

STEP 1

Sign in to your PlayFootball Admin

FOOTBALL
AUSTRALIA

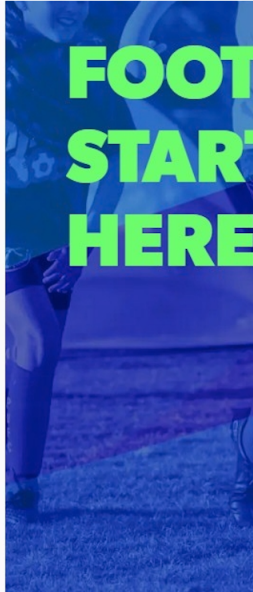
SIGN IN

Sign In

[Forgot your password?](#)

[Not an admin?](#)


FOOT
STAR
HERE



STEP 2

Click on "Registration"

FOOTBALL

**FFA TEST CLUB 2**

RESET TO ORIGINAL

CLUB ADMIN

Registrations

ID Cards

Reports

Approvals

Manage My Club

Settings

Chang Wang
Profile | Sign out

Home / Registration Products

REGISTRATION PRODUCTS

Search by product name...

Filters


Create New Product

Registration Group name	Playing Level	Registration Type name	Registration Product name	Status	Age Group	Gender	No. of Enrolments
Club Football Players	ALL	Subsidised payment	Subsidised payment	APPROVED	4 - 99	Mixed	1 enrolment
Club Football Players	ALL	Test Assoc type	Test Assoc type	DRAFT	12 - 99	Male	
Club Football Players	ALL	Test Assoc type	Test Senior Registration Amateur	APPROVED	18 - 99	Male	
Club Football Players	Community	Junior Community	Junior Community	APPROVED	5 - 16	Male	
Club Football Players	Community	Junior Community	Junior	APPROVED	5 - 12	Male	
Club Football Players	Community	Junior Community	Junior Boys	APPROVED	5 - 12	Male	
Club Football Players	Community	Junior Community	Junior Community	DRAFT	6 - 18	Mixed	
Club Football Players	ALL	Test Assoc type	Mixed Product	APPROVED	12 - 99	Male	

STEP 3

Select "Registration Products"

FOOTBALL

 FFA TEST CLUB 2

RESET TO ORIGINAL

CLUB ADMIN

Registrations

Registration Products

Discounts and Vouchers

ID Cards

Reports

Approvals

Manage My Club

Settings

Chang Wang
Profile | Sign out

Home / Registration Products

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 Enrolments
Club Football Players	ALL	Subsidised payment	Subsidised payment	APPROVED	4 - 99	Mixed	1 enrolment
Club Football Players	ALL	Test Assoc type	Test Assoc type	DRAFT	12 - 99	Male	
Club Football Players	ALL	Test Assoc type	Test Senior Registration Amateur	APPROVED	18 - 99	Male	
Club Football Players	Community	Junior Community	Junior Community	APPROVED	5 - 16	Male	
Club Football Players	Community	Junior Community	Junior	APPROVED	5 - 12	Male	
Club Football Players	Community	Junior Community	Junior Boys	APPROVED	5 - 12	Male	
Club Football Players	Community	Junior Community	Junior Community	DRAFT	6 - 18	Mixed	
Club Football Players	ALL	Test Assoc type	Mixed Product	APPROVED	12 - 99	Male	

STEP 4

Click on the 3 dots next to the appropriate product

FOOTBALL

 FFA TEST CLUB 2

RESET TO ORIGINAL

CLUB ADMIN

Registrations

Registration Products

Discounts and Vouchers

ID Cards

Reports

Approvals

Manage My Club

Settings

Chang Wang
Profile | Sign out

Home / Registration Products

REGISTRATION PRODUCTS

Search by product name...

