



**FOOTBALL
NSW**

PROCESS DOCUMENT

2017/18 SUMMER FOOTBALL REGISTRATIONS



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Version 1, issued 4 July 2017

SUMMARY

Overview

Football NSW is committed to working with Summer Football providers in order to ensure ongoing improvement of their Summer Football programs. Part of that commitment is assisting providers with guides that detail Summer Football MyFootballClub requirements.

This guide contains information on how to correctly setup MyFootballClub for the 2017/18 Summer Football season. This guide will cover:

- 1) Getting Access to MyFootballClub
- 2) Updating Details
- 3) Setting Up Fees
- 4) Registration of Players
- 5) Approving Player Registrations
- 6) MyFootballClub Support

We appreciate the provider's assistance in following the MyFootballClub procedures. This provides Football NSW with a greater understanding of Summer Football participation levels which assists in more effective reporting as well as resourcing and delivery decisions.

GETTING ACCESS TO MYFOOTBALLCLUB

MyFootballClub Access Introduction

MyFootballClub access is granted on an individual basis. Personal login credentials are not to be shared with other people. Access for multiple users is permitted however each individual will require their own access and should complete the Online Access Request Form.

Online Access Request Form

If you require access to an organisation on MyFootballClub, you are required to complete the Online Access Request Form. Access is added to your FFA account so you will need to have an FFA number to complete this form.

If you do not already have an account, you can create an FFA account here:

<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers>

The MyFootballClub online access form is located here:

<http://onlineforms.myfootballclub.com.au/OnlineAccessRequestForm.aspx>

This is an FFA form which sends a request to the Association which you have selected on the form. It is a requirement of Associations to check their access requests regularly and approve them where applicable. If your access request has not been actioned, please contact your Association.

Once Access Is Granted

When your access has been approved you will be able to log in to your organisation via the MyFootballClub website (<http://myfootballclub.com.au>). The admin login area can be accessed by clicking the 'Club' button from the top menu then 'Admin Login' (pictured below).



Alternatively, you can use this link which will take you directly to the 'Admin Login' area:

<https://live.myfootballclub.com.au/PlayerReg/login.aspx>

FFA Number and Password

In the 'Admin Login' area you will need to enter your FFA number and the password you have assigned to that account. If you have problems retrieving your FFA number, please use the FFA number finding tool:

<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx>.

If you have your FFA number but have forgotten your password, please use the FFA's forgot password function which is located here: <https://live.myfootballclub.com.au/SelfReg/Login.aspx?chkcookie=1&m=pr>

If you are still having trouble accessing your details please feel free to contact:

Football NSW Online Services Department

Email: samuelk@footballnsw.com.au | samanthad@footballnsw.com.au

Phone: 02 8814 4448 | 02 8814 4449

UPDATING DETAILS

Overview

Once you have access to your organisation it is important to update your information to ensure the public have access to the latest information. This section will provide you with the step by step information you need to update your organisations details.

Our Details

When you login as a club registrar the first page you see will consist of three main areas: Season Set-Up, 2017 Registrations and Club Administration. This section will focus on the 'Our Details' area (highlighted below).



The 'Our Details' section is comprised of four areas: Primary Details, Bank Details, Our Contacts and Club Finder.

Primary Details

The Primary Details is an area for you to update all your club contact information. Details you need to include in this area included Address, Phone, Website and Email.

