

FSC SUMMER FOOTBALL RETURNING PLAYER REGISTRATION GUIDE

2022 COMPETITIONS

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.

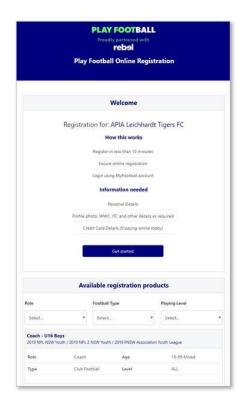
BEFORE YOU BEGIN

- 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 you \$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

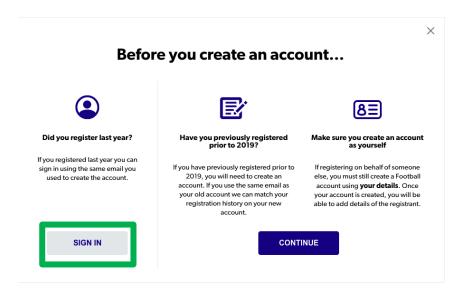


STEP 1 - REGISTER TO A CLUB

- Open your club's online registration form
 - FSC Summer Football Click Here
- 2. Click 'Get Started' to commence your registration.



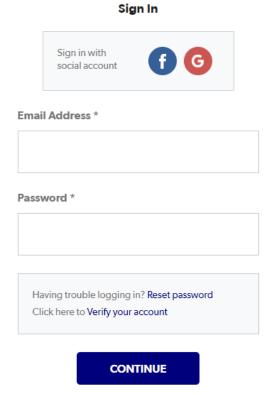
2. BEFORE YOU CREATE AN ACCOUNT.... Click 'SIGN IN'.



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:



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.

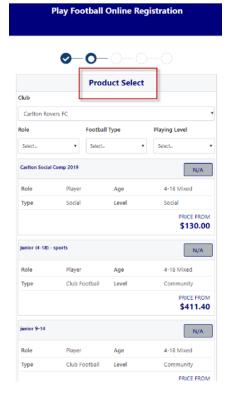
STEP 2 - SELECT THE PARTICIPANT

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.



- If you are registering yourself select your name and click 'continue'.
- If you a 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



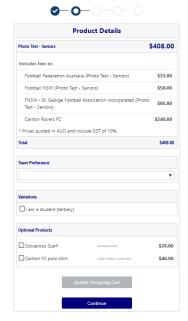
 You will be shown all the 'Products' your club has on offer, select the relevant product to you.

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



STEP 4 - PRODUCT DETAILS





- 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

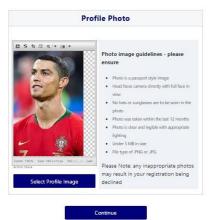
- Participants will be shown a details screen, please update all of your details making sure all fields marked with * are completed.
 - Please complete all sections on this screen, including the section 'Other Personal Information' and 'Organisational Specific Information'
 - Organisational Specific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





STEP 7 - INTERNATIONAL TRANSFER CERTIFICATE

(PLAYERS ONLY) - (ITC)







- 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.



International Transfer Clearance	
Was Your Las Australia?*	st Registration to an Affiliated Football(Soccer) Club in
No	
What Was th	e Country of Your Last Registration?*
Select	
Name of You	r Previous Club?*
What Was th	e Year of Your Last Registration?*

Continue

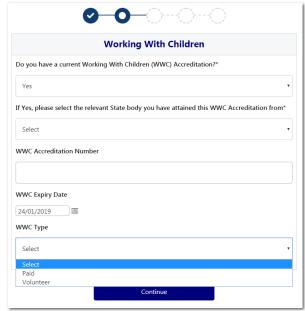
- If required to complete the ITC process, please complete the fields marked with an *.
- Once you have completed your registration, an ITC request will then be sent through to Football Federation Australia.

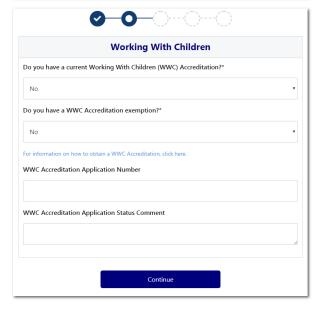


STEP 8 - WORKING WITH CHILDREN CHECK

(NON-PLAYERS)







- Non-Players (Coaches/Managers/Volunteers) will be asked to identify whether they have a current Working with Children Check (WWC).
 - o 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'.

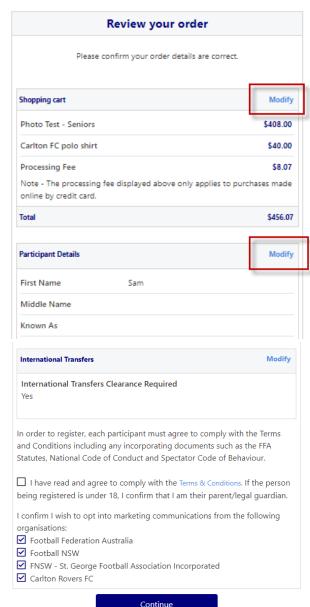
Please Note: If you are unsure if you require a Volunteer or Paid WWC, please check with your club.



STEP 9 - REVIEW YOUR ORDER AND T&C'S







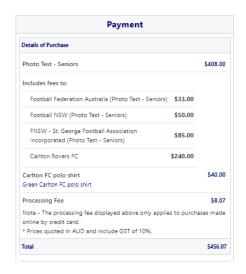
- Participants will have the chance to review their order at this step and it is important participants review and edit any details if required.
- To edit any of the sections select 'Modify' against the relevant section.
- The Terms & Conditions will also appear at this step. Please tick the box, and a pop-up with the Terms and Conditions will appear.
- Once you have reviewed your details and the Terms & Conditions, please click 'continue'.



STEP 10 - PAYMENT







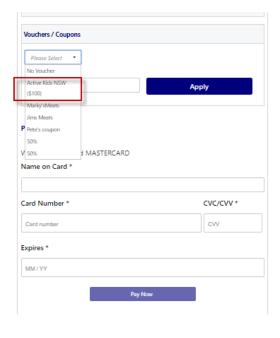
 The product fee breakdown is displayed along with any discounts or additional products the participant has selected.

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



 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.

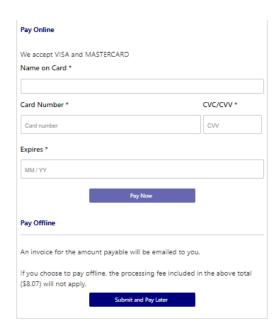
STEP 11 – ACTIVE KIDS VOUCHER



- 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



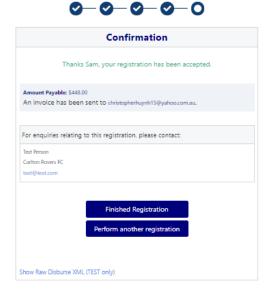
STEP 12 - ONLINE / OFFLINE PAYMENTS



- 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



- 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

• Telephone: 02 8880 7983

FNSW Online Services Department

Hours of Operation: Monday to Friday 9am – 5pm AEST

Email: onlineservices@footballnsw.com.au

• Telephone: 02 8814 4450

LINKS

FFA Support Portal https://support.playfootball.com.au/support/home

Active Kids Voucher https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher

Working with Children Check

https://www.kidsguardian.nsw.gov.au/child-safe-

 $\underline{organisations/working\text{-}with\text{-}children\text{-}check}$

