



## **Player Self-Registration**

Head to www.playfootball.com.au

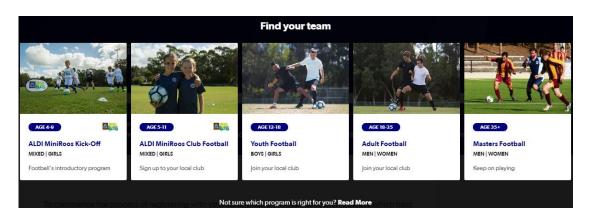
#### \*\*\*Before you begin\*\*\*:

NOTE: the browser's back button <u>does work</u> in this system (probs best not do this during payment though). If you make a mistake/get a system error, hit the browser back button!

1. Click on "Register Now"



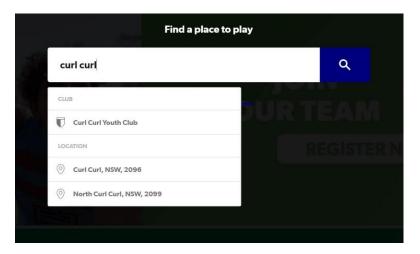
2. Select the age group the Participant fits ignoring the 4-9 MiniRoos Kick-Off program (not available in MWFA clubs yet).



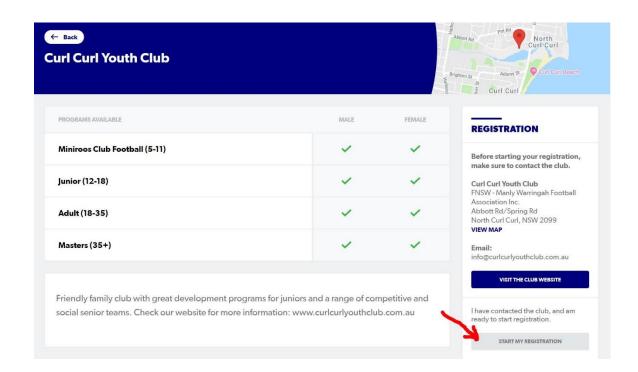
3. Under "Find a place to play". if you know your club name, start typing it and when it appears on the drop down menu, select it from there. Or you can enter a suburb or postcode and choose a nearby club from the map that comes up.







4. This takes you to a club specific page showing what your club offers by way of football (ages/male/female). It also gives you contact details for your club of choice and a link to their website. If you are happy to proceed with your registration in this club, select "Start My Registration" from the bottom right corner.

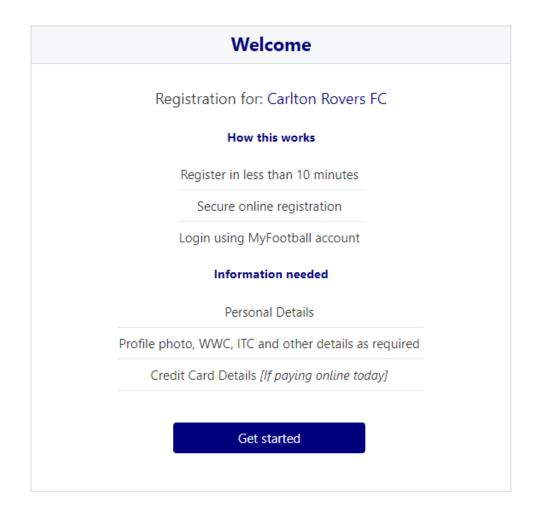






5. Welcome to Play Football Online Registration, click on "Get Started"





- 6. Now this brings you to the "Create your Football Account" page where you can either create a PlayFootball account or login with an existing account.
  - \*\*\*NOTE: This is different to any previous account you may have had with the previous MyFootballClub system.