The screenshot shows the 'Primary Details' form with the following fields and values:

- Name: Football NSW Club
- Trading As: Football NSW Club
- ABN: [Empty]
- Number: 25068
- Yr Established: [Empty]
- Status: Active
- Municipality: [Empty]
- Registered for GST:
- GST Number: [Empty]
- Accreditation: No Accreditation
- Street Address: 235-257 Meurants Lane
- Address 2: [Empty]
- Suburb: GLENWOOD
- Post Code: 2768
- State: New South Wales
- Mailing Address: PO Box 6146
- Baulkham Hills BC: BAULKHAM HILLS BC
- Post Code: 2154
- State: New South Wales
- STD: Office 02
- Local Number: 88144400
- Fax: [Empty]
- Website: www.footballnsw.com.au
- Email Address: kim@footballnsw.com.au

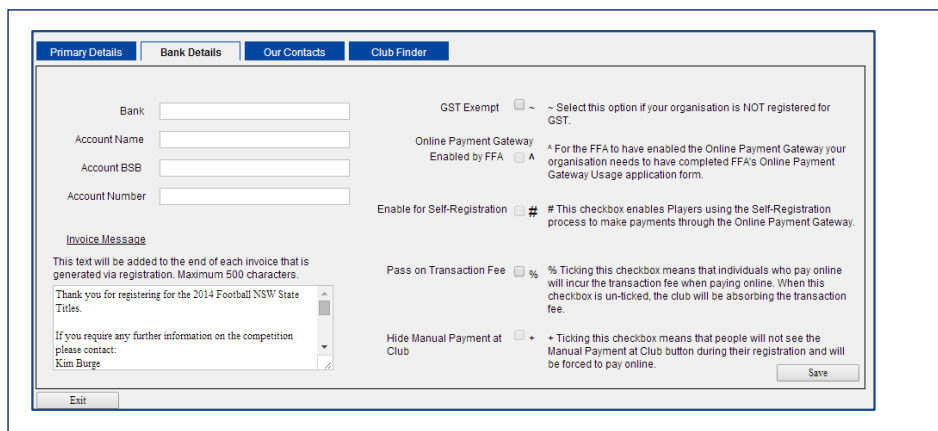
There are checkboxes for 'Set this as our default address' for both Street and Mailing addresses. A 'Save' button is at the bottom right, and an 'Exit' button is at the bottom left.

You also have the option to select either your street address or your mailing address as your preferred default address. Once you have made all required changes or updates remember to click 'Save'. Once you have completed the Primary Details area you can move onto 'Bank Details'.

Bank Details

The 'Bank Details' area allows you to configure: passing on transaction fees, allowing 'Pay Later' and Custom Invoice Messages. If you are not utilising online payments, you do not need to enter bank account information as this is simply for validation purposes against the Form that needs to be submitted to set up the Online Payment option. If you are interested in allowing online payments in the future, please contact Football NSW for more information.

The Invoice Message applies even if you are not utilising the Online Payments. To customise the message that appears on a players' invoice enter relevant information into the 'Invoice Message' field. This information may include details on when payments must be made by, or the organisations banking details for direct banking deposits. Once you have made all the changes you require remember to save them by clicking the 'Save' button.

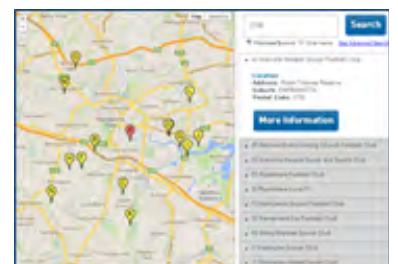
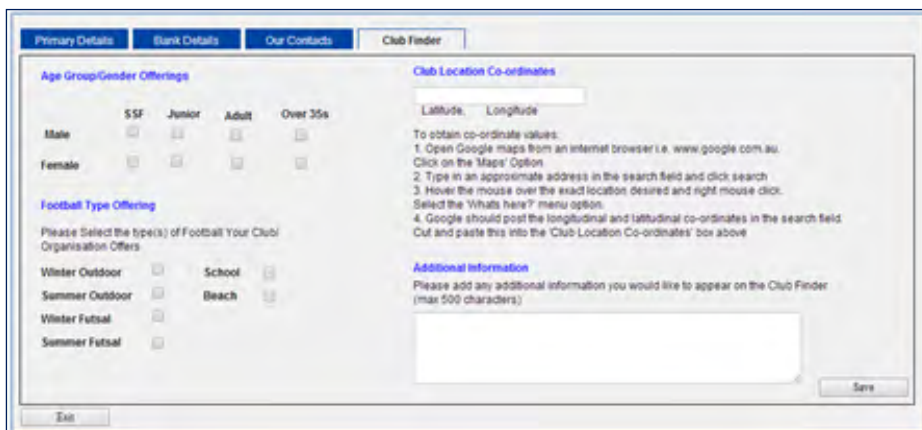


