






STEP 1



Click on "Registrations"



**FFA TEST ASSOC 2**
[RESET TO ORIGINAL](#)

REGULATORY ADMIN


**Registrations** 

**People** 

**Approvals** 5 

**Reports** 

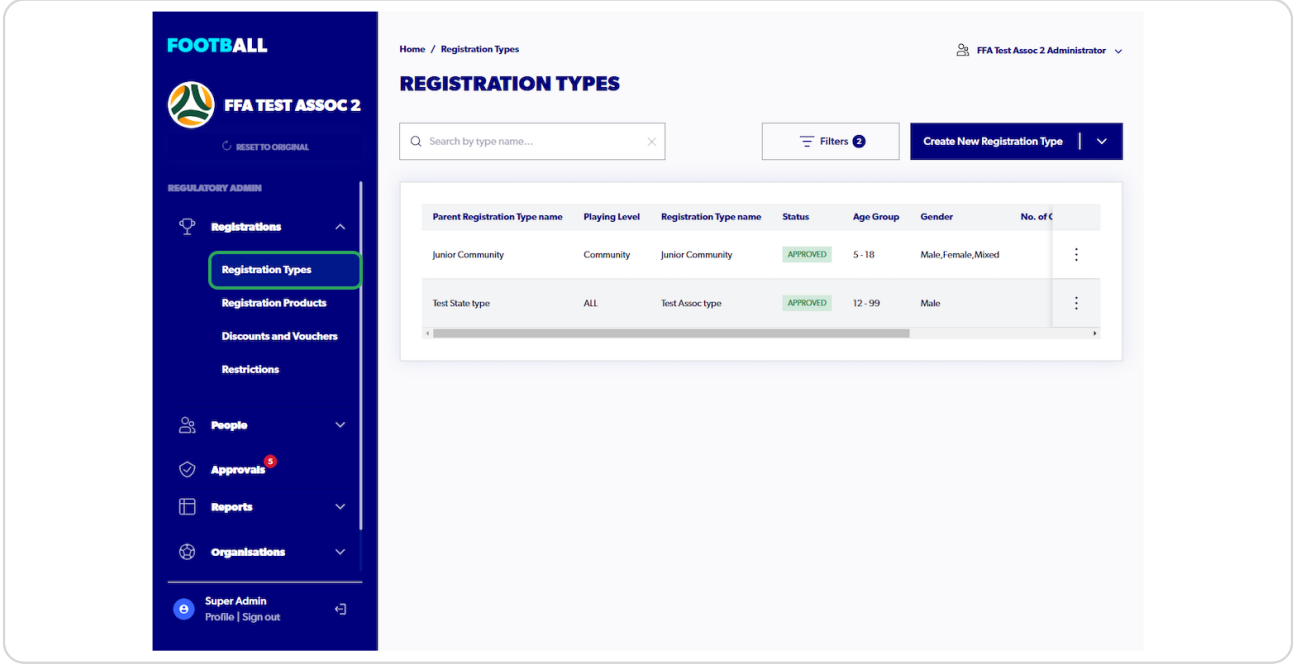
REGISTRATION TYPES

 Search by type name...

Parent Registration Type name	Playing Level
Junior Community	Community
Test State type	ALL

