

Club Administration

Overview

The Club Administration functions will enable you to manage an individual, including player, volunteer or coaches, during the season.

The two main areas which will enable clubs to manage an individuals' details are described in detail below.

Functions	Brief Overview
Search by Club List	Manage the players within your Club
Search by Individual	Search for and then manage players within your Club

Search by Club List

This functionality provides a Club registrar with a list of individuals registered with the Club. The steps below will highlight the key steps involved in viewing and updating an individuals' details.

- Click on **Search by Club List** from the Main Menu.

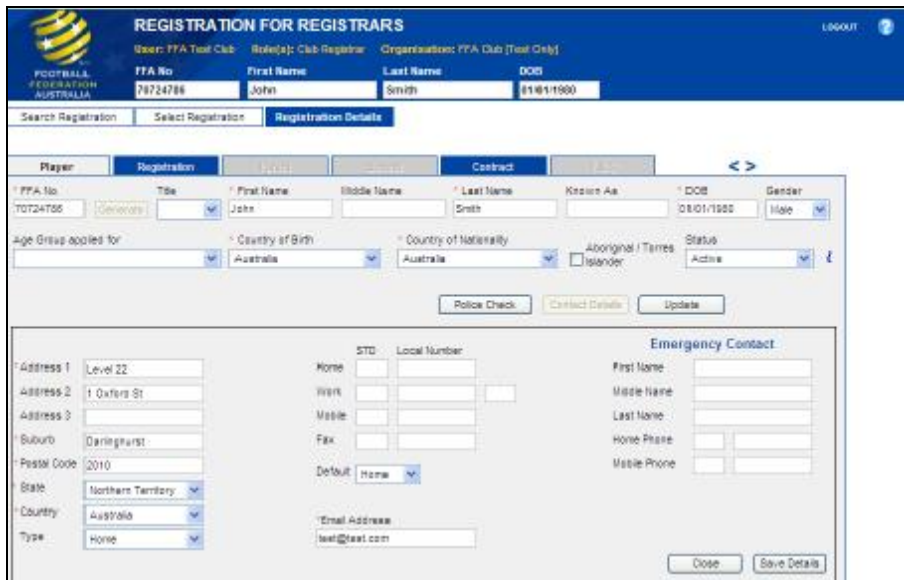


Search Results

Show All Records
 Gender: All
Adult/Youth: Adult
Season: All
Football Type: Outdoor
Status In Current Season: Active & Pending
Role: Player

	FFA No.	First Name	Last Name	DOB	Registration Package	Registered Valid To	Role	Last Reg Status	Football Type	
Select	71570188	Andrey	Arshavin	01/01/1970	SEDA Junior Player	31/04/2010	31/12/2010	Player	Pending (Awaiting Payment)	Outdoor
Select	71570188	Andrey	Arshavin	01/01/1970	Test Fee 2nd Update	31/04/2010	31/12/2010	Player	Pending (Awaiting Payment)	Outdoor
Select	70343029	Richard	Beasley	01/01/1960	2010	11/03/2010	31/12/2010	Player	Pending (Awaiting Payment)	Outdoor
Select	70761074	Richard	Beasley	01/01/1960	2010	27/03/2010	31/12/2010	Player	Pending (Awaiting Payment)	Outdoor
Select	71932388	Alpha	Beta	31/12/1960	2011 Outdoor senior	20/12/2010	31/12/2011	Player	Pending ITC	Outdoor
Select	71869465	Ben	EP Test	01/01/1960	Test EH	20/07/2010	31/12/2010	Player	Active	Outdoor
Select	71869465	Ben	EP Test	01/01/1960	FFV Fee	20/07/2010	31/12/2010	Player	Active	Outdoor
Select	71869465	Ben	EP Test	01/01/1960	Senior Mens NSE	20/07/2010	31/12/2010	Player	Active	Outdoor
Select	71869465	Ben	EP Test	01/01/1960	FFV Fee	20/07/2010	31/12/2010	Player	Active	Outdoor
Select	71869465	Ben	EP Test	01/01/1960	Senior Player - Geelong	20/07/2010	31/12/2010	Player	Active	Outdoor

- Select the Player, Coach, or Volunteer.