Club Finder

The 'Club Finder' section allows you to enter information about your organisation which will be displayed on the 'Club Finder' tool on the MyFootballClub website (www.myfootballclub.com.au) pictured below. This tool is used by players to find football opportunities around their area.

Please select appropriate Age Group, Gender, and Football Types by ticking the relevant box.

Instructions are provided on the page on how to enter the Latitude and the Longitude to better locate the organisation through the Club Finder.



SETTING UP FEES

Overview

The most important aspect of your Summer Football season setup is creating appropriate fee packages for your players to register to. This section will detail the process of how to setup a fee package correctly.

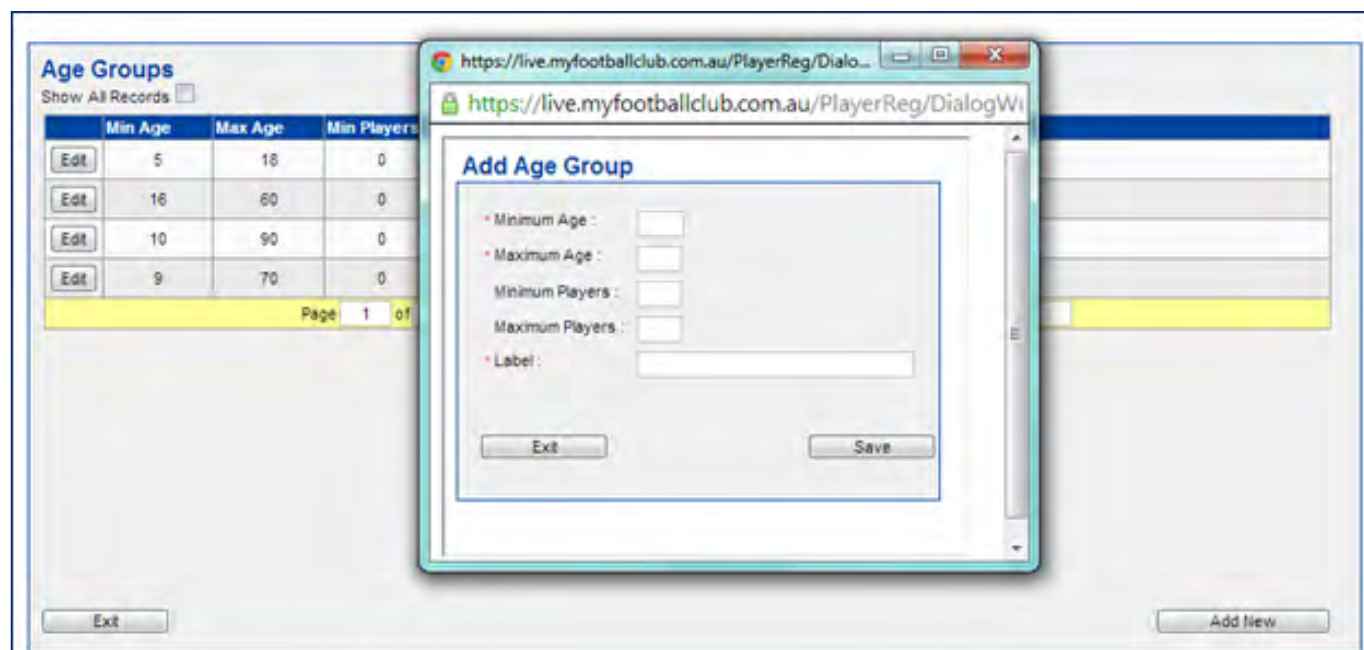
Football NSW encourages self-registration. Self-registration allows the player/coach/volunteer to log into their own FFA profile and register to your organisation. This process saves time and resources by reducing the need to have registration days where volunteers need to be present to process registrations. It also allows individuals to update their own personal information.

