



MEMORANDUM

Reference: M21-04

To: All Community Competition Clubs
From: Football South Coast
Date: 11 December 2020
Subject: Registration – Playfootball Setup
Email: davidware@footballsouthcoast.com

Members

FFA, Football NSW and FSC have now completed the season rollover process for the Registration types in preparation for the 2021 Community Club Football season.

All Clubs who are nominating Junior teams, Women's teams or Community League Teams can now commence your Season rollover in preparation and new product setup for the 2021 registration.

PlayFootball - Recommended Steps for 2021 season initial setup

Menu step: Syntax.. Top → left hand side.

1. User Update

Menu: Organisation → User List

The Principal user should check that the administrators to use Playfootball have been created and any person who no longer requires access is removed.

If the club has no access to this, please contact FSC.

2. Check and update Organisation Details

Menu: Organisation → Organisation Details

- The contact details will be available on the Club finder.
- Is the website URL correct (and is your website up to date?)
- Is the map correct?

3. Check Bank Details

Menu: Registration → Bank Account Details.

You will need to update any account information here first, but this is only a record for the Playfootball system.

In addition, you also need to update IPSI online payment account details if you have changed bank account details or changed contact information.

Click on the link called form (at the bottom of the webpage)

Simply put in the changes and in additional comments state what is required to be updated (e.g. change bank account).

This step should be done ASAP, if you wait until January then it will take longer for IPSI to process the changes. If you have not created an IPSI account and you wish to use online payments, then complete the form.

4. [Review or Add Club Disclaimers \(i.e., your terms and conditions\)](#)
Menu: Registration → Disclaimers
5. [Review or create Additional Questions](#)
Menu: People → Custom Peron Lists → Custom Fields Management
6. [Review or create Other Products \(e.g. option to purchase socks\)](#)
Menu: Registration → Product Management → Add Other Product
7. [Review Signup Form](#)

Before this step is done, you need to have done steps 3, 4 and 5

Menu: Registration → Signup Form Management

Check the GST rate in the form. If the rate is **not** set at 10% then scroll back to the top of the webpage and make the form inactive. Create a new form.

Review information for welcome and confirmation

Check - Club Disclaimer is assigned (set up in Step 3)

Check Contact name and email ... This should be to the registrar who is managing this group as emails would be directed to this person in the system.

Review and Update Payment settings

Add any fields you specifically require that are not mandatory that you require information on.

Add Additional Questions (slide across) (set up in step 4)

Add Optional Products (slide across) (set up in step 5)

Click SAVE!!

You should only require at most two signup forms for players ... one for juniors and one for seniors. You do not need individual signup forms for each age group.

Note: There is a public link at the bottom of this page. If you email your past players, then provide this link to them to register.

8. Review/Add any Discount Rules

Menu: [Registration](#) → [Discount Rules](#)

Note: If you are using Sibling discount 1st Sibling is the second child, etc. This discount only works if all the children are linked on the one parent account in Playfootball.

9. Product Management For Junior, Women's, Community League

This is where you will be able to review your 2020 products and determine if you wish to roll over some or all for the 2021 season.

Menu: [Registration](#) → [Migration](#)

Change filters to reflect from reg period 2020 and to reg period 2021

Any in Black from 2020 can be rolled across.

Any in red from 2020 are either already moved across or the governing body has not updated their product which is linked. Contact the office if this is an issue.

After migration you need now to edit the products.

Menu: [Registration](#) → [Product Management](#)

Make FSC the parent organisation and reg period 2021. If the product is not appearing, tick show inactive products.

Click edit and make changes:

Check – Name of Product, Details, Signup process

Change Pricing and add any discounts you may have created (Step 7)

Check age group / gender.

Clubs can set when they wish the product to start or if left black, defaults to FSC dates. You can also put in an end date to close a product.

Check the product is Active

Click SAVE

10. Product Management – Men's Premiership (Premier League and District League only)

FSC office will set up this area as per previous correspondence from Bobby.

Further Training

If any club requires further training or requires assistance in setting up Playfootball with myself then please contact the FSC office.