REGISTRATION FOR REGISTRARS

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

FFA No: 28724788 First Name: John Last Name: Smith DOB: 01/01/1980

Search Registration Select Registration **Registration Details**

Player: Registration **Details** Contract **FFA No**

FFA No: 28724788 Title: Generators First Name: John Middle Name: Last Name: Smith Known As: DOB: 01/01/1980 Gender: Male

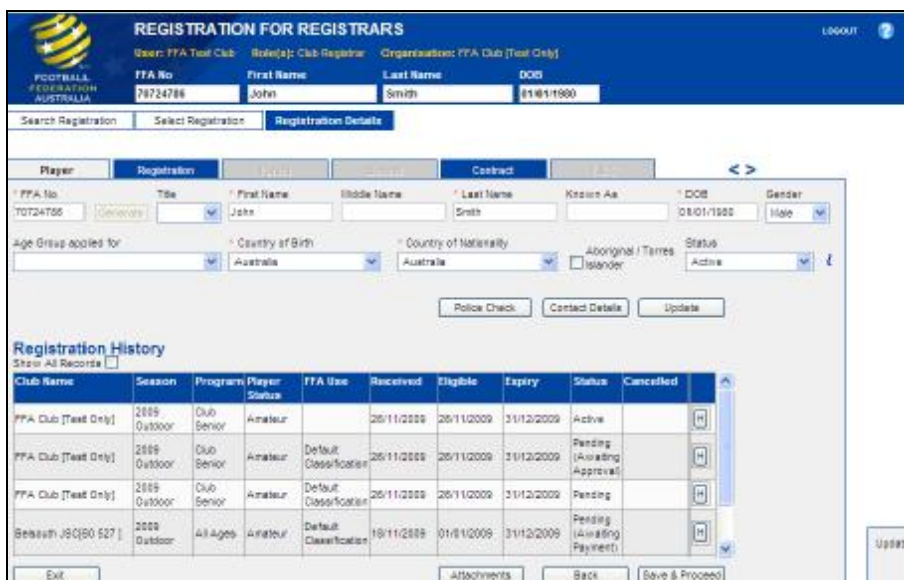
Age Group applied for: Country of Birth: Australia Country of Nationality: Australia Aboriginal / Torres Islander: Status: Active

Police Check: Contact Details: Update

Address 1: Level 22 Home: STD: Local Number: Emergency Contact: First Name: Middle Name: Last Name: Home Phone: Mobile Phone: Address 2: 1 Oxford St Work: Mobile: Address 3: Fax: Default: Home Email Address: test@test.com Suburb: Darlinghurst Postm Code: 2010 State: Northern Territory Country: Australia Type: Home

Close Save Details

- Make the appropriate changes and the click on **Save Details**.



REGISTRATION FOR REGISTRARS

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

FFA No: 28724788 First Name: John Last Name: Smith DOB: 01/01/1980

Search Registration Select Registration **Registration Details**

Player: Registration **Details** Contract **FFA No**

FFA No: 28724788 Title: Generators First Name: John Middle Name: Last Name: Smith Known As: DOB: 01/01/1980 Gender: Male

Age Group applied for: Country of Birth: Australia Country of Nationality: Australia Aboriginal / Torres Islander: Status: Active

Police Check: Contact Details: Update

Registration History

Show All Records

Club Name	Season	Program	Player Status	FFA Use	Received	Eligible	Expiry	Status	Cancelled
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur		25/11/2009	25/11/2009	31/12/2009	Active	<input type="checkbox"/>
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur	Default Classification	25/11/2009	25/11/2009	31/12/2009	Pending (Awaiting Approval)	<input type="checkbox"/>
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur	Default Classification	25/11/2009	25/11/2009	31/12/2009	Pending	<input type="checkbox"/>
Belconnen JSC [50 527]	2009 Outdoor	All Ages	Amateur	Default Classification	19/11/2009	01/01/2009	31/12/2009	Pending (Awaiting Payment)	<input type="checkbox"/>

