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# **FSC SUMMER FOOTBALL TEAM MANAGER REGISTRATION & TEAM NOMINATION GUIDE**

## 2022 COMPETITIONS

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# REGISTRATION OVERVIEW

- Parents/Volunteers/Team Managers/Club officials who registered a child or themselves to participate in outdoor football during the 2022 season or in Summer Football 2021 will already have created a Play Football account. This is the account which will need to be used to register for the 2022 FSC Summer Football tournament.
- If you have not played football in 2022 and have NOT created a Play Football account, DO NOT PROCEED further. Please refer to NEW PLAYER REGISTRATION GUIDE.

## BEFORE YOU BEGIN

- If you are using a PC/Laptop, ensure you are registering using a supported browser such as Google Chrome or Mozilla Firefox. Currently, Microsoft Edge and Internet Explorer don't display all fields correctly. If you are using an Ipad/Mac iOS is supported, you won't need to use a different browser.
- If applicable, ensure you obtain your Active Kids Voucher from Service NSW before you start registration for your children, in order to redeem your \$100 voucher – <https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher>
- Non-Players over the age of 18 years, will require a valid Working with Children Check number. You can obtain this from the Kids Guardian at the NSW Government website – <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

# STEP 1 – REGISTER TO A CLUB

1. Open your club's online registration form –
  - FSC Summer Football – [Click Here](#)
2. Click 'Get Started' to commence your registration.

The screenshot shows the 'PLAY FOOTBALL' online registration interface. At the top, it says 'Proudly partnered with rebel' and 'Play Football Online Registration'. The main heading is 'Welcome' and the registration is for 'APIA Leichhardt Tigers FC'. Under 'How this works', it lists: 'Register in less than 10 minutes', 'Secure online registration', and 'Login using MyFootball account'. Under 'Information needed', it lists: 'Personal Details', 'Profile photo, WWC, ITC and other details as required', and 'Credit Card Details (if paying online today)'. A 'Get started' button is at the bottom. Below this is a section for 'Available registration products' with dropdown menus for 'Role', 'Football Type', and 'Playing Level'. A specific product is listed: 'Coach - U16 Boys' for '2019 NRL NSW Youth / 2019 AFL 2 NSW Youth / 2019 FNSW Association Youth League'. Below this is a table with columns for 'Role', 'Coach', 'Age', and '16-99 Mixed', and 'Type', 'Club Football', 'Level', and 'ALL'.

2. **BEFORE YOU CREATE AN ACCOUNT....**  
Click 'SIGN IN'.

The dialog box is titled 'Before you create an account...' and has a close button (X) in the top right corner. It contains three columns of information:



- Column 1:** Icon of a person. Title: 'Did you register last year?'. Text: 'If you registered last year you can sign in using the same email you used to create the account.' A 'SIGN IN' button is highlighted with a green border.
- Column 2:** Icon of a document with a pencil. Title: 'Have you previously registered prior to 2019?'. Text: 'If you have previously registered prior to 2019, you will need to create an account. If you use the same email as your old account we can match your registration history on your new account.' A 'CONTINUE' button is at the bottom.
- Column 3:** Icon of a person with a plus sign. Title: 'Make sure you create an account as yourself'. Text: 'If registering on behalf of someone else, you must still create a Football account using **your details**. Once your account is created, you will be able to add details of the registrant.'

Note: If you do not have a Football Account, please refer to the NEW PLAYER GUIDE for further instructions on how to register.

4. Access your account using your registered email address and password.

**Sign In**

Sign in with social account



**Email Address \***

**Password \***

Having trouble logging in? [Reset password](#)  
Click here to [Verify your account](#)

**CONTINUE**

Note: If you cannot remember which email address you used to create your account, please contact Play Football Support on 8880 7983. **DO NOT CREATE ANOTHER ACCOUNT.**

Note: DO NOT USE the social media links to create accounts or log in to your account.

## STEP 2 – SELECT THE PARTICIPANT

1. Once you have signed into your Play Football account (if not already logged in) and you will be presented with the Play Football Online Registration screen. This will show your own account details, along with any individuals you have linked to your account.