Age Groups

The first step when creating fee packages is creating appropriate 'Age Groups'. Age Groups are attached to fees to determine who can view and therefore register to a fee. Age Groups from previous years will still be setup, you can amend these if need be or create new ones.

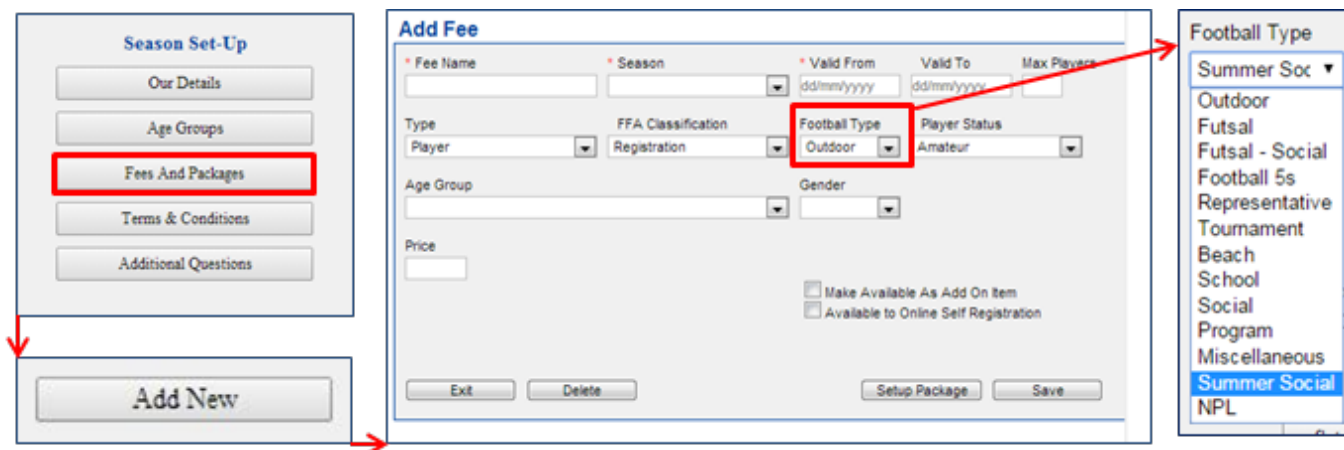
If you need to make any additions, select 'Age Groups' from the main menu then select 'Add New'. You will be able to enter a Minimum and Maximum age. It is important to note that once the Age Group has been allocated to a fee package only users that fit within these ages will be able to see that fee.

You will also need an Age Group set up for your Non Playing Roles this can include Volunteers, Managers and Officials.



Setting up fees

After you have appropriate Age Groups setup, the next step is to set up your fees for the season and packaging them together with the applicable Football NSW component. A fee package is what the player will register to when completing self-registration. Fees for Summer Football must contain the appropriate Football NSW component. To create a fee package, select 'Fees & Packages' from the main menu. Click on 'Add New' and a new window will pop up.



Firstly, give your fee an appropriate name (e.g.: 17/18 Summer Football New). This is what the players will see when they self-register so it is best to make this as clear as possible.

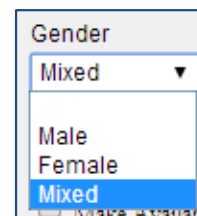
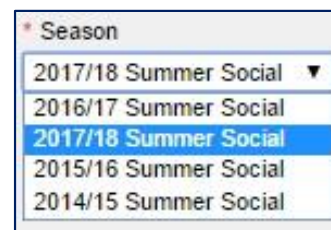
Next you will need to select a 'Football Type'. The 'Football Type' will automatically default to Outdoor you must change this to **'Summer Social'** or **'Social'**. Please make sure that **'2017/18 Summer Social'** or **'2017 Social'** is your season.