Exit Attachments Back Save & Proceed Update

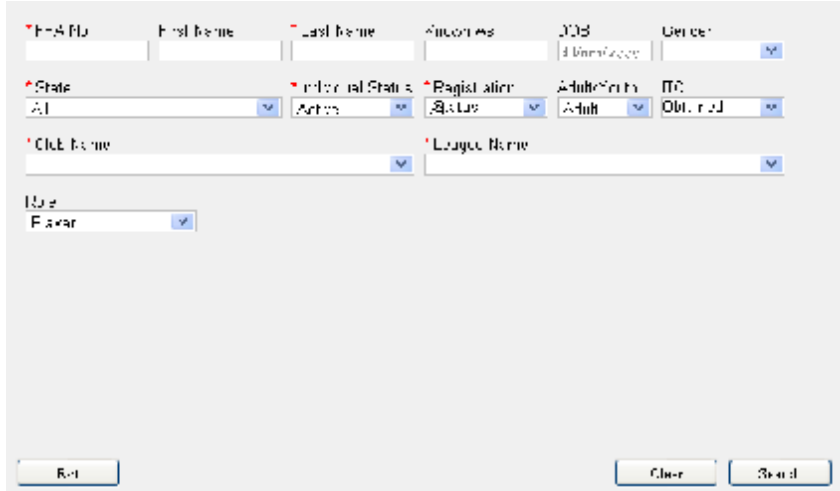
- You can then click on **Exit**

Search by Individual

This functionality is similar to Search by Club List. However, instead of being presented with a list of your Club's players you are able to search for individual or groups of Players, volunteers, coaches, match official by entering various search criteria.

Updating Contact Details

Click on Search by Individual from the Main Menu.



The screenshot shows a search form with the following fields:

- FFA No
- First Name
- Last Name
- Addresses
- DOB
- Gender
- State
- Internal State
- Registration Status
- Adult/Youth
- DOB
- Club Name
- League Name
- Role

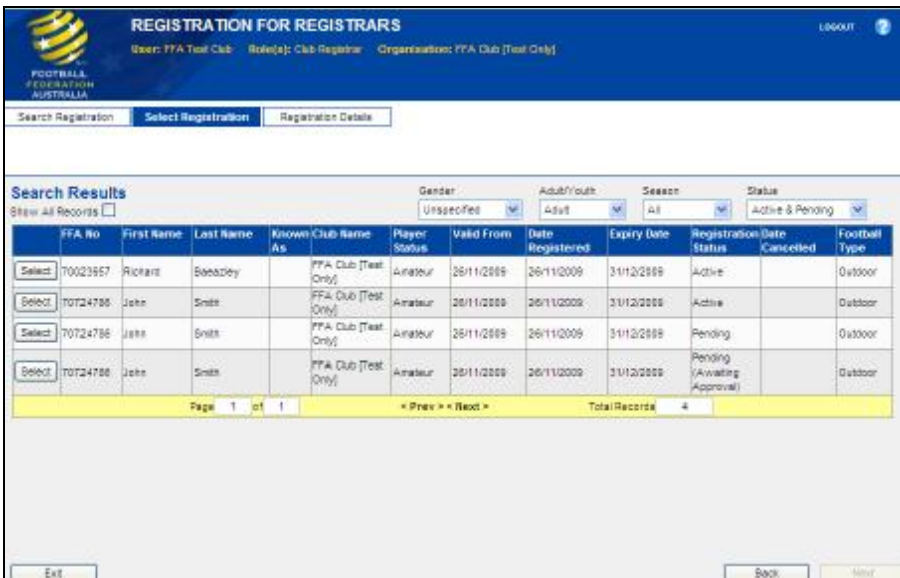
Buttons: Find, Clear, Send

- Enter one or more of the mandatory fields to search for the individual.



