

## Setting Up Terms & Conditions

### Overview

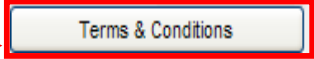
- Terms & Conditions (T&Cs) can be setup by Clubs and **must** be accepted through the registration process either when self-registering or through registration by registrar.
- FFA have standard T&Cs that cover player registration already in the system. Clubs can upload T's&Cs that cover areas such as grading policy, acceptance of social club membership etc.
- Once T&Cs are accepted the first time by any player they are locked and cannot be changed except for the Valid To date.
- T&Cs are made available to Players based on their age – either Youth (up to 18 years of age) or Senior (over 18 years of age).

### Tips and Considerations

- If you do decide to include your own T&C's, this will be an additional step to the workflow for Player's and Club Registrar's.
- We advise you to develop your T&C's in word then cut and paste into the T&C's which will be highlighted in the steps below.
- If this is your first year of using MyFootballClub we would advise you to concentrate on the mandatory steps in the Season Setup rather, and ensure you are comfortable with this functionality first.
- Once you have created your T&C's in the system, and this has been registered against you will not be able to edit the content of the T&C's at a later date, but you will be able to change the Valid to and Valid from dates at any time.
- Please note you will have to create T&C's for Youth and a separate T&C's for Adults. This could be the same set of T&C's.

## Step by Step Guide to creating Terms and Conditions

**Step 1:** Select Terms and Conditions from the main menu



**Step 2:** Review the Terms and Conditions Home Page

- If your club has created T&C's in the system previously, they will be presented in the table below.
- You will be able to use these Terms and Conditions again this season, however you will need to change the Valid From and Valid To dates in the T&C's. You cannot change the text.
- You can also create a new set of T&C's, these key steps are highlighted below.

Terms & Conditions

Show All Records

	T & C Text	T & C Type	Role	Valid From	Valid To
<a href="#">Edit</a>	FFA Test Club T&C's Here are the test T&C's.	Junior	Player	31/01/2008	31/12/2009

Page 1 of 1      < Prev > < Next >      Total Records: 1

[Exit](#)      [Add New](#)

**Step 3:** Click on the **Add New** button and a window will popup.

- Input the **Title** of your T&C's.
- Add the content in the field highlighted in **RED** below
- Select correct **Type** and **Role** from the drop down box (See the table on the next page)
- Enter **Valid From** and **Valid To** dates
- Click the **Save** button.

**Add Terms & Conditions**


Title

Type      Role      Valid From      Valid To

[Exit](#)      [Save](#)

The table below will assist you to complete the individual fields in the T&C's below :

Field	Description
<b>Title</b>	Enter the title of the Terms & Conditions <b>You can enter text using numbers or letters up to a maximum of 50 numbers/letters. Do not use commas (“,”) or exclamation marks (“ ! “).</b>
<b>Text</b>	In the text box provided enter the actual Terms and Conditions the Player must agree to,  <b>Tip – use Word to create your T&amp;Cs then run a spell check before copying the T&amp;Cs from Word into the text field. You will not be able to use right click on your mouse to paste the text into the field you will need to use CTL-V keys.</b>
<b>Type</b>	Select “Youth” or “Senior”.
<b>Role</b>	Select “Player”.
<b>Valid From</b>	The date from which this Term and Condition is in force. Normally this would be the start of the calendar year.
<b>Valid To</b>	The date to which this Term and Condition is in force. Normally this would be the end of the calendar year.

#### Step 4: Reviewing your T&C's

- Your T&C's should now appear in the T&C's homepage.
- Please review the T&C's and ensure they are correct. Please note you can come back into the system and edit. However once they have been registered against in the system you will be unable to change the content, however you can change the Valid to and Valid from Dates.
- Click the **Exit** button, which is located at bottom of the page on the right. This will return you to the Club Homepage.