

STEP 1

Sign in to your PlayFootball Admin

FOOTBALL
AUSTRALIA

SIGN IN

Sign In

[Forgot your password?](#)

[Not an admin?](#)

STEP 2

Click on "Registrations"

FOOTBALL

RESET TO ORIGINAL

CLUB ADMIN

Registrations

ID Cards

Reports

Approvals

Manage My Club

Settings

12
Profile | Sign out

Home / Registration Products

REGISTRATION PRODUCTS

Filters 2

Create New Product

Registration Group name	Playing Level	Registration Type name	Registration Product name	Status	Age Group	Gender	No. of Enrolment
Club Football Players	ALL	Bulk approval Testing Assoc Club Football Type	Bulk approval Testing Club Club Football Product	APPROVED	12 - 99	Male	10 enrolments
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	SUBMITTED	11 - 17	Male	
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	DRAFT	11 - 17	Male	
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	Capacity - 1	APPROVED	0 - 99	Male	1 enrolment
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	Junior summer player	APPROVED	11 - 17	Male	
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED	11 - 17	Male	
Club Football Players	NPL	Senior NPL (MF Sub)	Senior NPL (MF Sub)	DRAFT	15 - 99	Male	
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED	11 - 17	Male	

STEP 3

Select "Registration Products"

Home / Registration Products

Palm Beach Soccer Club - Gold Coast Administrator

REGISTRATION PRODUCTS

Search by product name...

Filters 2 Create New Product

Registration Group name	Playing Level	Registration Type name	Registration Product name	Status	Age Group	Gender	No. of Enrolment
Club Football Players	ALL	Bulk approval Testing Assoc Club Football Type	Bulk approval Testing Club Club Football Product	APPROVED	12 - 99	Male	10 enrolments
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	SUBMITTED	11 - 17	Male	
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	DRAFT	11 - 17	Male	
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	Capacity - 1	APPROVED	0 - 99	Male	1 enrolment
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	Junior summer player	APPROVED	11 - 17	Male	
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED	11 - 17	Male	
Club Football Players	NPL	Senior NPL (MF Sub)	Senior NPL (MF Sub)	DRAFT	15 - 99	Male	
Club Football Players	Community	FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED	11 - 17	Male	