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 'Sarah' as a first name you can enter "sa" or "s".

- This will perform a search of only your Club's players.



The screenshot shows the 'REGISTRATION FOR REGISTRARS' search results page. The page header includes the FFA logo and user information: 'User: FFA Test Club', 'Role(s): Club Registrar', 'Organisation: FFA Club [Test Only]'. There are tabs for 'Search Registration', 'Select Registration', and 'Registration Details'. The search results are displayed in a table with the following columns:

FFA No	First Name	Last Name	Known Club Name As	Player Status	Valid From	Date Registered	Expiry Date	Registration Status	Cancelled	Football Type
70023957	Richard	Boddley	FFA Club [Test Only]	Amateur	26/11/2009	26/11/2009	31/12/2009	Active		Outdoor
70724788	John	Smith	FFA Club [Test Only]	Amateur	26/11/2009	26/11/2009	31/12/2009	Active		Outdoor
70724786	John	Smith	FFA Club [Test Only]	Amateur	26/11/2009	26/11/2009	31/12/2009	Pending		Outdoor
70724788	John	Smith	FFA Club [Test Only]	Amateur	26/11/2009	26/11/2009	31/12/2009	Pending (Awaiting Approval)		Outdoor

Page 1 of 1. Total Records: 4. Buttons: Exit, Back, New.

- If multiple players are listed click on Select of the individual you wish to update.
- The registration details of the individual are displayed by default.

REGISTRATION FOR REGISTRARS LOGOUT ?

Team: FFA Test Club Role(s): Club Registrar Organisation: FFA Club [Test Only]

FFA No: 78724786 First Name: John Last Name: Smith DOB: 01/01/1980

Search Registration Select Registration **Registration Details**

Player **Registration** **Contract** **Emergency Contact**

FFA No: 78724786 Title: First Name: John Middle Name: Last Name: Smith Known As: DOB: 01/01/1980 Gender: Male

Age Group applied for: Country of Birth: Australia Country of Nationality: Australia Aboriginal / Torres Islander: Status: Active

Emergency Contact

Address 1: Level 22 Home: STD: Local Number: First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

Address 2: 1 Oxford St Work: Mobile: First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

Address 3: Mobile: First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

Suburb: Darlinghurst Fax: First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

Postal Code: 2010 Default: Home First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

State: Northern Territory *Email Address: test@test.com First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

Country: Australia First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

Type: Home First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

- Make the appropriate changes and then click on **Save Details**.
- If you don't want to save the changes, click on the **Close** button.

REGISTRATION FOR REGISTRARS LOGOUT ?

Team: FFA Test Club Role(s): Club Registrar Organisation: FFA Club [Test Only]

FFA No: 78724786 First Name: John Last Name: Smith DOB: 01/01/1980

Search Registration Select Registration **Registration Details**

Player **Registration** **Contract** **Emergency Contact**

FFA No: 78724786 Title: First Name: John Middle Name: Last Name: Smith Known As: DOB: 01/01/1980 Gender: Male

Age Group applied for: Country of Birth: Australia Country of Nationality: Australia Aboriginal / Torres Islander: Status: Active

Registration History
Show All Records

Club Name	Season	Program	Player Status	FFA Use	Received	Eligible	Expiry	Status	Cancelled
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur		25/11/2009	25/11/2009	31/12/2009	Active	<input type="button" value="H"/>
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur	Default Classification	25/11/2009	25/11/2009	31/12/2009	Pending (Awaiting Approval)	<input type="button" value="H"/>
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur	Default Classification	25/11/2009	25/11/2009	31/12/2009	Pending	<input type="button" value="H"/>
Bekasath JSC(50 527)	2009 Outdoor	All Ages	Amateur	Default Classification	19/11/2009	01/01/2009	31/12/2009	Pending (Awaiting Payment)	<input type="button" value="H"/>