PLAY FOOTBALL ADMIN

**FOOTBALL
FEDERATION
AUSTRALIA**

Approving Registrations (ONLINE & OFFLINE Payments)

Contents

Managing Participants within your club

Menu: Registration > Registration Management

Registrations will start to come through the 'Registration Management' section. Registrars can filter through the different fields available under Registration Management.

Click 'Display Registrations' to present the registrations.

FIELDS	REGISTRATION MANAGEMENT
Parent Organisation	Clubs Parent Organisation = Association the Club belongs to Associations Parent Organisation = Member Federation the Organisation belongs to
Registration Period	Registration Period is used to define both the duration of a player's registration and the window of time in which administrators will be able to register players
'From' & 'To'	Date range that can be set to specify Registrations
FFA number	FFA numbers can be used to search for individuals
Registration Groups	Club Football – Winter Football Non-Club Football Players – Social/Summer/Futsal Programs – SAP/ MiniRoos/ Kick-off Non- Playing Roles – Club Officials/ Volunteers Futsal State – Futsal State

FIELDS	REGISTRATION MANAGEMENT
Registration Status	Active – Participants that have been 'Approved' Pending - Participants 'awaiting payment' or 'awaiting approval' De-registered – Participants that have been made active & are unregistering from the 'Registration Product' they had purchased Declined – rejecting a Registration before it's been 'Approved' Suspended – Participants carrying a suspension Cancelled – Participants who have cancelled their registration Require Clearance – Participants with a WWC or ITC associated to their registration **NOTE:** FFA advises that participants should only be made 'Active' when fees have been received by the Club in **FULL**
Registration Sub Status	Approval Required – Approval required WWC – Working with Children Check Wait listed – Participants who have registered to a product that has reached capacity set on a specific product Awaiting Payment – Participants with outstanding payments (offline payments)
Settlement Type	Manual – Participants paying offline Automatic – Participants paying online

PLAY FOOTBALL ADMIN

FOOTBALL
FEDERATION
AUSTRALIA

Pending Registration - example

- Filter your search if you require a specific requirement. i.e. Registration status
- 'Awaiting Payment' status participants will need to have their registration marked as **"PAID"**
  Note: participants will need to be 'Awaiting Approval' before they can be approved, the following message will appear if a participant is 'awaiting payment' and is trying to be approved without the payment being made.
- To approve the registration, the individual must have an 'Awaiting Approval' status.
- Attempts to approve those with an awaiting payment status will result in an error (see below).

-

Finding Awaiting Payment – Participants

Menu: Registration> Registration> Registration management> filter, Registration Status =Pending, Sub Status = awaiting Payment

- Results returned will display ALL Participants who have outstanding payments
- Once Clubs have received Payments in FULL, Participants can be Marked as paid

Accepting OFFLINE payments - 'Awaiting Payment' Participants

- Participants that are making offline payments can either make cash payments or card payments to the Club administrator after they have submitted their registration

Cash Payments

Menu: Registration> Invoices

- **Select the 'edit'** option in the 'status' column for the Participant you are wanting to mark the payment against
- **Payment Update screen will appear**
- Select **'PAID'** (if you have received their PAYMENT)
- Participant will now have a '**Approval Required' status**

PLAY FOOTBALL ADMIN

FOOTBALL FEDERATION AUSTRALIA

Manual Card Payments (Admin Portal)

Menu: Registration> Invoices

PLAYER ID	PLAYER NAME	DESCRIPTION	INVOICE ID	INVOICE DATE	AMOUNT	STATUS	PAYMENT METHOD		
48258845	Pattey, Stephanie N	Senior Player - Female	6908771	12/06/2018 09:29 PM	$330.00	✔️ ✏️	Offline - Cash	✉️ 👁️ ⬇️	
47983232	Jovanovic, Aleksandar	Senior Player - Male	6906216	29/05/2018 09:44 AM	$340.00	✔️ ✏️	Offline - Cash	✉️ 👁️ ⬇️	
43561188	Hariri, Hadi	Senior Player - Male	6926370	15/05/2018 10:50 AM	$346.12	✔️ ✏️	Online - Credit Card	✉️ 👁️ ⬇️	
43561188	Hariri, Hadi	Senior Player - Male	6926365	15/05/2018 10:45 AM	$340.00	⛔ ✏️	None	✉️ 👁️ ⬇️ 💳	

- Clubs accepting Offline Payments that have participants looking to now pay with a Card can do so
- Locate the Participant **Registration> Invoices**
- Against the Participant Select the 'Card' icon
- Payment Box will appear
- Enter in the Participants Card details
- Select **'Pay Now'**
- An Invoice will be sent to the Participants listed address
- Participant will now have a '**Approval Required' Status**

Invoice

Details of Purchase

Name: Hadi Hariri   Invoice Number: 6926365

Senior Player - Male	$340.00
Total	**$340.00**

* Prices quoted in AUD and include of 10%.

