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# **FSC SUMMER FOOTBALL RETURNING PLAYER REGISTRATION GUIDE**

## 2022 COMPETITIONS

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# REGISTRATION OVERVIEW

- Players that participated in outdoor football during the 2022 season 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 page. At the top, it says 'Proudly partnered with rebel'. Below this is the 'Welcome' section for 'Registration for: APIA Leichhardt Tigers FC'. It outlines 'How this works' (Register in less than 10 minutes, Secure online registration, Login using MyFootball account) and 'Information needed' (Personal Details, Profile photo, WWC, ITC, Credit Card Details). A 'Get started' button is at the bottom. Below this is the 'Available registration products' section with dropdowns for Role, Football Type, and Playing Level. It lists 'Coach - U16 Boys' and shows a table of available roles and types.

Role	Coach	Age	16-99 Mixed
Type	Club Football	Level	ALL

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



The modal window titled 'Before you create an account...' has three columns. The first column, 'Did you register last year?', explains that users can sign in with their previous email and has a 'SIGN IN' button highlighted with a green box. The second column, 'Have you previously registered prior to 2019?', explains that users need to create a new account but their history will be matched, and has a 'CONTINUE' button. The third column, 'Make sure you create an account as yourself', explains that users must create an account using their own details and has a 'CONTINUE' button.

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

3. Access your account using the email address and password you used to create your account:

**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**

huyntwo, Sam [Logout](#)

● ○ ○ ○ ○

**Select the person you are registering for**

**I am registering myself**

☒ huynttwo, Sam (Reference:10062852)

**I am registering a linked person**

☐ Phouisangiem, Jay (Reference:10062854)

**I am registering a new person**

☐ Register my

☒ 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**

- If you are registering yourself select your name and click 'continue'.
- If you are registering a 'linked' person select the relevant participant and then click 'continue'.
- If you are registering a new person, select and indicate who you are registering, then click 'continue'.

## STEP 3 – SELECT A PRODUCT

**Play Football Online Registration**

✓ ● ○ ○ ○

**Product Select**

Club  
Carlton Rovers FC

Role Football Type Playing Level  
Select... Select... Select...

**Carlton Social Comp 2019** **N/A**

Role	Player	Age	4-18 Mixed
Type	Social	Level	Social

PRICE FROM **\$130.00**

**Junior (4-18) - sports** **N/A**

Role	Player	Age	4-18 Mixed
Type	Club Football	Level	Community

PRICE FROM **\$411.40**

**Junior 9-14** **N/A**

Role	Player	Age	4-18 Mixed
Type	Club Football	Level	Community

PRICE FROM

1. You will be shown all the 'Products' your club has on offer, select the relevant product to you.

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

## STEP 4 – PRODUCT DETAILS

**Play Football Online Registration**  
**Carlton Rovers FC**  
Senior Registration Form  
Registration for Sam Hughes

Progress: 1/4

### Product Details

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
* Prices quoted in AUD and include GST of 10%.	
<b>Total</b>	<b>\$408.00</b>

**Team Preference**

**Variations**

☐ I am a student (tertiary)

**Optional Products**

<input type="checkbox"/> Socceroos Scarf	Socceroos Scarf	\$20.00
<input type="checkbox"/> Carlton FC polo shirt	Green Carlton FC polo shirt	\$40.00

- This section outlines the breakdown of the fees, that are included within the 'Product' selection.
- Select the product and then select 'Update Shopping Cart', which will refresh the screen with and provide a new total value.
- If you are a Professionally Contracted Player, you must tick the appropriate box.

## 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'
  - Organisational Specific Information - You will be requested to provide the following information:
    - Team Name or the name of the Team Manager/Organiser
    - Your 2022 winter football club/team/division played
    - Playing kit sizing

## STEP 6 – PROFILE PHOTO CONFIRMATION



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

**Profile Photo**



Upload: 146% Size: 108x108px Pres: 1:1:1 Last

Active Name

Select Profile Image

**Photo image guidelines - please ensure**

- Photo is a passport style image
- Head faces camera directly with full face in view
- No hats or sunglasses are to be worn in the photo
- Photo was taken within the last 12 months
- Photo is clear and legible with appropriate lighting
- Under 5 MB in size
- File type of .PNG or .JPG

Please Note: any inappropriate photos may result in your registration being declined

Continue

# STEP 7 – INTERNATIONAL TRANSFER CERTIFICATE

## (PLAYERS ONLY) – (ITC)



Progress indicator: 1st step completed, 2nd step active.

