the individual already exists, select the record in the list. If they are not found then click on the **Add New Individual** button. This will then display the Individual Details page.

* FFA No.	Title	* First Name	Middle Name	* Last Name	Known As	* DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text" value="J"/>	<input type="text"/>	<input type="text" value="H"/>	<input type="text"/>	<input type="text" value="13/07/1981"/>	<input type="text"/>
<input type="button" value="Generate"/>	<input type="button" value="v"/>						<input type="button" value="v"/>

Please Click "Add Role" to Save the Contact

- Fill in the required details for the individual and then click on the Add Role button.



Note: The Contact will not be saved unless you add a Role.

Add Role

Administrator

*Position	Effective From	Effective To
<input type="text" value="Select a Position..."/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
<input type="button" value="v"/> Select a Position... President Vice President Treasurer Secretary Position Email		
<input type="text"/>		

- Enter the details for the role and click the **Save** button. The individual is now linked to your club as "Club Contact".
- By clicking the **Save** button you will return to the Our Details page. You will now see the individual in the Our Contacts list.
- If you click the **Exit** button you will return to the main menu.

Removing a Contact

- Once a contact is entered they cannot be deleted but their role can expire.
- Use the **Effective To** date to remove a contact. Therefore the role that the individual had will have expired and they will no longer be a valid contact for the club.