Pay Online

We accept VISA and MASTERCARD

Name on Card *

[   ]

Card Number *

[Card number   ]

CVC/CVV *

[CVV   ]

Expires *

[MM / YY   ]

PAY NOW

CANCEL

PLAY FOOTBALL ADMIN   FOOTBALL FEDERATION AUSTRALIA

Manual Card Payments (Participant Portal)

- Participants that have selected '**Submit & Pay Later**' can sign into their **Participant Portal** and make Manual Card Payments
- Participants can sign in here > > > > > > https://account.footballnetwork.com.au/
- Using their 'Football Account' Login Details

PLAY FOOTBALL
PARTICIPANT PORTAL

Proudly partnered with **rebel**

👤 3.2.3, Test ⌄   Wentworth Falls FC ⌄

🏠   **My Details**   **Affiliations**   **Activity**   ⏻ Log out

My Payments

Outstanding Payments   My Purchases

INVOICE NO	INVOICE DATE	DESCRIPTION	ENTITY	DUE DATE	AMOUNT	
5401309	Aug 22, 2016	Test NPL	FFA Test Club		$38.00	✉ 👁 ⬇
4595685	Aug 3, 2015	2015 Test Fee	FFA Test Club		$21.00	**PAY NOW** ✉ 👁 ⬇

Invoice

Details of Purchase

Name: Hadi Hariri   Invoice Number: 6926365

Senior Player - Male	$340.00
Total	**$340.00**

* Prices quoted in AUD and include of 10%.

Pay Online

We accept VISA and MASTERCARD

Name on Card *

[   ]
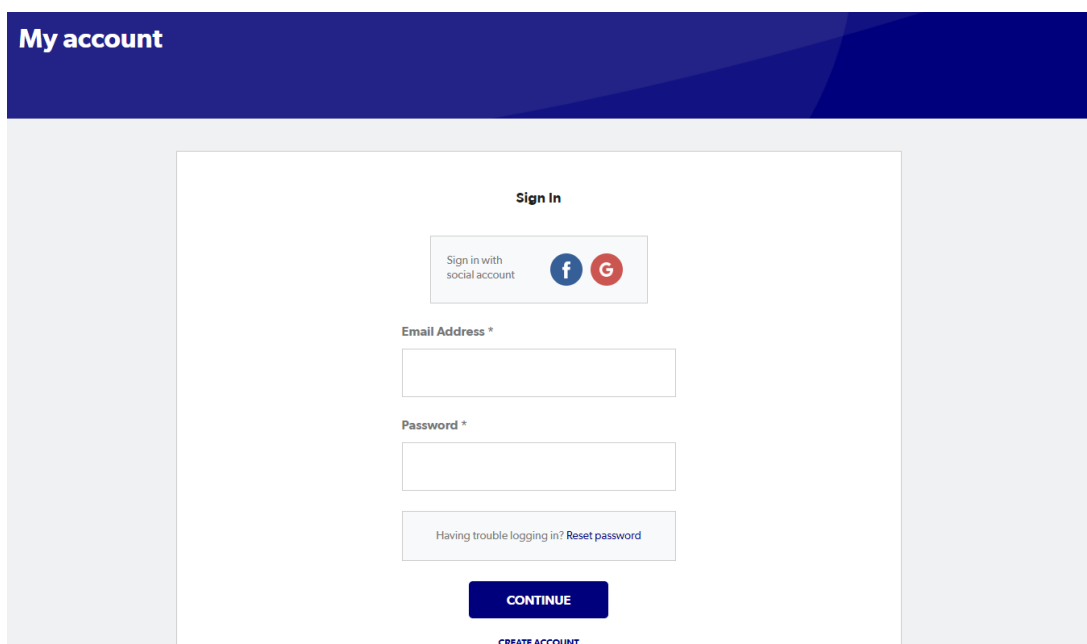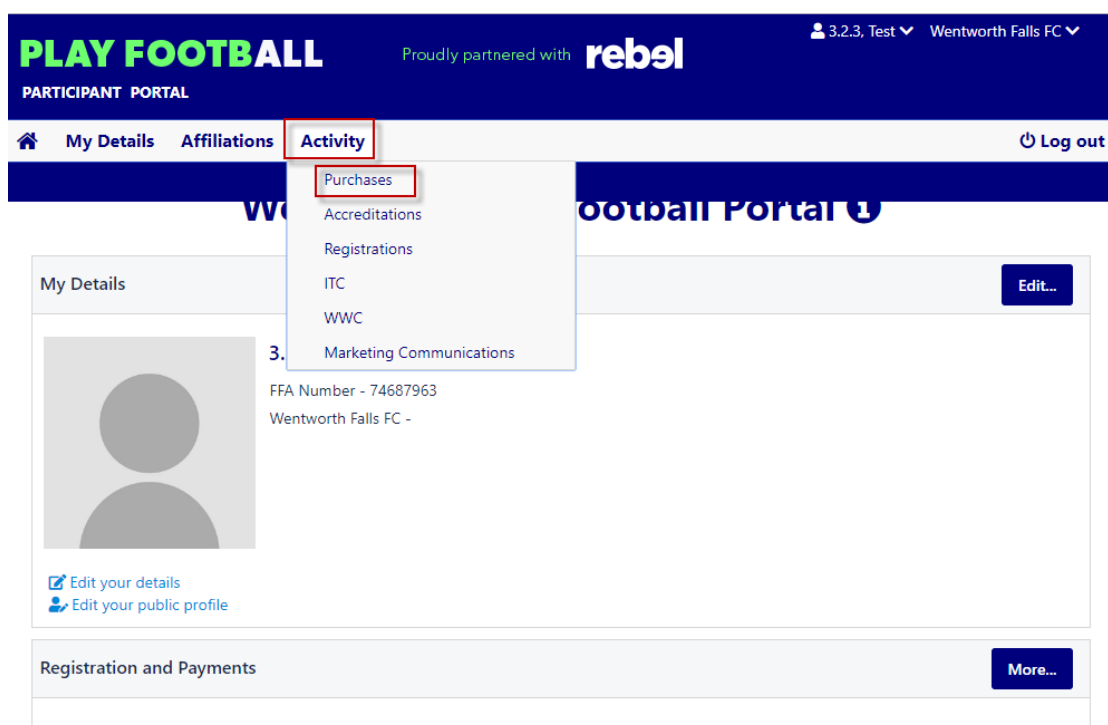
Card Number *

