

How to approve registrations

To approve offline registration on the admin portal you will first need to confirm the registrants have paid their fees. Once confirmed that they have done so you will need to update their invoice if the registrant did not perform an online payment at the time of registration:

1. Click on [Registration menu] and then [Invoices], if the registrant is a coach, manager or official that do not require a payment for their registration go to Step 4.

PLAY FOOTBALL ADMIN

ORGANISATION PEOPLE **REGISTRATION** TEAMS COMPETITIONS WEBSITE REPORTS

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Search by: Name ID FFA Number

First Name Middle Name Last Name

Date Range: From 26/12/2018 To 26/06/2019

Go

PLAYER ID	PLAYER NAME	DESCRIPTION	INVOICE ID	INVOICE DATE	AMOUNT	STATUS	PAYMENT METHOD
6674239	Test30, Secondary	Senior Player Registration Form	8201515	26/06/2019 02:18 PM	\$239.11		Offline - Credit Card
6674142	Regos19, Multiple	Senior Player Registration Form	8201489	26/06/2019 02:00 PM	\$15.25		Offline - Credit Card
6674142	Regos19, Multiple	Senior Player Registration Form	8201485	26/06/2019 01:58 PM	\$5.25		Offline - Credit Card
6674142	Regos19, Multiple	Senior Player Registration Form	8201386	26/06/2019 12:47 PM	\$15.25		Offline - Credit Card
6674107	Futsalnewplayer, Test	Senior Player Registration Form	8201341	26/06/2019 12:09 PM	\$15.25		None
4356987	Phousangiem, Jay	Senior Player Registration Form	8201325	26/06/2019 12:00 PM	\$5.25		None
4356987	Phousangiem, Jay	Senior Player Registration Form	8201321	26/06/2019 11:57 AM	\$5.25		Offline - Credit Card
4356987	Phousangiem, Jay	Senior Player Registration Form	8201274	26/06/2019 11:20 AM	\$288.00		Offline - Credit Card
6643913	Male, Test 14	Junior Player Registration Form	8200413	25/06/2019 02:22 PM	\$4.80		None
6643913	Male, Test 14	Junior Player Registration Form	8200236	25/06/2019 11:44 AM	\$4.80		None

2. Search the registrant using their name, player ID or FFA ID as well as the date range of placement of registration. Once entered click [Go].

3. Click on the 'pencil' icon under 'Status', click on [New Sub-Status] and select option [Paid] then [Save].

Payment Status Update

Invoice ID 8201515

New Sub-Status:

4. Click on [Registration Management] and then [Display Registrations].

FFA Test Club **PLAY FOOTBALL ADMIN**

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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: FFA Test Club Settlement Type: Manual Automatic

Include registrations for affiliated orgs

Display Registrations

5. Ensure the registrant/s have registered to the correct package by clicking on the information icon next to each record.

6. Tick the box/s next the registrant/s who have under 'Sub Status' Approval required listed, click [Please select bulk action] then [Approve Registration] and finally [Go].

REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS
22/01/2019	<input type="checkbox"/>	FFA Test Club	6674239	10712531	Test20, Secondary	01/01/1999	M	Player	Club Football	Community	Approval required
22/01/2019	<input type="checkbox"/>	FFA Test Club	6674239	10712531	Test20, Secondary	01/01/1999	M	Player	Club Football	Community	Approval required
22/01/2019	<input checked="" type="checkbox"/>	FFA Test Club	6674239	10712531	Test20, Secondary	01/01/1999	M	Player	Club Football	Community	Approval required
22/01/2019	<input checked="" type="checkbox"/>	FFA Test Club	6674239	10712531	Test20, Secondary	01/01/1999	M	Player	Club Football	Community	Approval required
22/01/2019	<input checked="" type="checkbox"/>	FFA Test Club	6674239	10712531	Test20, Secondary	01/01/1999	M	Player	Club Football	Community	Approval required
22/01/2019	<input checked="" type="checkbox"/>	FFA Test Club	6674239	10712531	Test20, Secondary	01/01/1999	M	Player	Club Football	Community	Approval required

Please select bulk action... 4.

Please select bulk action... 3.

Approve Registration

De-Register

Decline Registration

Generate ID Card

1.

2.

7. The registrant/s have now been made active as indicated by their 'Sub Status'.

REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS
26/06/2019	<input checked="" type="checkbox"/>	FFA Test Club	6674239	10712531	Test20, Secondary	01/01/1999	M	Player	Club Football	Community	Active

8. An email will be sent out automatically informing the registrant that they have been made active.

example email:

Your registration to Football is now Active Inbox X



PlayFootball <rvmalbounce@resultsvault.com>
to me ▾

3:20 PM (0 minutes ago)

Dear

You have now been made Active for your registration to FFA Education - QMS. FFA Education - QMS will contact you shortly to organise your next steps for the season.

Kind Regards,
PlayFootball Team

Reply

Forward