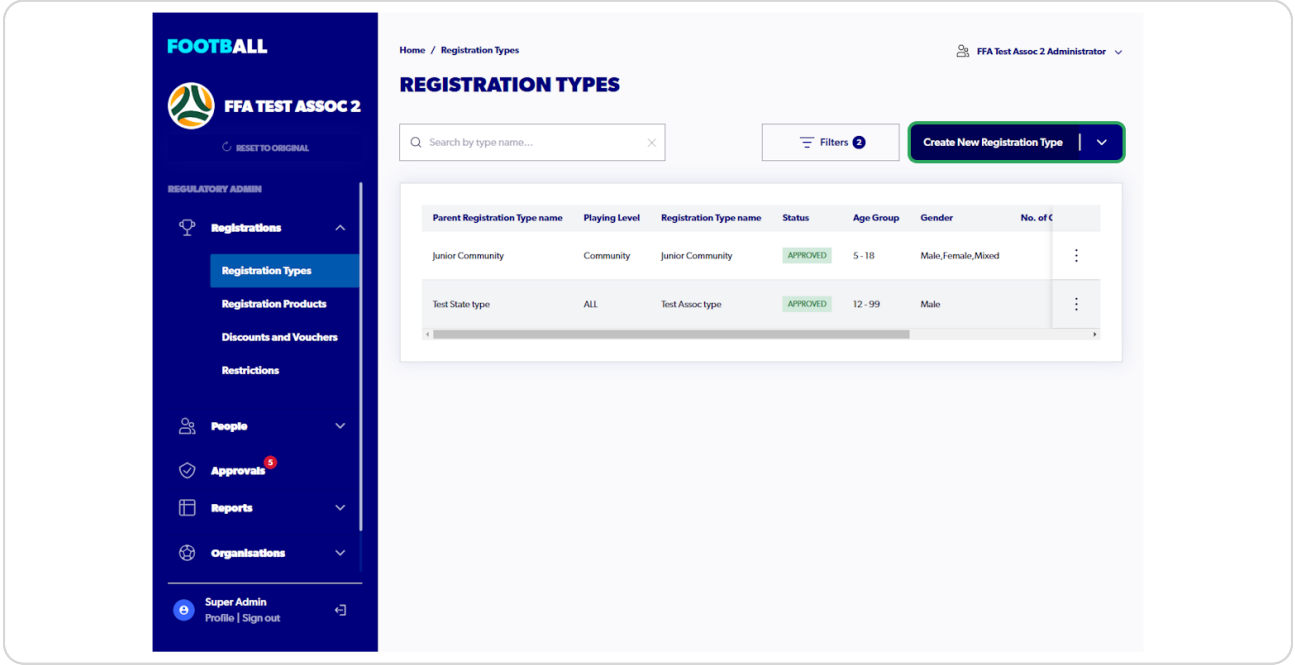
STEP 2

Click on "Registration Types"



STEP 3

Click on "Create New Registration Type"



STEP 4

Select a 'Registration Group'

The screenshot shows the 'REGISTRATION GROUP' selection screen. On the left is a dark blue sidebar with the 'FOOTBALL' logo and a 'NEW REGISTRATION TYPE' section. This section contains a list of steps: Step 1 (Registration Group, selected with a green checkmark), Step 2 (Football Type), Step 3 (Playing Level), Step 4 (Parent Registration Type), Step 5 (Details), Step 6 (Payment Options), Step 7 (Terms & Conditions), Step 8 (Additional Questions), and Step 9 (Review and Publish). Below the steps are links for 'Help & getting started', 'Super Admin Profile | Sign out', and a user icon. The main content area is titled 'REGISTRATION GROUP' and features four cards: 'CLUB FOOTBALL PLAYERS' (pink), 'NON CLUB FOOTBALL PLAYERS' (green), 'PROGRAMS' (orange), and 'NON PLAYING ROLES' (blue). Each card has a corresponding image of players. A 'Open Form Preview' button is in the top right. At the bottom are 'Cancel' and 'Next' buttons.

STEP 5

Select your Football Type

The screenshot shows the 'FOOTBALL TYPE' selection screen. The sidebar on the left is identical to the previous screen, but Step 1 is now 'Registration Group' and Step 2 is 'Football Type' (selected with a green checkmark). The main content area is titled 'FOOTBALL TYPE' and features a single card for 'CLUB FOOTBALL' with a pink-tinted image of players. A 'Open Form Preview' button is in the top right. At the bottom are 'Back' and 'Next' buttons.

STEP 6

Select Playing Level'

FOOTBALL

NEW REGISTRATION TYPE

Step 1

Registration Group

Step 2

Football Type

Step 3

Playing Level

Step 4

Parent Registration Type

Step 5

Details

Step 6

Payment Options

Step 7

Terms & Conditions

Step 8

Additional Questions

Step 9

Review and Publish

Help & getting started

Super Admin

Profile | Sign out

PLAYING LEVEL

Open Form Preview

ALL

COMMUNITY FOOTBALL

NPL FOOTBALL

REPRESENTATIVE FOOTBALL

BackNext

STEP 7

Select the 'Registration Season'

FOOTBALL

NEW REGISTRATION TYPE

Step 1

Registration Group

Step 2

Football Type

Step 3

Playing Level

Step 4

Registration Season

Step 5

Details

Step 6

Payment Options

Step 7

Terms & Conditions

Step 8

Additional Questions

Help & getting started

Super Admin

Profile | Sign out

REGISTRATION SEASON

Open Form Preview

2022-2023

2021-2022

AR-780

2022

BackNext



Please note the parent registration type will only show based off what your parent organisation has created. Please contact your parent organisation for any queries.

STEP 8

Input fields

DETAILS [Open Form Preview](#)

REGISTRATION TYPE NAME
What will this Registration Type be called? This is what will be displayed to clubs when creating their Registration Products.

Junior Community Test

DATES
When do registrations open and how long will the registration be available for?

Open for registration 01/12/2022

Registration closing 30/06/2023

FORM OF THE GAME
How will this football type be played?

☒ Outdoor

☐ Indoor

PLAYERS
Which playing level are you creating this Registration Type for?