### International Transfer Clearance

Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?\*

Select

Select

Yes

No

I have never registered to play Football before

Progress indicator: 1st step completed, 2nd step active.

### International Transfer Clearance

Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?\*

No

What Was the Country of Your Last Registration?\*

Select...

Name of Your Previous Club?\*

What Was the Year of Your Last Registration?\*

Select...

Continue

- Players will be asked to identify whether their last registration was with a Football club overseas or in Australia.
    - If your last registration was with an Australian club then select 'YES'.
    - If your last registration was with an Overseas club select 'NO'.
- Please Note:** This will prompt the participant to continue through the ITC process.
- If you have never played football before, please select this option.

- If required to complete the ITC process, please complete the fields marked with an \*.
- Once you have completed your registration, an ITC request will then be sent through to Football Federation Australia.



## STEP 8 – WORKING WITH CHILDREN CHECK (NON-PLAYERS)

**Working With Children**

Do you have a current Working With Children (WWC) Accreditation?\*

Select

Select

Yes

No

Continue

**Working With Children**

Do you have a current Working With Children (WWC) Accreditation?\*

Yes

If Yes, please select the relevant State body you have attained this WWC Accreditation from\*

Select

WWC Accreditation Number

WWC Expiry Date

24/01/2019

WWC Type

Select

Paid

Volunteer

Continue

**Working With Children**

Do you have a current Working With Children (WWC) Accreditation?\*

No

Do you have a WWC Accreditation exemption?\*

No

[For information on how to obtain a WWC Accreditation, click here.](#)

WWC Accreditation Application Number

WWC Accreditation Application Status Comment

Continue

- Non-Players (Coaches/Managers/Volunteers) will be asked to identify whether they have a current Working with Children Check (WWC).
  - If you have a valid WWC then select 'YES'.
  - Select NSW Office of the Children's Guardian.
  - Enter your WWC number, expiry date and type "Paid" or "Volunteer".

- If do not have a valid Working with Children accreditation, then select 'NO'.

**Please Note:** your registration cannot proceed without a valid or in-progress WWC.

- Click the link to be taken to the Office of the Children's Guardian and fill in the form to apply for a [NSW Working with Children Check registration](#). Once submitted, you will receive an email confirmation with an application number. Enter this number into the registration form.

**Please Note:** The Working with Children Check is free for 'Volunteers'.

**Please Note:** If you are unsure if you require a Volunteer or Paid WWC, please check with your club.

## STEP 9 – 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.
- 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'.

Progress: 1. ✓ 2. ✓ 3. ● 4. ○ 5. ○

### 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

[Continue](#)

## STEP 10 – PAYMENT



- 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.

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 Green 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. * Prices quoted in AUD and include GST of 10%.	
<b>Total</b>	<b>\$456.07</b>

- 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 11 – ACTIVE KIDS VOUCHER

Vouchers / Coupons

Please Select

No Voucher

Active Kids NSW (\$100)

Marky's Meats

Jim's Meats

Pete's coupon 50%

V 50% MASTERCARD

Apply

Name on Card \*

Card Number \*

Card number

CVC/CVV \*

CVV

Expires \*

MM / YY

Pay Now

- NSW participants who have a valid Active Kids Voucher can enter the voucher details to redeem its value.
- Select the Active Kids Voucher from the dropdown and enter the Active Kids Voucher number then select 'Apply'.
- This will be verified as a valid code by Service NSW. If the code cannot be used, or an error displays make a note of the error and contact – [playfootball.support@ffa.com.au](mailto:playfootball.support@ffa.com.au)

## STEP 12 – ONLINE / OFFLINE PAYMENTS

**Pay Online**

We accept VISA and MASTERCARD

Name on Card \*

Card Number \* CVC/CVV \*

Expires \*

[Pay Now](#)

**Pay Offline**

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.

[Submit and Pay Later](#)

- The payment options available to participants are set by each individual Club.
  - Online – Visa or Mastercard payments (Payments are to be made in FULL)
  - Offline – Ability to submit your registration and pay later, according to the payment requirements set by the club.

**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.

**Amount Payable:** \$448.00  
An invoice has been sent to christopherhuynh15@yahoo.com.au.

For enquiries relating to this registration, please contact:

Test Person  
Carlton Rovers FC  
[test@test.com](mailto:test@test.com)

[Finished Registration](#)  
[Perform another registration](#)

[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>