

Approving Registrations (ONLINE & OFFLINE Payments)

Contents


| | |
|---|----|
| Managing Participants within your club..... | 1 |
| Pending Registration - example | 4 |
| Finding Awaiting Payment – Participants..... | 5 |
| Accepting OFFLINE payments - 'Awaiting Payment' Participants..... | 6 |
| Cash Payments..... | 6 |
| Manual Card Payments (Admin Portal)..... | 7 |
| Manual Card Payments (Participant Portal) | 8 |
| | 9 |
| | 9 |
| | 9 |
| Changing Registration Status – Approval Required..... | 10 |
| Status Colour's..... | 11 |
| Reports | 11 |

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.


Carlton Rovers FC

PLAY FOOTBALL ADMIN

ORGANISATION

PEOPLE

REGISTRATION

TEAMS

COMPETITIONS

WEBSITE

REPORTS

Registration Dashboard

Registration Management

De-reg Request

Registration Accounts

Product Management

Signup Form Management

Discount Rules

Disclaimers

Invoices

Product Purchases

Payment Gateway Report

Bank Account Details

Registration Management

Parent Organisation

Select...

Registration Period

2019

From

To

Player Name / ID

Registration Status

All

Registration Sub Status

All

FFA Number

Registration Mode

All Modes

Registration Group

--All Groups--

Registration Type

Select...

Affiliates

Carlton Rovers FC

Settlement Type

☒ Manual ☒ Automatic

☒ Include registrations for affiliated orgs

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

Pending Registration - example

| | | | |
|---|------------------------------|-------------------------|--|
| Player Name / ID | <input type="text"/> | Registration Status | <div>Pending</div> |
| | | Registration Sub Status | <div>All</div> |
| FFA Number | <input type="text"/> | Registration Mode | <div>All Modes</div> |
| Registration Group | <div>--All Groups--</div> | Registration Type | <div>Select...</div> |
| Affiliates | <div>Carlton Rovers FC</div> | Settlement Type | <input checked="" type="checkbox"/> Manual <input checked="" type="checkbox"/> Automatic |
| <input checked="" type="checkbox"/> Include registrations for affiliated orgs | | | |
| <div>Display Registrations</div> | | | |

Please select bulk action...

Go

| <input type="checkbox"/> | REG DATE | STATUS | ENTITY NAME | PLAYER ID | FFA ID | PLAYER NAME | DOB | GENDER | ROLE | FOOTBALL TYPE | COMP LEVEL | SUB STATUS | | |
|--------------------------|------------|-------------|-------------------|-----------|----------|-------------|------------|--------|---------|---------------|------------|------------------------------|--------------|--------------|
| <input type="checkbox"/> | 13/12/2018 | <div></div> | Carlton Rovers FC | 5817520 | 10062993 | Giggs, Ryan | 01/01/1990 | M | Referee | | | <div>Approval required</div> | <div>i</div> | <div>e</div> |
| <input type="checkbox"/> | 12/12/2018 | <div></div> | Carlton Rovers FC | 5817577 | 10063051 | Test, Ben | 01/01/1991 | M | Player | Club Football | Community | <div>Awaiting Payment</div> | <div>i</div> | <div>e</div> |

- 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).



0 registrations approved successfully.

Registration approval failed for 2 player[s] due to error:

- Player Id: 5817133 , Only pending registrations awaiting approval can be approved
- Player Id: 5817084 , Only pending registrations awaiting approval can be approved