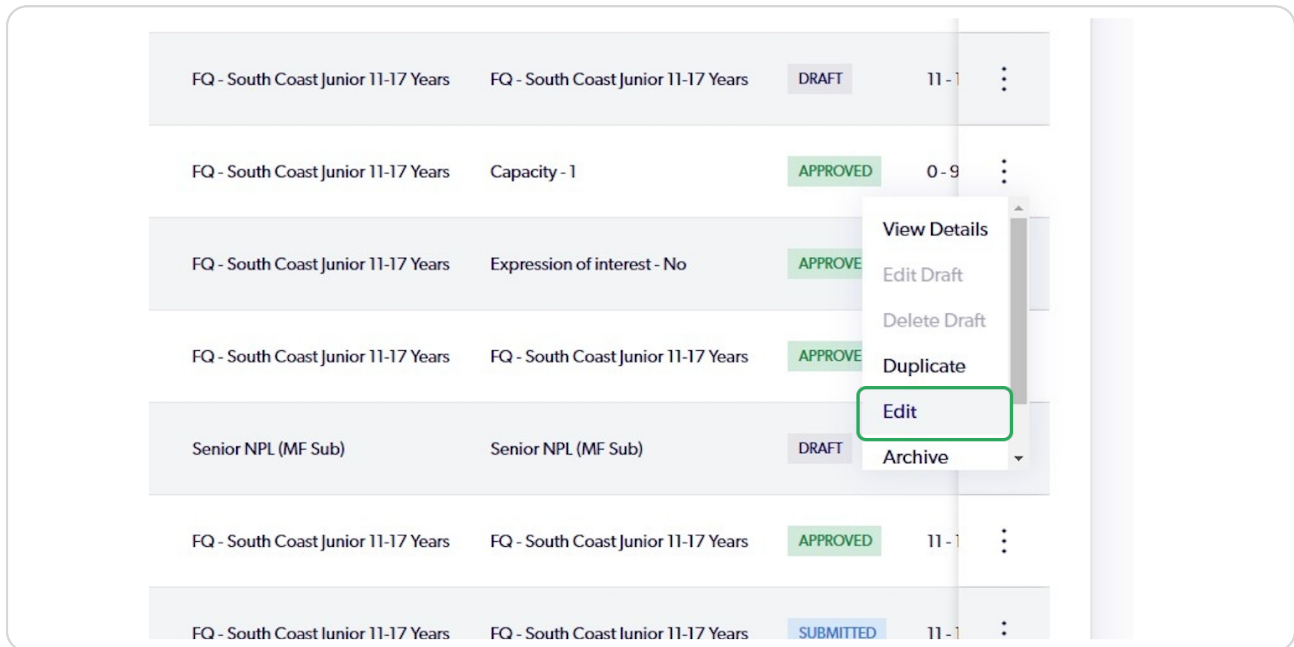
Filters 2

Create New Product

Registration Group name	Playing Level	Registration Type name	Registration Product name	Status	Age Group	Gender	No. of Enrolments
Club Football Players	ALL	Subsidised payment	Subsidised payment	APPROVED	4 - 99	Mixed	1 enrolment
Club Football Players	ALL	Test Assoc type	Test Assoc type	DRAFT	12 - 99	Male	
Club Football Players	ALL	Test Assoc type	Test Senior Registration Amateur	APPROVED	18 - 99	Male	
Club Football Players	Community	Junior Community	Junior Community	APPROVED	5 - 16	Male	
Club Football Players	Community	Junior Community	Junior	APPROVED	5 - 12	Male	
Club Football Players	Community	Junior Community	Junior Boys	APPROVED	5 - 12	Male	
Club Football Players	Community	Junior Community	Junior Community	DRAFT	6 - 18	Mixed	
Club Football Players	ALL	Test Assoc type	Mixed Product	APPROVED	12 - 99	Male	

STEP 5

Select "Edit"