[Card number   ]

CVC/CVV *

[CVV   ]

Expires *

[MM / YY   ]

PAY NOW

CANCEL

PLAY FOOTBALL ADMIN   FOOTBALL FEDERATION AUSTRALIA

Changing Registration Status – Approval Required

- Participants can only have a status made **'Active'** when a payment has been made (OFFLINE or ONLINE)
- Participants making an online payment during their registration will appear as '**APPROVAL REQUIRED'**
- Participants making an offline payment will appear as **'AWAITING PAYMENT' (Refer to accepting offline payments)**

Menu: Registration > Registration Management > Filter- Registration status = Pending, Registration sub status = Approval required

- Registrars are to select the Participants they are wanting to **APPROVE by checking the box next against the Participant**
- Select **'APPROVE REGISTRATION'** as the action

PLAY FOOTBALL ADMIN

FOOTBALL FEDERATION AUSTRALIA

Status Colour's

- Approved Participants will appear in 'green'

STATUS

•

- Pending Participants will appear in 'Grey'

STATUS

•

- De-registered Participants will appear in 'sky blue'

STATUS

•

- Declined Participants will appear in 'Red'

STATUS

•

- Cancelled Participants will appear in 'black'

STATUS

•
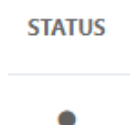
Reports

Menu: Registration> Registration Management>Filter search> Display Registrations

- Reports related to registrations can be generated by filtering your search
- Scroll down to the bottom of the returned results
- Download Detail report

PLAY FOOTBALL ADMIN

FOOTBALL
FEDERATION
AUSTRALIA

☑ Include registrations for affiliated orgs

Display Registrations

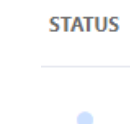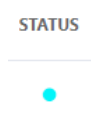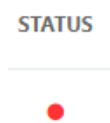[Please select bulk action... ▼]   **Go**

	REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS		
☐	11/04/2018	●	Carlton Rovers FC	4281301	53194999	Dotlich, Rade	01/01/2000	M	Player	Club Football	Community	Approval required 🖉	ⓘ	👁
☑	06/04/2018	●	Carlton Rovers FC	4282960	53229076	Gazilas, Kosta	01/01/1999	M	Coach	Club Football	Community	Approval required		

⬇ Download Detail Report   ⬇ Download Summary Report

PLAY FOOTBALL ADMIN

FOOTBALL FEDERATION AUSTRALIA