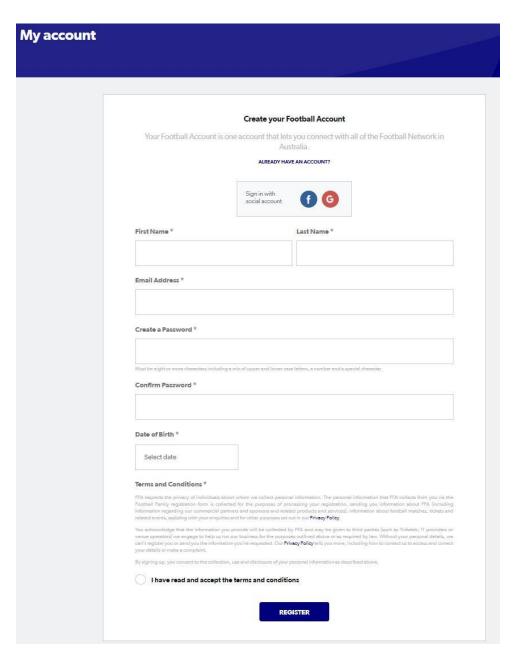




So set yourself up with a new PlayFootball account. You will then be able to find and link your earlier records from the old MyFootballClub system and any other family members with the same email.

\*\*\*NOTE: If registering children, set up the <u>parent's account first</u> even if you didn't previously have an account.

You can then link your child's account (with same email) to the primary parent account. The first account you make with the family email will be the primary account!!!



7. \*\*If you have already registered your account and claimed any previous records you will probably skip to the screen described in point number 10.\*\*



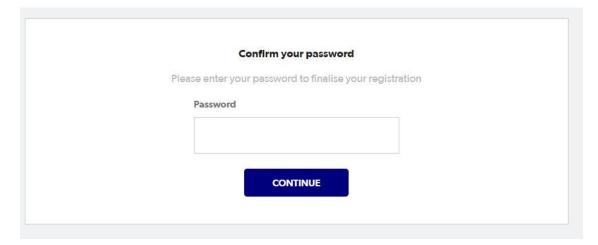


Otherwise, at this stage, if you are registering for the first time it will send you an email with a code for you to input on this screen:

	Please verify your email address
We have sent an email	to
	CONTINUE
	Haven't received the email? Send again

Copy the code from the email you receive and paste it into this screen and continue.

8. Then it asks you to reenter your password before allowing you to continue:



9. Now it will try to find your previous MyFootballAccount details under your old FFA number. If you have multiple FFA numbers it will hopefully find all of them.

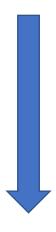
You will also find other people who have the same email (usually your family).



# Claim Profiles , below you will see a list of existing records which match your email address com.au You can choose to link these records to your account. Checking the "Link" option will add those participant records to your account and allow you to manage registrations on their behalf. You can also indicate if one of the existing records is Clear O Me Link (Reference: Organisation: Curl Curl Youth Club O Me Link (Reference: Organisation: Curl Curl Youth Club O Me Link t (Reference: Organisation: Curl Curl Youth Club Continue

- Any records that are yours personally you should select the round button next to "Me"
- Any records that belong to family members or similar that you want linked to your account – select the square button next to "Link"
- If accounts don't belong to you or you don't want them linked leave them unselected.

Continue to the next screen once you are happy that you have selected the appropriate records.