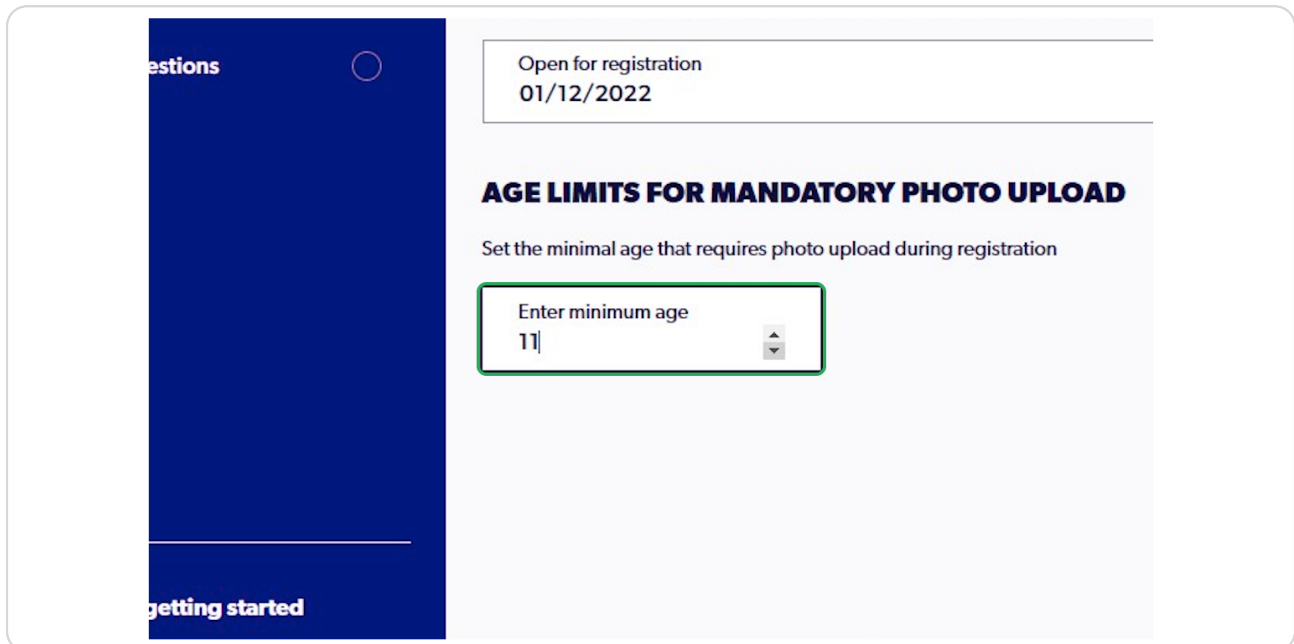


A screenshot of a table with multiple rows. Each row contains text, a status label (DRAFT or APPROVED), and a three-dot menu icon. A dropdown menu is open for the third row, showing options: View Details, Edit Draft, Delete Draft, Duplicate, Edit (highlighted with a green box), and Archive.

FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	DRAFT	11 - 17	⋮
FQ - South Coast Junior 11-17 Years	Capacity - 1	APPROVED	0 - 9	⋮
FQ - South Coast Junior 11-17 Years	Expression of interest - No	APPROVED		⋮ View Details Edit Draft Delete Draft Duplicate Edit Archive
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED		
Senior NPL (MF Sub)	Senior NPL (MF Sub)	DRAFT		
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED	11 - 17	⋮
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	SUBMITTED	11 - 17	⋮

STEP 6

Make the appropriate changes (For this example we are changing the Age Limit for Photo Upload)



A screenshot of a registration form. The left sidebar is dark blue with the text 'Questions' and 'getting started'. The main content area is white. At the top, it says 'Open for registration 01/12/2022'. Below that, the section is titled 'AGE LIMITS FOR MANDATORY PHOTO UPLOAD'. The text 'Set the minimal age that requires photo upload during registration' is followed by a text input field labeled 'Enter minimum age' with the value '11' and a dropdown arrow. The input field is highlighted with a green box.

Questions

Open for registration
01/12/2022

AGE LIMITS FOR MANDATORY PHOTO UPLOAD

Set the minimal age that requires photo upload during registration

Enter minimum age
11

getting started

STEP 7

Click on "Next" (make any relevant changes)

The screenshot shows the 'DETAILS' step of a registration process for 'FOOTBALL'. On the left is a dark blue sidebar with the 'FOOTBALL' logo and 'EDIT PRODUCT' header. It contains a list of steps: Step 1 Details (checked), Step 2 Payment Options, Step 3 Terms & Conditions, and Step 4 Additional Questions. At the bottom of the sidebar are links for 'Help & getting started', '12 Profile | Sign out', and a share icon. The main content area is titled 'DETAILS' and has an 'Open Form Preview' button. It includes a 'PRODUCT NAME' field with the value 'Capacity - 1'. Below that is a 'DATES' section with the text 'When do registrations open and how long will the registration be available for?'. It contains two date pickers: 'Open for registration' set to '01/12/2022' and 'Registration closing' set to '31/12/2023'. Further down is the 'AGE LIMITS FOR MANDATORY PHOTO UPLOAD' section with the text 'Set the minimal age that requires photo upload during registration' and a dropdown menu showing 'Enter minimum age' with the value '10'. At the bottom of the main area are 'Cancel' and 'Next' buttons.