Select the appropriate 'Age Group' for your fee package, remember this will determine who can see the fee when they self-register. Next you must select a 'Gender' for your fee. If you don't wish to have separate fees for males and females, you can select 'Mixed'.

You will see two tickbox options:

- 1) Make Available as Add On Item – This option is used sell club items as part of the registration process (e.g.: Shorts and/or Socks). **Do not tick this option for registration fee packages.**
- 2) Available to Online Self Registration – This option determines if a fee is available to the public for self-registration.

Once you have made required selections please select 'Setup Package'.



Setting up fee packages

When running Summer Football your registration fees must contain certain fee components from the Football NSW level. Football NSW Summer Football Fees are comprised of four player categories (pictured below). You will need at least four separate fees which contain each of these categories, unless you are only running Junior only or Senior only competitions, in which case you will only need two as there are two categories for both the Junior and the Senior players.

Summer Jnr NO 2017 Winter Rego	8.00	Football NSW	Player	Social	Junior	Mixed	01/07/2017	30/06/2018
Summer Jnr w/ 2017 Winter Rego	3.00	Football NSW	Player	Social	Junior	Mixed	01/07/2017	30/06/2018
Summer SNR NO 2017 Winter Rego	25.00	Football NSW	Player	Social	Senior	Mixed	01/07/2017	30/06/2018
Summer SNR w/ 2017 Winter Rego	15.00	Football NSW	Player	Social	Senior	Mixed	01/07/2017	30/06/2018

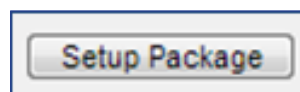
Summer Jnr w/ 2017 Winter Rego – This fee is for JUNIOR players who played in the previous Outdoor season.

Summer Jnr NO 2017 Winter Rego – This fee is for JUNIOR players who DID NOT play in the previous Outdoor season.

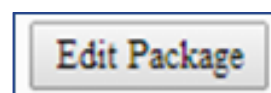
Summer SNR w 2017 Winter Rego – This fee is for SENIOR players who played in the previous Outdoor season.

Summer SNR NO 2017 Winter Rego – This fee is for SENIOR players who DID NOT play in the previous Outdoor season.

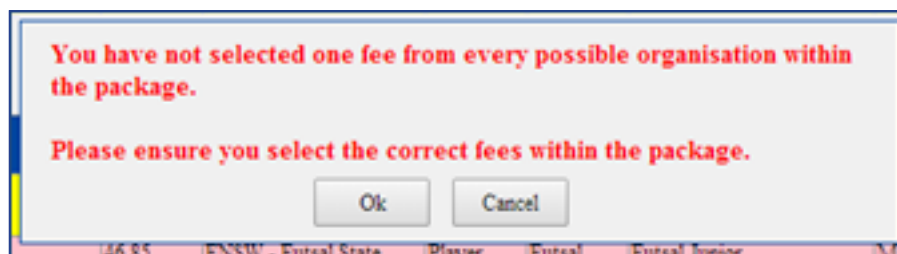
Once you have selected 'Setup Package' from the fee window or 'Edit Package' from the Fees and Packages menu a new window will open which contains a list of fee components.



For Summer Football, the fee components you need to add will come from the Football NSW (blue) level. If your Association has a Summer Football Levy, it will be highlighted pink. FFA (yellow fees) do not have a Summer Football Levy.



To view all fees on a scrollable list click 'Show All Records' on the top right hand corner. Tick the boxes on the left hand side of the fee you wish add and select 'Add Selected Fee to Package'. This will result in a warning screen stating that **"You have not selected one fee from every possible organisation within the package. Please ensure you select the correct fees within the package"** (as per image below). Simply click on "OK" to proceed then click 'Save'.