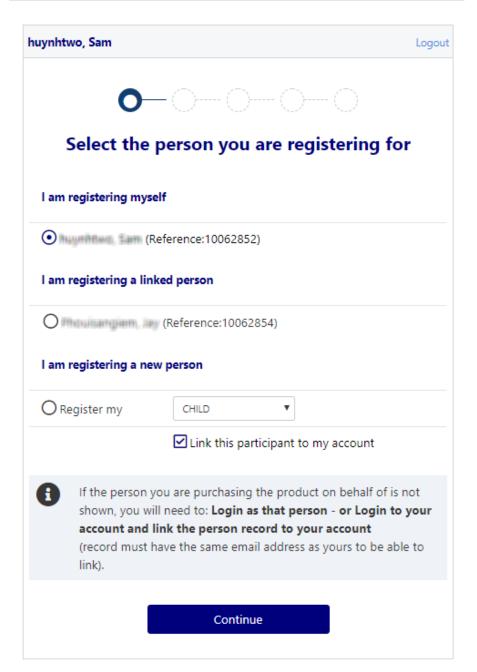






10. Once the account is registered, it will take you to this screen:

# **Play Football Online Registration**



11. Select participant you are Registering (myself, Linked Person or New Person) and Continue

Note: New Registrants will be linked to the Football Account Being used



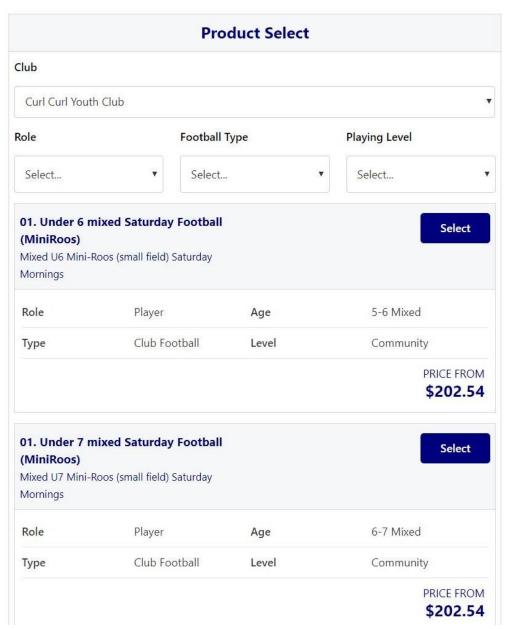


12. If you selected that you are registering a new person to be linked to your account, it will try to search for any existing records for them and will ask you for their basic details. The search results may or may not find something but if none of them match, you can progress without selecting anything. If you selected an already linked individual, this process will be skipped.



You are now ready to choose your registration product (ie grade/age of Football)





13. The club you selected initially should already be selected under "Club"



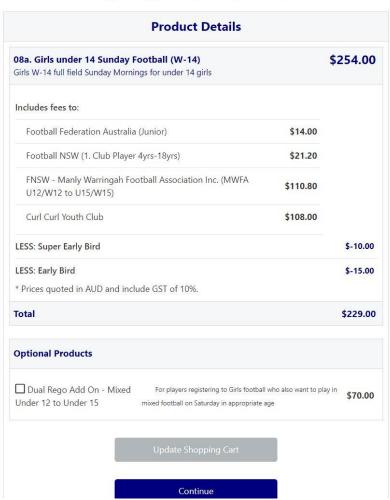


- 14. Ignore the search areas under "Role", "Football Type" and "Playing Level".
  - These are not useful for searching the products and the products are not under logical Roles etc. Age groups/roles that you are not eligible for may have the select button greyed out and replaced with "N/A".
- 15. Simply scroll down to desired Product (example: Under 7 or W-AL1 or Coach) and click "Select" on that product.



16. "Product Details" screen comes up. Early bird discounts are already included – you don't need to select them.





- Option to select additional products (dual rego for girls may come up here).
- Select student discount (if applicable only if <u>full time</u> tertiary student)
- There may be other optional discounts here add them if they apply to you.
- At this point if you are registering under coach/manager/committee select a sub role to reflect your role. \*\*\*If you are a manager – please don't leave this on the





default of "coach" – it will confuse our systems when we import you into the competition management system! Thanks\*\*\*

Select "**Update Shopping Cart**" if you selected one of the above, to update the screen. Otherwise additional products/student discount/sub role won't be added.

Click "Continue"





17. Update the Registrants personal and contact details, and then click "**Continue**". This is also where additional questions set by the club are asked. Note land line phone numbers should be 8 digits – no area code or it errors.