Play Football Online Registration

huynhtwo, Sam Logout

Select the person you are registering for

I am registering myself

huynhtwo, Sam (Reference:10062852)

I am registering a linked person

Phuuisangiem, Jay (Reference:10062854)

I am registering a new person

Register my CHILD

Link this participant to my account

**i** If the person you are purchasing the product on behalf of is not shown, you will need to: **Login as that person - or Login to your account and link the person record to your account** (record must have the same email address as yours to be able to link).

Continue

- Select your name and click 'continue'.

## STEP 3 – SELECT A PRODUCT

Product Select

**2021 Senior Player (19+ years old)** Select  
2021 Summer Player Senior registration

Role	Type	Age	Level
Player	Social	19-99 Mixed	Social

**2021 Summer Coach** Select  
This product is for coaches registration only

Role	Type	Age	Level
Coach	Club Football	18-99 Mixed	Community

**2021 Team Registration Form** Select  
2021 Team nomination (for Team Manager/Organiser Only)

Role	Type	Age	Level
Volunteer	ALL	16-99 Mixed	ALL

1. You will be shown all the 'Products' your club has on offer
2. Select '2022 Team Registration Form'.

**Please Note:** If you are UNSURE of which product to select speak with your club directly.

## STEP 4 – PRODUCT DETAILS

Product Details

**2021 Team Registration Form** \$0.00  
2021 Team nomination (for Team Manager/Organiser Only)

Includes fees to:

Football Australia (Volunteer)	\$0.00
Football NSW (4. Volunteer)	\$0.00
FNSW - Football South Coast (4-4 Volunteer)	\$0.00
FSC Summer Football	\$0.00

\* Prices quoted in AUD and include GST of 10%.

**Total** \$0.00

Sub Role

OTHER

Update Shopping Cart

Continue

- This section outlines the breakdown of the fees, that are included within the 'Product' selection.

- In the 'Sub Role' section – use the drop down arrow to select 'Other'. Then select 'Continue'.

## STEP 5 – PARTICIPANT DETAILS

- Participants will be shown a details screen, please update all of your details making sure all fields marked with \* are completed.
  - Please complete all sections on this screen, including the section 'Other Personal Information' and 'Organisational Specific Information'

**Update for Nominating A Team - System parameters in Playfootball only allow you to register ONE team under your name. If you are the Team Manager/Organiser for more than one team, you will need to ask your team coach or another parent to complete the online team registration form for any additional teams that you manage.**

**ORGANISATIONAL SPECIFIC INFORMATION** – contains all the details required to register your Summer Football team. You will need to provide specific details such as:

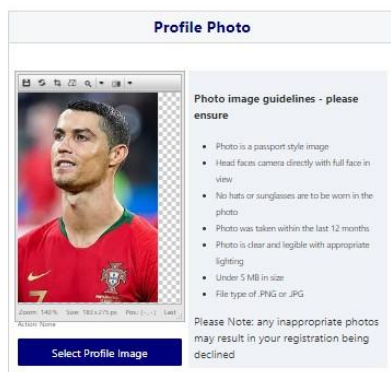
- Team Name
- Full Name (First & Surname) and DOB of players (mandatory to provide the details of at least 5 players in your team)
- Venue
- Football level of the team
- Willingness to accept additional players
- Playing kit colour preference – Applicable for Junior teams only U6 – U18 (PLEASE DO NOT select the same colour for all 3 choices)
  - Senior team's (Men's, Women's, Senior Mixed ONLY: if you are not purchasing a playing kit from FSC, there is an option 'Senior Team – Not Required'. Please select this option in each of the colour preferences)
- Your Working With Children Check number
- Team Coach's name

- Team coach's Working With Children Check number
- Any additional information about your team

## STEP 6 – PROFILE PHOTO CONFIRMATION



- Your photo from Step 2 will appear here, please click 'continue'.



# STEP 7 – REVIEW YOUR ORDER AND T&C'S



- Participants will have the chance to review their order at this step and it is important participants review and edit any details if required.

- To edit any of the sections select 'Modify' against the relevant section.



**Review your order**

Please confirm your order details are correct.

