

Re-Registering Returning Players

Overview

- This process can be performed to re-register returning players to your club.
- Please note this section will only enable you to register players who registered with your club last season. If a player registered in 2008 or prior to this they will not be found in the list of players in this section, you will need to go to Over 18's or 18s & Under registration.
- There are a number of drop downs lists and sort filters which can be used to assist you to find the list of players you wish to register for the season.
- You can use the filters and drop downs to find the group of players you would like to register. The filters sorts and drop down will then be remembered next time you click start registration from club list.

Tips and Considerations

- When you are registering a player in this section they must have completed a NRR03 registration form.
- We suggest you tackle one team/age group at a time. You can determine the age group by using the year of birth filter. This will be explained later in this document.

Step by Step Guide to Registering a Player through Re-Registering Returning Players

Step 1: Select Re-Register Returning Players from the main menu

2012 Registration

Step 2: Finding the players to Re-Register

Using the Drop Down Boxes to find your players

- Select the **Gender**, Adult/Youth, Football Type, Last Initial
- Then select GO.

Note: In order for the year of birth to appear in the drop down box, you must select Youth and click on the GO button.

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

- The years of birth will only appear for the players that registered with your club last season. I.e if you only had players registering who were born in 1991 and 1992 they are the only age groups which will appear in this box.
- Select the **Year of Birth**, please note this will only appear for Youth section, this is not applicable for Adults searches.
- Select the **Last Initial**, and all players with this initial will appear in the table.
- Select **Football Type**.
- Click on the **GO** button to filter the records displayed.

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 **Go**

	FFA No	First Name	Last Name	DOB	Registration Package	Registered	Valid To	Last Reg Status	Football Type
Re-Register	53398855	Khodar	Moussa	23/02/1998	Junior Players	30/03/2010	31/12/2010	Pending (Awaiting Payment)	Outdoor
Re-Register	70747225	Test	OMGBeanley	01/01/2000	Online Payment Test ONLY	06/01/2010	31/12/2010	Active	Outdoor
Re-Register	71689855	Test	Tester	01/01/1970	Senior Club	05/05/2010	31/12/2010	Active	Outdoor
Re-Register	71689855	Test	Tester	01/01/1970	Senior Club	05/05/2010	31/12/2010	Pending (Awaiting Payment)	Outdoor
Re-Register	70845474	Harry	To	13/07/2002	Junior Club	18/02/2010	31/12/2010	Pending (Awaiting Approval)	Outdoor
Re-Register	71873426	Ian	Wright	01/01/1980	Senior Club	23/07/2010	31/12/2010	Active	Outdoor
Page 1 of 1				< Prev > Next >			Total Records	6	



Tip: You can also use the table headings to sort the data, by clicking on the headings of the table. The most useful filters will be First and Last name and DOB, and last registration package. Your search will be held the next time you return to this list once you have selected start registration from club list.

FFA No	First Name	Last Name	DOB	Registration Package	Registered	Valid To	Last Reg Status	Football Type
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Step 3: Select the Player you wish to register

- Once you have found the player you want to register, click the **Re-Register** button next to their name.
- The player details screen will appear below.
- Check the contact details are correct, including the email address field.
- Click the **Add New Registration** button.

* FFA No. Title * First Name Middle Name * Last Name Known As * DOB * Gender

* Country of Birth * Nationality Disability Aboriginal / Torres Islander

* Address Phone Home Number Emergency Contact First Name
 Address 2 Work Middle Name
 * Suburb Mobile Last Name
 * Post Code Fax Home Phone
 * State Default Mobile Mobile Phone
 * Country * Email Address
 Type

Step 4: Completing Registration Details

REGISTRATION FOR REGISTRARS
 Users: FFA Test Club Role(s): Club Registrar Organisation: Belconnen JSC90 527

FFA No. First Name Last Name DOB

* Player Program FFA Classification

Player Status Football Type Season Price (inc GST)

Has the player ever registered to play football in another country?

Previous registration number if within Australia

* Effective From * Effective To Notes/Preferences

State

1. Select the **Player Program** for this player.

2. Tick "Has the player ever registered to play football in another country?" if required.

(See "Overseas Players Only" below.)

3. Click the **Save and Proceed** button.

Overseas Players Only

- If you tick this box you must contact your Member Federation to get an International Transfer Certificate- 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.

Step 5: 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.
- If there is at least one mandatory question the user will be directed straight to the questions.
- The number of additional questions may vary depending on how many have been setup by State Federations, Zones/Associations and your Club.
- If your club has not created any Additional Questions this section will be skipped.

Step 6: 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.

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.

Guardian First Name
Guardian Last Name
*** 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

School Information

- Please note if you are registering an 18's and Under player you will have the option to add schools information for each player.
- However this is not mandatory. Refer to the 18s & Under Registration Manual for details on completing these steps.

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.

Guardian First Name
Guardian Last Name
*** 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.