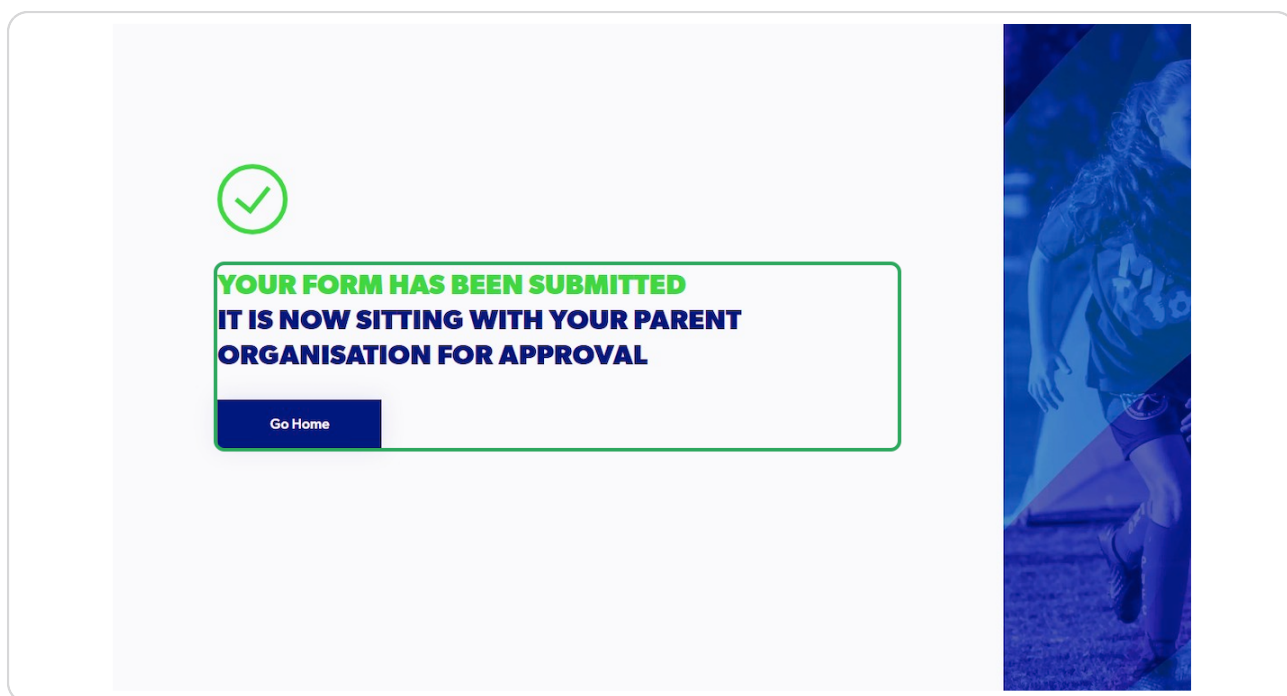
STEP 8

Click on "Submit" (After you have made the relevant changes)

The screenshot shows the 'ADDITIONAL QUESTIONS' step of the registration process. The sidebar on the left is identical to the previous step, but now Step 4 'Additional Questions' is also checked. The main content area is titled 'ADDITIONAL QUESTIONS' and features a heading 'WOULD YOU LIKE TO ADD YOUR CLUB'S OWN ADDITIONAL QUESTIONS FOR YOUR PARTICIPANTS?'. Below this is a subtext 'You can select 'No' if the above questions cover what you need to know from your participants.' and two radio buttons for 'Yes' (selected) and 'No'. A text input field is labeled 'Add the link to your additional questions document.' with a placeholder 'Link URL'. At the bottom of the main area are 'Back' and 'Submit' buttons.

STEP 9

After a Successful Update, you will see this message



PLAY FOOTBALL