Shopping cart	Modify
Photo Test - Seniors	\$408.00
Carlton FC polo shirt	\$40.00
Processing Fee	\$8.07
Note - The processing fee displayed above only applies to purchases made online by credit card.	
<b>Total</b>	<b>\$456.07</b>

Participant Details	Modify
First Name	Sam
Middle Name	
Known As	

International Transfers	Modify
International Transfers Clearance Required	Yes

In order to register, each participant must agree to comply with the Terms and Conditions including any incorporating documents such as the FFA Statutes, National Code of Conduct and Spectator Code of Behaviour.

I have read and agree to comply with the [Terms & Conditions](#). If the person being registered is under 18, I confirm that I am their parent/legal guardian.

I confirm I wish to opt into marketing communications from the following organisations:

- Football Federation Australia
- Football NSW
- FNSW - St. George Football Association Incorporated
- Carlton Rovers FC

- The Terms & Conditions will also appear at this step. Please tick the box, and a pop-up with the Terms and Conditions will appear.

- Once you have reviewed your details and the Terms & Conditions, please click 'continue'

Continue



## STEP 8 – PAYMENT



Payment	
<b>Details of Purchase</b>	
Photo Test - Seniors	\$408.00
Includes fees to:	
Football Federation Australia (Photo Test - Seniors)	\$33.00
Football NSW (Photo Test - Seniors)	\$50.00
FNSW - St. George Football Association Incorporated (Photo Test - Seniors)	\$85.00
Carlton Rovers FC	\$240.00
Carlton FC polo shirt	\$40.00
Green Carlton FC polo shirt	
Processing Fee	\$8.07
Note - The processing fee displayed above only applies to purchases made online by credit card.	
* Prices quoted in AUD and include GST of 10%.	
<b>Total</b>	<b>\$456.07</b>



- The product fee breakdown is displayed along with any discounts or additional products the participant has selected.

**Please Note:** If you are **UNSURE** if you have selected the correct product, please speak with your club directly.

- If you have selected an **INCORRECT** product, select one of the blue circles at the top of the page to go back in the process to select the correct product.

## STEP 12 – ONLINE / OFFLINE PAYMENTS

**Pay Online**

We accept VISA and MASTERCARD

Name on Card \*

  
  
Card Number \* CVC/CVV \*

Card number	CVV
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Expires \*  
  
  
  
  
**Pay Offline**

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An invoice for the amount payable will be emailed to you.

If you choose to pay offline, the processing fee included in the above total (\$8.07) will not apply.

- The payment options available to participants are set by each individual Club.
  - **Offline – Submit your registration.**

**Please Note:** if there is an issue with payment options available to you, please speak with your club directly.

## STEP 13 – CONFIRMATION/ PERFORM ANOTHER REGISTRATION



**Confirmation**

Thanks Sam, your registration has been accepted.

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**Amount Payable:** \$448.00  
An invoice has been sent to christopherhuyrh15@yahoo.com.au.

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For enquiries relating to this registration, please contact:

Test Person Carlton Rovers FC test@test.com
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Show Raw Disburse XML (TEST only)

- A confirmation message will display indicating your registration has been completed and sent to the club. An email will also be sent to your email address with invoice details of your transaction.
- Your registration will be pending approval by the club. Once your club activates your registration you are officially registered for the season with that club.
- The system indicates two ways to end the registration process:
  - 'Finished Registration' will take you back to your Play Football account screen.
  - 'Perform another Registration' will take you back to step 3, where you can repeat this process for a linked person, or a new person.

# SUPPORT CONTACTS

## FFA Play Football Support Centre

- Hours of Operation: Monday to Friday 10am – 5pm AEST
- Email: [playfootball.support@ffa.com.au](mailto:playfootball.support@ffa.com.au)
- Telephone: 02 8880 7983

## FNSW Online Services Department

- Hours of Operation: Monday to Friday 9am – 5pm AEST
- Email: [onlineservices@footballnsw.com.au](mailto:onlineservices@footballnsw.com.au)
- Telephone: 02 8814 4450

## LINKS

FFA Support Portal	<a href="https://support.playfootball.com.au/support/home">https://support.playfootball.com.au/support/home</a>
Active Kids Voucher	<a href="https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher">https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher</a>
Working with Children Check	<a href="https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check">https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check</a>