STEP 4

Click on the "Three Dots" next to the appropriate product to open up the menu

Registration Group name

Playing Level

Registration Type name

Registration Product name

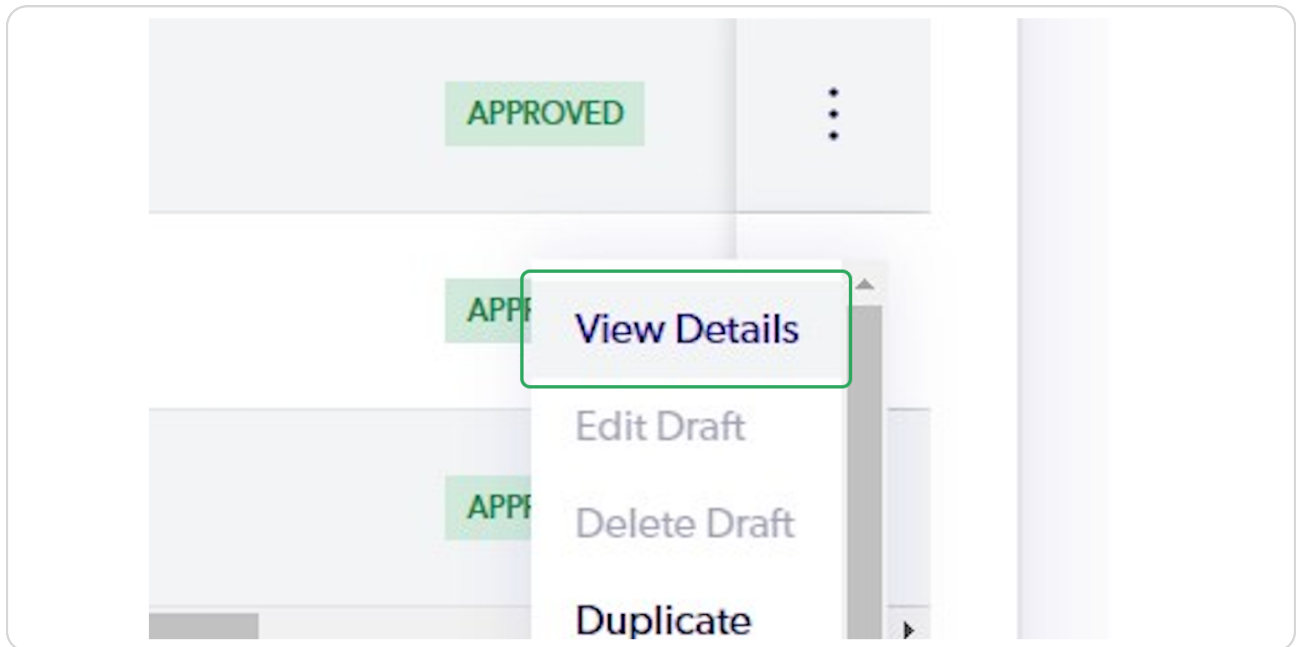
Status

Non Playing Roles	ALL		Bulk approval Testing Club Non-Playing Product	APPROVED	
Non Playing Roles	ALL		Bulk approval Testing Club Non-Playing Product	APPROVED	
Non Playing Roles	ALL		FQ - South Coast Senior Coach	SUBMITTED	
Non Playing Roles	ALL		FQ - South Coast Senior Coach	DRAFT	
Non Playing Roles	ALL		FQ - South Coast Senior Coach (exemption)	APPROVED	
Non Playing Roles	ALL		Female Coach Exceptions	DRAFT	
Non Playing Roles	ALL		FQ - South Coast Senior Coach (TEST WWCC)	APPROVED	
Non Playing Roles	ALL		Zero fee	APPROVED	
Non Playing Roles	ALL		Female Senior Coach	APPROVED	
Non Playing Roles	ALL		Senior Coach	APPROVED	

1 of 2

STEP 5

Select "View Details"