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

| <input type="checkbox"/> | REG DATE | STATUS | ENTITY NAME | PLAYER ID | FFA ID | PLAYER NAME | DOB | GENDER | ROLE | FOOTBALL TYPE | COMP LEVEL | SUB STATUS | | |
|--------------------------|------------|--------|-----------------------------|-----------|--------|---------------------|------------|--------|--------|---------------|------------|------------------|---|---|
| <input type="checkbox"/> | 19/12/2018 | ● | Moreton Bay United FC - NPL | | | Talented Player FFV | 19/12/2018 | M | Player | Club Football | NPL | Awaiting Payment | i | 👁 |
| <input type="checkbox"/> | 19/12/2018 | ● | Moreton Bay United FC - NPL | | | Talented Player FFV | 19/12/2018 | M | Player | Club Football | NPL | Awaiting Payment | i | 👁 |
| <input type="checkbox"/> | 18/12/2018 | ● | Moreton Bay United FC - NPL | | | Talented Player FFV | 18/12/2018 | M | Player | Club Football | NPL | Awaiting Payment | i | 👁 |
| <input type="checkbox"/> | 18/12/2018 | ● | Moreton Bay United FC - NPL | | | Talented Player FFV | 18/12/2018 | M | Player | Club Football | NPL | Awaiting Payment | i | 👁 |
| <input type="checkbox"/> | 18/12/2018 | ● | Moreton Bay United FC - NPL | | | Talented Player FFV | 18/12/2018 | F | Player | Club Football | NPL | Awaiting Payment | i | 👁 |

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

Search Menus

Registration Dashboard
Registration Management
De-reg Request
Registration Accounts
Product Management
Signup Form Management
Discount Rules
Disclaimers
Invoices

Invoice List ?

Search by: ☒ Name ☐ ID ☐ FFA Number

First Name Middle Name Last Name

Date Range From 19/06/2018 To 18/12/2018

Go

| PLAYER ID | PLAYER NAME | DESCRIPTION | INVOICE ID | INVOICE DATE | AMOUNT | STATUS | PAYMENT METHOD |
|-----------|---------------|---------------------------------|------------|---------------------|------------|--------|----------------|
| 12107710 | WILLIS, David | Junior Player Registration Form | 7107711 | 18/12/2018 08:54 PM | \$2,250.00 | | None |
| 12107710 | WILLIS, David | Junior Player Registration Form | 7107712 | 18/12/2018 08:50 PM | \$1,250.00 | | None |

- 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

Payment Status Update

Invoice ID 7107711

New Sub-Status:

Not Paid






















Not Paid

Paid

Cancelled

Manual Card Payments (Admin Portal)

Menu: Registration > Invoices

| PLAYER ID | PLAYER NAME | DESCRIPTION | INVOICE ID | INVOICE DATE | AMOUNT | STATUS | PAYMENT METHOD | |
|-----------|-----------------------|------------------------|------------|---------------------|----------|---|----------------------|---|
| 4825646 | Parbey, Stephanie Ni | Senior Player - Female | 6908771 | 12/06/2018 09:29 PM | \$330.00 |   | Offline - Cash |    |
| 4783232 | Jovanovic, Aleksandar | Senior Player - Male | 6906216 | 29/05/2018 09:44 AM | \$340.00 |   | Offline - Cash |    |
| 4356188 | Hariri, Hadi | Senior Player - Male | 6926370 | 15/05/2018 10:50 AM | \$346.12 |   | Online - Credit Card |    |
| 4356188 | 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 *