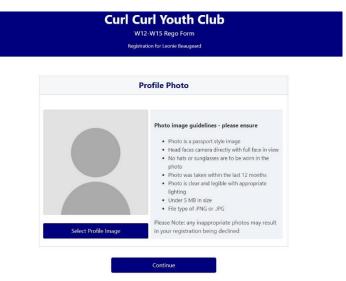
Carlton Rovers FC Senior Registration Form Registration for Sam huynhbwo			Emergency Contact - Name*	
			test	
			Emergency Contact - Number*	
			0424572830	
<b>⊘</b> —○○○			Alt Emergency Contact - Name	
Participant Details				
			Alt Emergency Contact - Number	
First Name*				
Sam				
Middle Name			Other Information	
			FFA questions	
Last Name*			Do you identify as being of Aboriginal and or Torres Strait Islander origin?*	
huynhtwo			O Yes	
Known As			⊙ No	
			O I do not wish to provide this information	
Gender*			Please indicate if you have a disability*	
O Male	• Female	Ounspecified	✓None	
Date of Birth*			Prefer Not To Say	
25-07-1994			☐ Vision Impairment	
Email Address*			Hearing Impairment	
christopherhuynh15@yahoo.com.au			Sensory Impairment	
Re-enter Email Address*			Physical Disability	
christopherhuynh15@yahoo.com.au			Learning Disability	
Mobile Phone Number*			Cerebral Palsy	
0423 425 343			☐ Wheelchair User ☐ Amputee	
Address*			Unknown	
1 Oxford Street, Paddington, NSW, 2021, AUSTRALIA			Other	
My address cannot be found				

18. Profile Photo "Select Profile Image", Browse from your device, and then click "Continue"

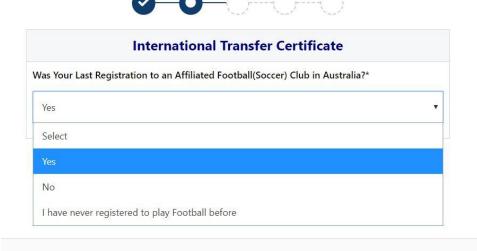




There are options to edit (crop/resize/zoom) your photo in this interface but they are a bit awkward to use and any changes need to be saved by clicking the floppy-disk icon (save icon).



19. International Transfer Clearance – Answer question accordingly to proceed

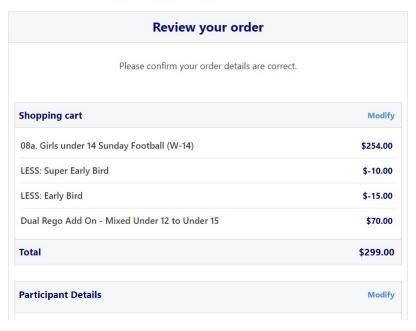




20. Review your order, if you need to modify your product selection or details, select 'Modify' in the appropriate section to do so

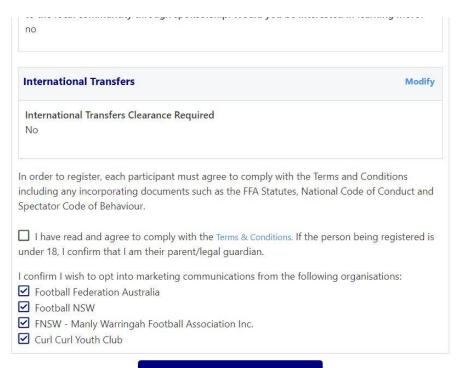






## **Acknowledging Terms and Conditions**

21. Click on the 'Check box' Read and Acknowledge all Terms and Conditions by selecting Accept All T&C's displayed and then click "Continue"



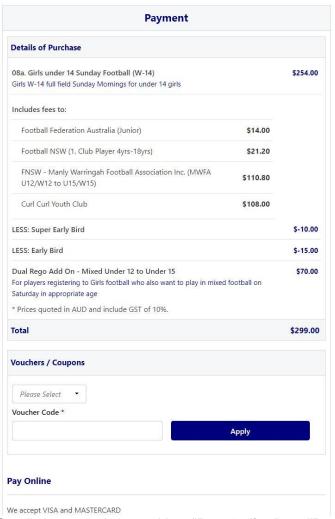
Continue





### **Payment Options Screen**

22. Input "Vouchers/Coupons codes", ie Active Kids vouchers where applicable, and click "APPLY"



23. Scroll down to choose either "Pay Online", or "Pay Offline" if offered, to complete the payment for your registration. You will receive an invoice to the email address listed on the registrants Registration



24. Confirmation message, select "Finished" or "Perform another Registration"