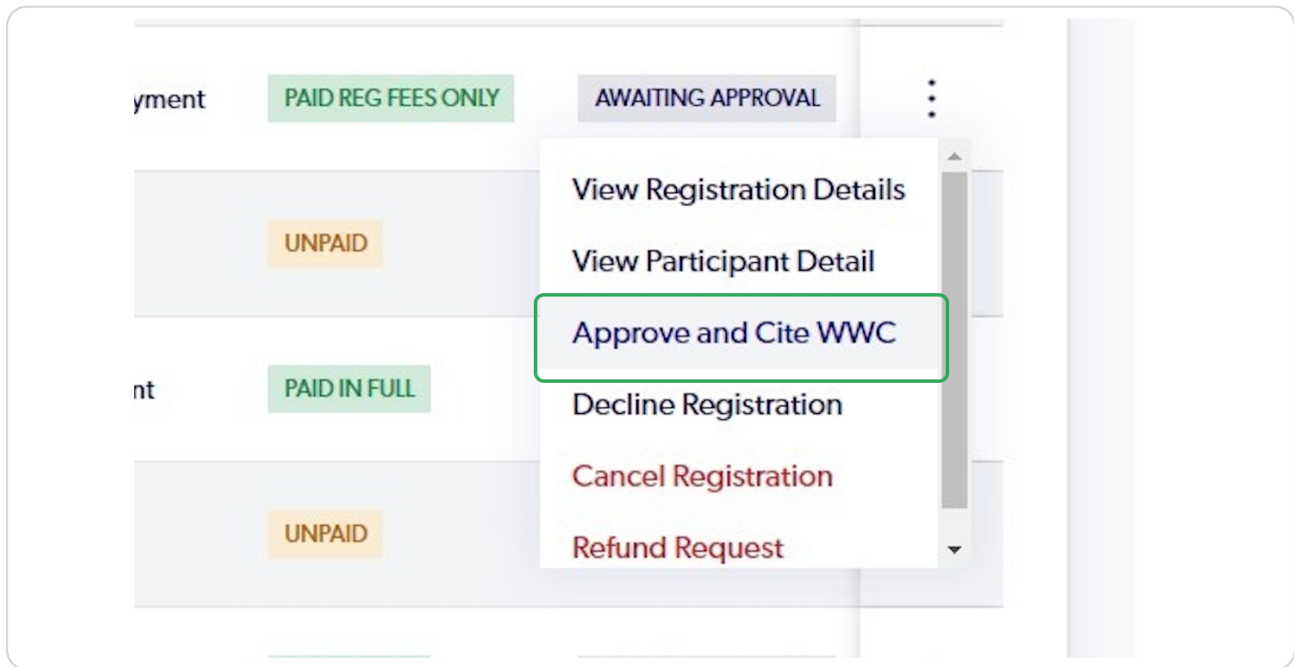
STEP 6

Click on the "Three Dots" on the appropriate participant to open up the menu



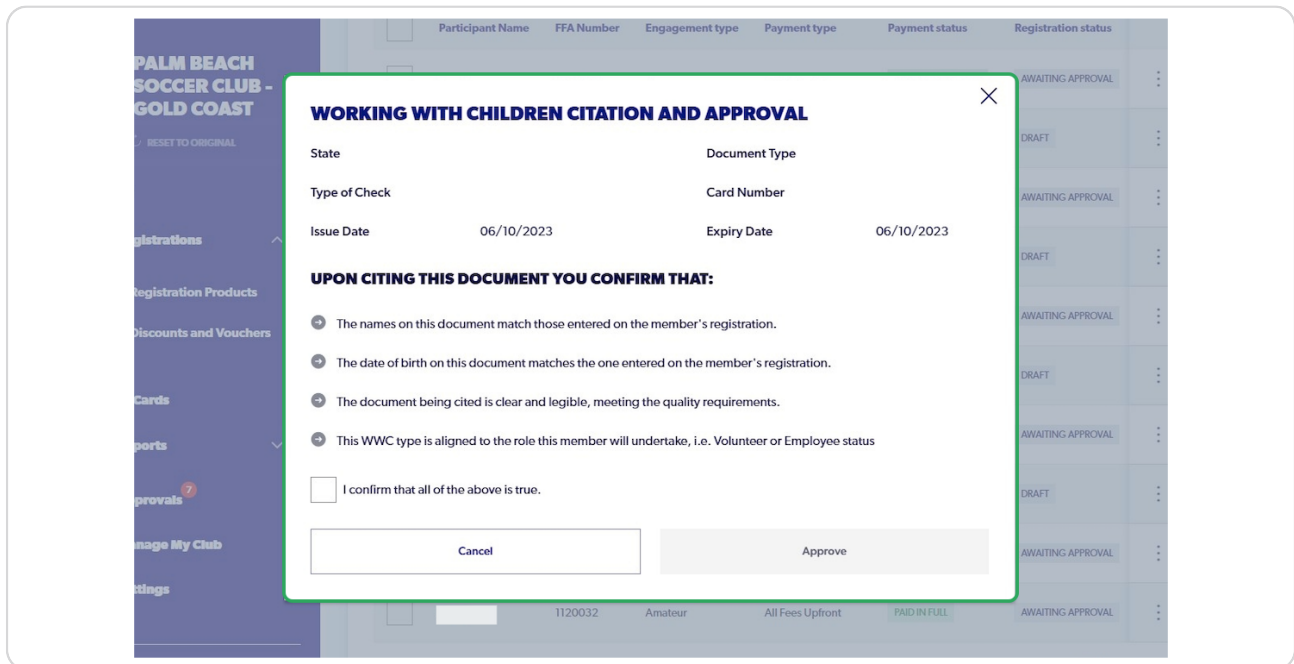
STEP 7

Click on "Approve and Cite WWC"