Registration Packages can be deleted up to the point that a registration is made to that package. Once a package has been registered against it cannot be deleted. If you wish to stop registrations to a particular package, simply modify the 'Valid To' date.

REGISTRATION OF PLAYERS

Overview

Once fee packages are setup you can begin to register your players. Registrations can be made in two different ways, Club Registration and Self-Registration. Football NSW encourages Self Registration as it takes pressure off club resources and allows players manage their own information while making their registrations 24/7.

Club Registration

Club Registration is discouraged as self-registration can take pressure off club resources and volunteers time.

If you have chosen to register the players on their behalf, select one of the three registration options from the 2017 Registrations menu.

Re-Register Returning Players – For players who played with the club previously. From this option you will be able generate a list of club players to select from.

New Registrations Over 18 – For senior players who have not played with the club previously. If you choose to use this option, you will need to search for the individual you wish to register. You will need either the players (FFA No) and (DOB or First Name) OR (Last Name) and (DOB).

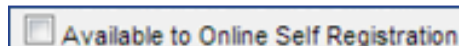
New Registrations 18's & Under – For junior players who have not played with the club previously. In this option you will have to search for a player via their details similar to the 'Over 18' section.

Further guides specific to Club Registration can be found on the MyFootballClub website under the Clubs menu tab.



Self-Registration

Self-Registration is strongly encouraged by Football NSW. Once 'Available to Online Self Registration' has been ticked players will be able to go online via www.myfootballclub.com.au and register to your packages. In order to self-register members will require their FFA number and password to logon to the MyFootballClub website.



Generally, a player will fall into one of the below categories:

- 1) **I know my FFA number and password** – If this is the case a player can simply use their details and logon to MyFootballClub using the link below:
<https://live.myfootballclub.com.au/SelfReg/Login.aspx?chkcookie=1&ReturnUrl=/SelfReg/default.aspx>
- 2) **I know my FFA number but have forgotten my password** – MyFootballClub has a forgot password functionality which can be found below:
<https://live.myfootballclub.com.au/SelfReg/Login.aspx?chkcookie=1&m=pr>
- 3) **I cannot find my FFA number** – If a player has an FFA but cannot remember it they can use the below link to retrieve it (it will be sent to their MyFootballClub email address):
<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx>
- 4) **I need to create an FFA number and password** – If a player has never had an FFA account before they can use the below link to create one:
<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers>

After players are logged into their accounts they are required to complete their registration by following the below steps.

Contact Details – In this area players can update their contact details and ID picture.

Select Registration – This area is comprised of four steps.

Step 1: Players are required to enter which club they are registering with. This field will be automatically populated with the club which they were previously registered. Users may have to remove old clubs and enter the new club they wish the register with.

Step 2: Users must select the type of registration (PLAYER, COACH or VOLUNTEER).

Step 3: This area will populate registration packages that are available to the player base upon their 'Age', 'Gender' and 'Valid To' dates. The player will select the relevant package.

Step 4: Once a package has been selected it needs to be added by clicking 'Add Packages'. This will display further information about the fee (price and breakdown). To precede the player must select 'Next'.

Terms and Conditions – You will then be taken to the 'Terms and Conditions'. Users must read through and agree to all terms prior to being able to proceed through to the next steps.

Payment – If your club have online payments setup credit card payments can processed in this step. Once the user has completed this step the registration will be created.

Additional Questions – If your club has setup 'Additional Questions' they can be answered in this section. Once answers are saved the player will be taken to a confirmation screen which shows their registration summary.

Football NSW have Self Registration Guide templates for Clubs to utilise which cover all steps in the registration process including images to assist the person registering.

If you require more information on Self-Registration, please contact Football NSW.

