Working with Children Check

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# Who Requires a WWC

* Participants over the age of 18 years that will be working with children
* Coaches
* Managers
* Referees
* Volunteers

# How to apply WWC workflow

**Menu: Registration> Signup Form Management> Add New Signup Form > Select non-playing role template**

* Registrars will need to create a Signup Form for **‘NON-PLAYING ROLES’**
* Apply your sign-up form to your Registration Product I.e. Coach/Manager registration Product
* **‘REQUIRES WORKING WITH CHILDREN WORKFLOW’ -** needs to be ‘ticked’ to enable WWC requirements to the non-playing registration process



## Participants Portal – including WWC

* Participants registering as non-players will need to create a ‘Football Account’
* Football Accounts can be created here >>>> <https://www.ffa.com.au/football-account>
* The registration for both Players & non-Players are identical however non-players are prompted to answer WWC questions (see Below)

**PLEASE NOTE: This is simply capturing the participants information. It DOES NOT automatically validate the participants details. A manual validation for Participants is required**



Working with Children **– if YES was** **selected, they are then required to:**

* Select the state
* Add WWC details
* Select if your card is Paid/Volunteer

**NOTE: If you are UNSURE if you require a paid or volunteer WWC please speak with your Member Federation/Association Directly.**



Working with Children – **if NO was selected**

* The participant will be asked whether or not they have a current accreditation or exemption with the option to add further details/comments if needed.
* A link will also appear directing the registrant to the governing body’s website which will advise them on how to obtain the relevant certification.
* **PLEASE NOTE.** not having a WWCC doesn’t restrict them from finishing the registration
* Participants are encouraged to apply for a WWC before process with their Registration



* Once a Participants submits their registration, Club registrars will be able to manage their registration

**Menu: Registration > Registration Management > Filter > Registration Status – Requires Clearance**

* Select ‘eye’ icon to view Participants WWC information



## Participant WWC detail view

* Once you have ‘Manually’ checked the participants WWC against the correct government Data base
* ‘Manually’ change the Participants status accordingly



##  Approve Participant