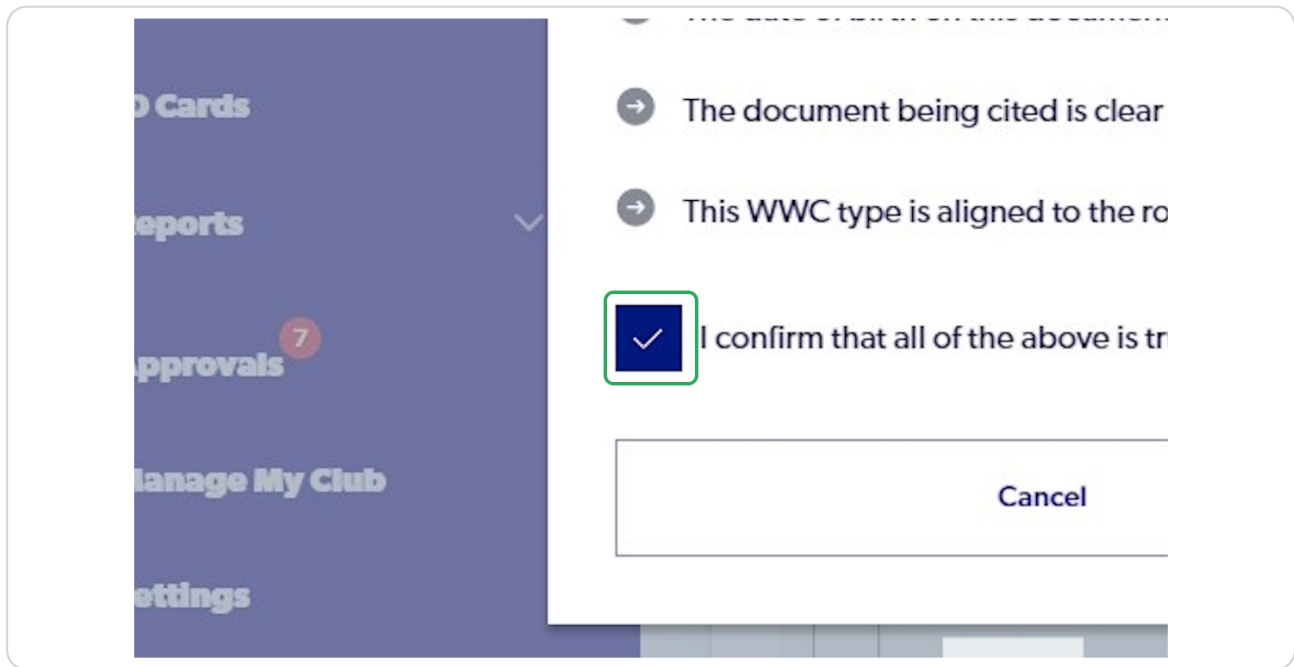
STEP 8

You will be able to view the participants WWC credentials



STEP 9

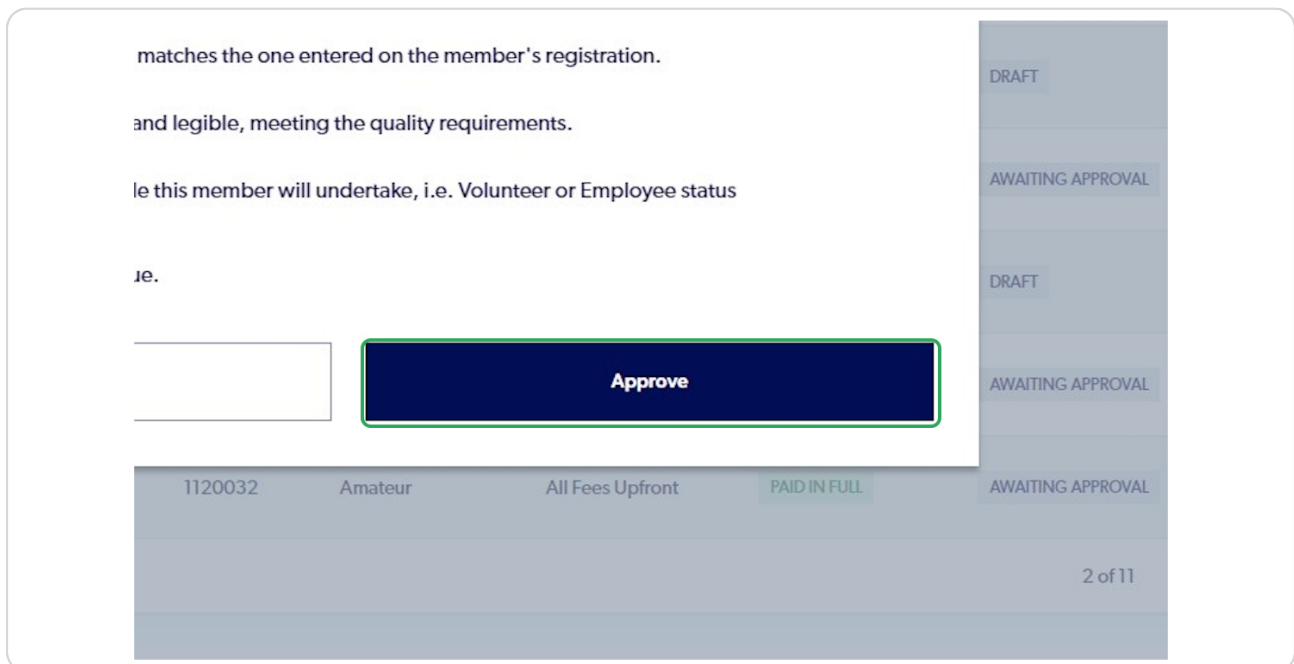
Select the checkbox if you can confirm the details



The screenshot shows a confirmation dialog box overlaid on a sidebar menu. The sidebar menu includes items like 'Cards', 'Reports', 'Approvals' (with a red badge '7'), 'Manage My Club', and 'Settings'. The dialog box contains three items with right-pointing arrows: 'The document being cited is clear', 'This WWC type is aligned to the ro', and 'I confirm that all of the above is tr'. The third item has a blue checkbox with a white checkmark, which is highlighted with a green border. Below the list is a 'Cancel' button.

STEP 10

Click on "Approve"



The screenshot shows a form for member registration. The form includes text fields for 'matches the one entered on the member's registration.', 'and legible, meeting the quality requirements.', 'le this member will undertake, i.e. Volunteer or Employee status', and 'ie.'. Below these fields is a blue 'Approve' button, which is highlighted with a green border. To the right of the form is a vertical list of status labels: 'DRAFT', 'AWAITING APPROVAL', 'DRAFT', 'AWAITING APPROVAL', and 'AWAITING APPROVAL'. At the bottom of the form, there is a table with columns for '1120032', 'Amateur', 'All Fees Upfront', 'PAID IN FULL', and 'AWAITING APPROVAL'. The page number '2 of 11' is visible at the bottom right.

PLAY FOOTBALL