APPROVING PLAYER REGISTRATIONS

Overview

When a player makes a registration to your club their registrations status is 'Pending'. For registrations to be complete they must be approved. This section will cover how to approve your registrations.

Registration can be processed in one of two areas. 'Take Payments' – If the user selected 'Manual Payment at Club' their registration will be pending in the 'Take Payments' area.

'Approve Registrations' – If the user made a payment online or the cost of the fee was \$0.00 their registration will be pending in the 'Approve Registrations' area.

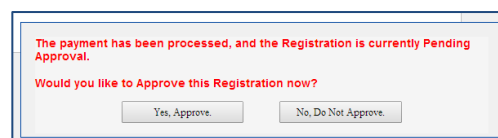
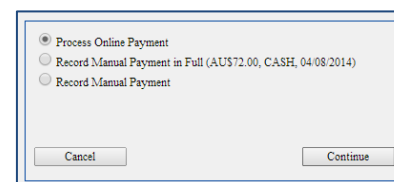
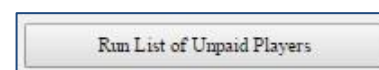


Take Payments

The best way to approve registrations from the 'Take Payments' area is to run the 'Unpaid Player List' report. Ensure that the season selection field is set to "All Current". This will generate a list of players pending payment. You have the option to perform a 'Bulk Payment' on all pending registrations or mark them as paid individually.

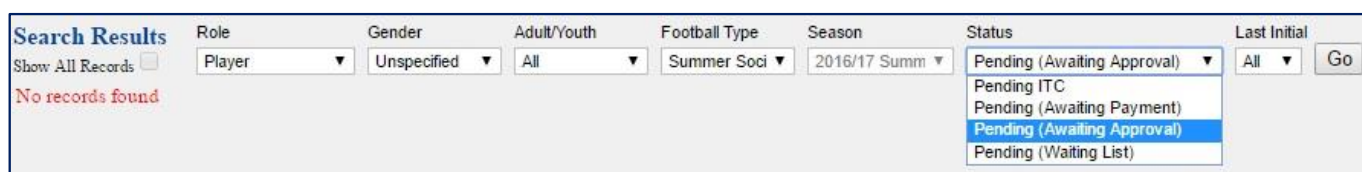
You will have three options when recording a payment. You can process an online payment via credit card (if your Club has set up Online Payments) or record a manual payment (part or in full). Select the appropriate option and click continue. After marking them as paid you also have the option to approve the registration at the same time, select 'Yes, Approve' if you wish to do so.

Approving your registrations at this stage will save you from double handling them in the 'Approve Registrations' section.



Approve Registrations

If a package has a \$0.00 price or payment was processed online the registration will be pending in the 'Approve Registrations' area. To find registrations that require approving you must first set the search criteria from the registrations you wish to approve.



Once you have entered in the criteria you wish to search by click 'Go' (Note: If your Summer Football Fees are set up correctly the 'Football Type' will be 'Summer Social'). This will generate a list of registrations; click 'Show All Records' to view all of the registrations on one list. If you wish to perform a bulk approval, you can select all records (first tick box) and click 'Approve Selected Registrations'.

MYFOOTBALL SUPPORT

Overview

Football NSW and FFA have MyFootballClub support available. If you encounter any problems with MyFootballClub please see below for contact information.

Football NSW

Football NSW Online Services Department (which covers MyFootballClub, FOX SPORTS PULSE and other online platforms)

Samantha Denmeade: (02) 8814 4449 samanthad@footballnsw.com.au
(business hours, email after hours and weekends)

Samuel Kettler: (02) 8814 4448 samuelk@footballnsw.com.au
(business hours – 9am-5pm Mon-Fri)

FFA MyFootballClub Support

FFA MyFootballClub Support Centre

Email: myfootballclub@footballaustralia.com.au

Phone: 02 8020 4199

Hours of Operation: Monday to Friday - 9am to 5pm (AEDT)



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