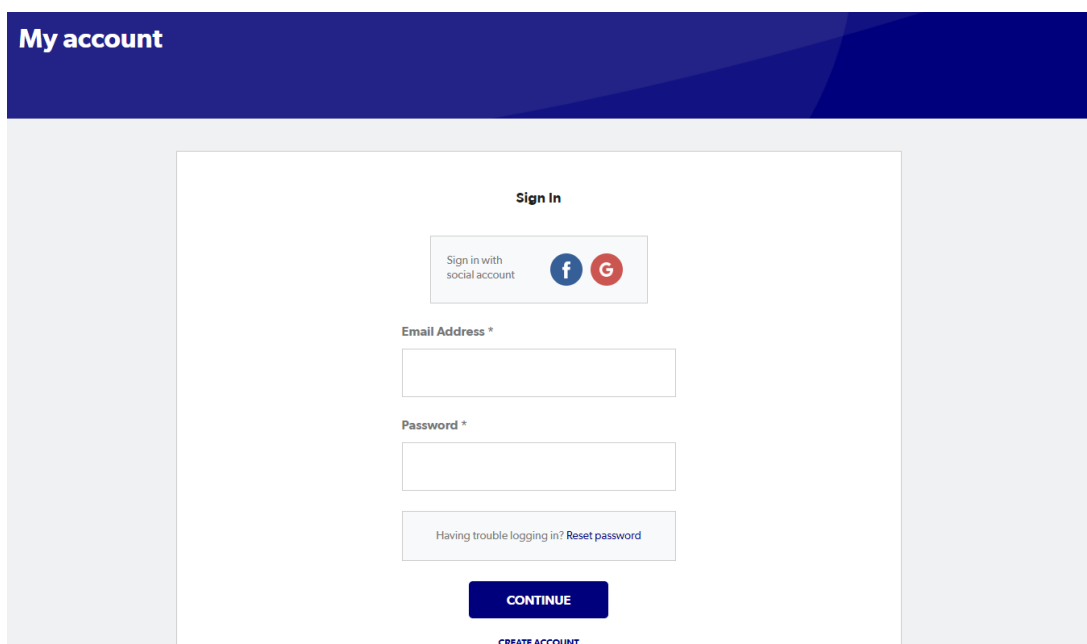
MM / YY

PAY NOW

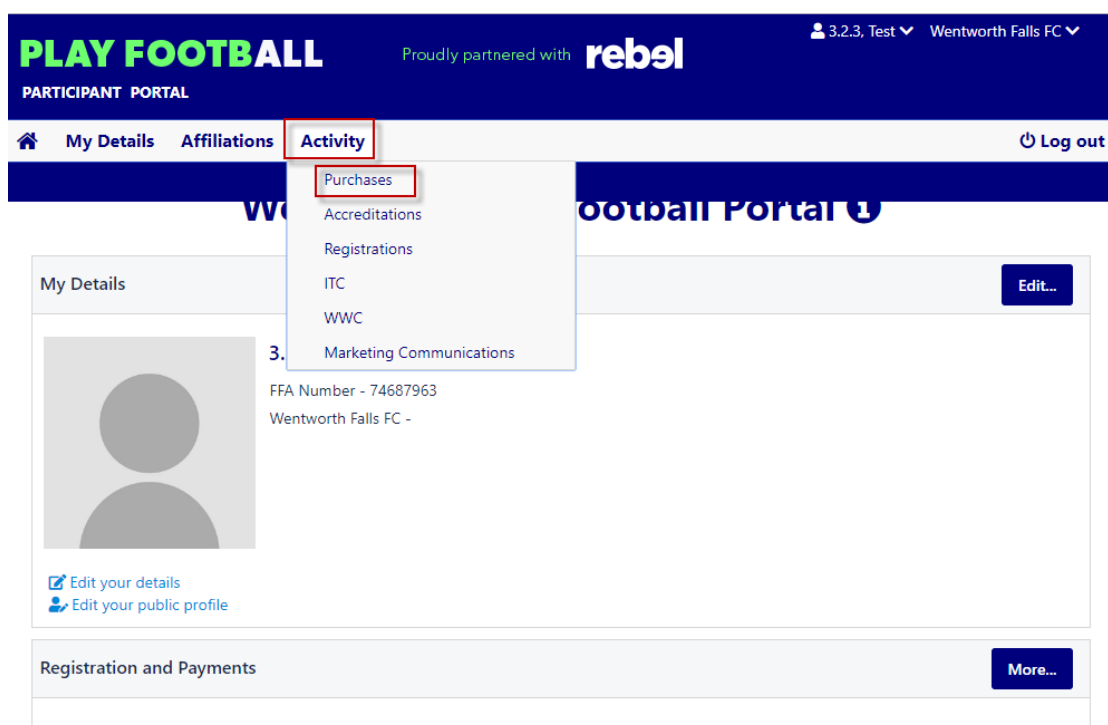
CANCEL

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



The screenshot shows the 'My account' sign-in page. At the top, there's a dark blue header with the text 'My account'. Below this, a white box contains the 'Sign In' section. It includes a 'Sign in with social account' button with Facebook and Google icons. Below that are input fields for 'Email Address *' and 'Password *'. A link for 'Having trouble logging in? Reset password' is located below the password field. At the bottom of the sign-in box are two buttons: 'CONTINUE' and 'CREATE ACCOUNT'.