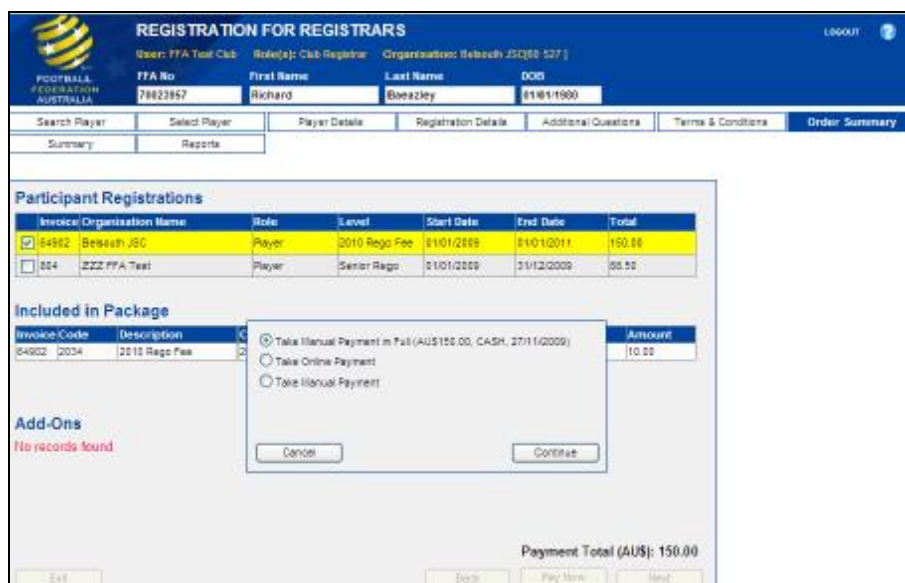
*** Tick here if you agree**
*** Signature date**

Certified copy of birth certificate and/or passport
 If an ITC is required, a certified copy of the visa/work permit
 T & C Signed

- When you have completed the Terms & Conditions, click on **Next**.

Step 8: Take Payment

- The Pop Up will appear below.



The screenshot shows the 'REGISTRATION FOR REGISTRARS' interface. At the top, it displays user information: 'User: FFA Test Club', 'Role(s): Club Registrar', and 'Organisation: Beesley JSC(80 507)'. Below this is a form with fields for 'FFA No' (28823857), 'First Name' (Richard), 'Last Name' (Beesley), and 'DOB' (31/01/1980). A navigation bar includes 'Search Player', 'Select Player', 'Player Details', 'Registration Details', 'Additional Questions', 'Terms & Conditions', and 'Order Summary'. The 'Order Summary' tab is active, showing a table of 'Participant Registrations' with columns for Invoice/Organisation Name, Role, Level, Start Date, End Date, and Total. Two rows are visible: one for '2010 Rego Fee' (Total: 150.00) and one for 'Senior Rego' (Total: 55.55). Below the table is an 'Included in Package' section with a table showing '2010 Rego Fee' (Amount: 10.00). A popup dialog box is open over the '2010 Rego Fee' row, containing three radio button options: 'Take Manual Payment in Full (AUS150.00, CASH, 27/11/2009)', 'Take Online Payment', and 'Take Manual Payment'. The 'Take Manual Payment in Full' option is selected. The dialog has 'Cancel' and 'Continue' buttons. At the bottom of the screen, it shows 'Payment Total (AUS): 150.00'.

Payment Options

A popup box is displayed with the two options available. If your Club has been setup for online payments you will have an additional option to take an online payment.

Option 1 – Manual Payment in Full - where you take a manual payment in full with cash on the current date, this does not allow you to add any details regarding date, or comments to the payment. This is a quicker process than the one below.

Option 2 – Manual Payment - where you can manually enter the date, payment method and notes regarding the payment.

Option 3 – Take Online Payment- This will only appear in the box if your club has completed FFA's online payment request form. This will allow you to take an online payment by using the Players Credit Card details provided.

Option 1: Manual Payment in Full

Manual Payment in Full

- Select 'Take Manual Payment in Full'.
- This is the quickest option in this area.
- 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 the **Save** button 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.
- Select 'Take Online Payment'
- Click on the **Continue** button. A new window will appear.
- 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 option)
- Click on the **Next** button.
- You are then asked to confirm payment. If the details are correct click on the **Pay** button.
- If the transaction has been successful the transaction details will be displayed.
- Click on the **Close** button to continue with the registrations process.

Step 9: Summary

Click on **Save and Accept Player**.

Summary

Registration Awaiting Approval

The Registration With FFA Test Club is Awaiting Approval.

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:

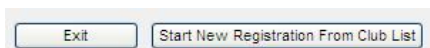
Tick here, if you do not want to receive information from FFA(including Hyundai A-league eNews, Westfield W-league eNews or Qantas Socceroos)

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

[Exit](#) [Start New Registration From Club List](#) [Start New Registration](#) [View Report](#) [Save](#) [Save and Accept Player](#)

Transaction Record

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



These buttons will appear at the bottom of the screen. You have 2 options.

- Click **Exit** – Takes you back to the Club Home Page.
- Click **Start New Registration from Club List** – Takes you to your club list in Re-Register Returning players.