The screenshot shows the 'PLAY FOOTBALL PARTICIPANT PORTAL' interface. The top header is dark blue with the 'PLAY FOOTBALL' logo, the text 'Proudly partnered with rebel', and user information '3.2.3, Test' and 'Wentworth Falls FC'. Below the header is a navigation bar with 'My Details', 'Affiliations', and 'Activity' (highlighted with a red box). A 'Log out' button is on the right. A dropdown menu for 'Activity' is open, showing options: 'Purchases' (highlighted with a red box), 'Accreditations', 'Registrations', 'ITC', 'WWC', and 'Marketing Communications'. The main content area shows 'My Details' with a profile picture placeholder, 'FFA Number - 74687963', and 'Wentworth Falls FC'. There are links for 'Edit your details' and 'Edit your public profile'. At the bottom, there's a 'Registration and Payments' section with a 'More...' button.



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 | Email View Download |
| 4595685 | Aug 3, 2015 | 2015 Test Fee | FFA Test Club | | \$21.00 | PAY NOW Email Download |



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 *

CVC/CVV *

Expires *

[PAY NOW](#)

[CANCEL](#)

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

Registration Management

Parent Organisation: Select...

Registration Period: 2018

From: To:

Player Name / ID:

Registration Status: Pending

Registration Sub Status: Approval required

FFA Number:

Registration Group: --All Groups--

Affiliates: Carlton Rovers FC

Registration Mode: All Modes

Registration Type: Select...

Settlement Type: ☒ Manual ☒ Automatic

☒ 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 |

- 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

Please select bulk action... **Go**

Please select bulk action...

Approve Registration

De-Register

Decline Registration

Generate ID Card

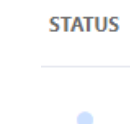
| ENTITY NAME | PLAYER ID | FFA ID | PLAYER NAME | DOB | GENDER | ROLE | FOOTBALL TYPE | COMP LEVEL | SUB STATUS |
|-------------------|-----------|----------|----------------|------------|--------|--------|---------------|------------|-------------------|
| Carlton Rovers FC | 4281301 | 53194999 | Dotlich, Rade | 01/01/2000 | M | Player | Club Football | Community | Approval required |
| Carlton Rovers FC | 4282960 | 53229076 | Gazilas, Kosta | 01/01/1999 | M | Coach | Club Football | Community | Approval required |

Status Colour's

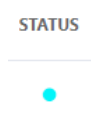
- Approved Participants will appear in 'green'



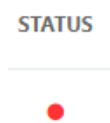
- Pending Participants will appear in 'Grey'



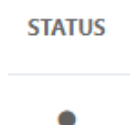
- De-registered Participants will appear in 'sky blue'



- Declined Participants will appear in 'Red'



- Cancelled Participants will appear in 'black'



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

☒ Include registrations for affiliated orgs


Display Registrations

Please select bulk action... ▾

Go

| <input type="checkbox"/> | REG DATE | STATUS | ENTITY NAME | PLAYER ID | FFA ID | PLAYER NAME | DOB | GENDER | ROLE | FOOTBALL TYPE | COMP LEVEL | SUB STATUS |
|-------------------------------------|------------|---------------|-------------------|-----------|----------|----------------|------------|--------|--------|---------------|------------|---|
| <input type="checkbox"/> | 11/04/2018 | | Carlton Rovers FC | 4281301 | 53194999 | Dotlich, Rade | 01/01/2000 | M | Player | Club Football | Community | Approval required    |
| <input checked="" type="checkbox"/> | 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