STEP 9

Input dates

Registration date limits are set from the parent organisation above and can only be set within the window set from above

DETAILS

[Open Form Preview](#)

REGISTRATION TYPE NAME
What will this Registration Type be called? This is what will be displayed to clubs when creating their Registration Products.

DATES
When do registrations open and how long will the registration be available for?

Open for registration
01/12/2022

Registration closing
30/06/2023

FORM OF THE GAME
How will this football type be played?

☒ Outdoor
☐ Indoor

PLAYERS

STEP 10

Set Registration Age limits

☐ Professional AND/OR Amateur players

PRODUCT ACCESS
How will Associations and Clubs be able to register a product for this Registration Type

☒ All clubs can access this Registration Type (Public)

REGISTRATION AGE LIMITS
Set the expected age limits of this Type

Enter minimum age
4

to

Enter maximum age
18

GENDER OPTIONS
Which gender groups will participate in this competition?

☒ Males
☒ Females

Back

Next

STEP 11

Select Gender options

The screenshot shows a sidebar on the left with navigation links: 'Group' (checked), 'Registration Type' (checked), 'Options' (unchecked), 'Questions' (unchecked), 'Help' (unchecked), 'Getting started' (checked), and 'Admin' (checked). The main content area is titled 'REGISTRATION AGE LIMITS' and includes a sub-header 'Set the expected age limits of this Type'. Below this, there are two input fields: 'Enter minimum age' with the value '4' and 'Enter maximum age' with the value '18', separated by the word 'to'. The next section is 'GENDER OPTIONS' with the sub-header 'Which gender groups will participate in this competition?'. It contains three checkboxes, all of which are checked: 'Males', 'Females', and 'Mixed - Males and Females'. The final section is 'AGE LIMITS FOR MANDATORY PHOTO UPLOAD' with the sub-header 'Set the minimal age that requires photo upload during registration'. It has one input field 'Enter minimum age' with the value '12'.

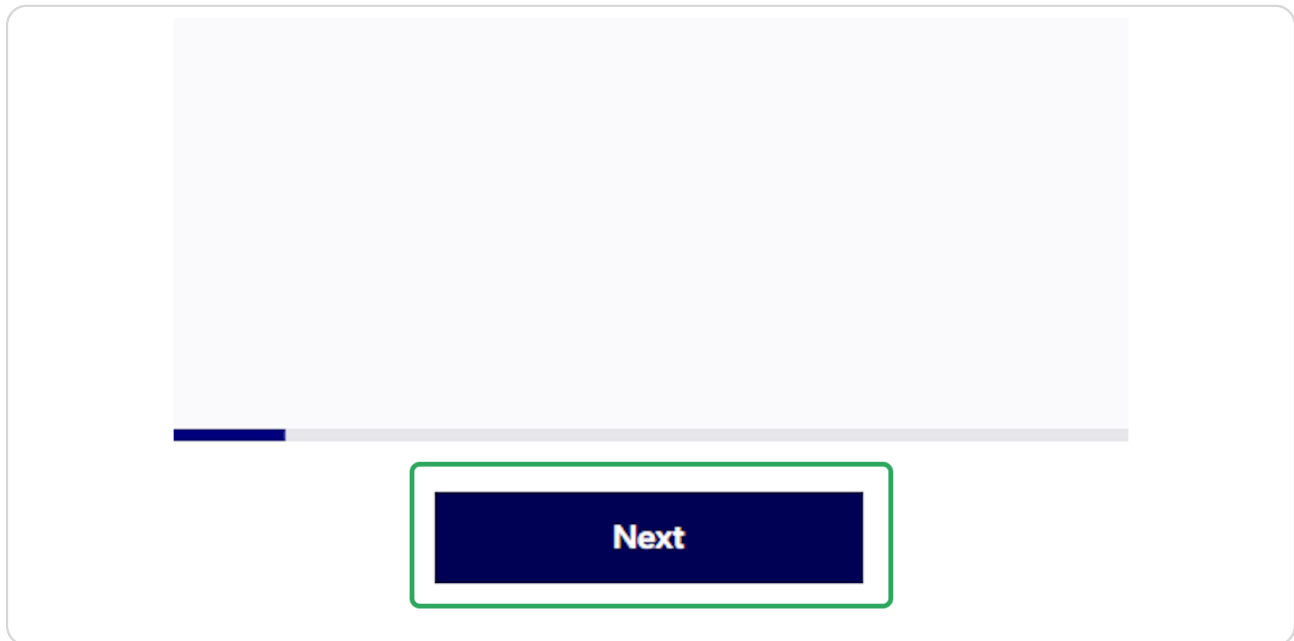
STEP 12

Set age limit for mandatory photo upload

The screenshot shows the 'Set age limit for mandatory photo upload' step. At the top, there are two input fields: 'Enter minimum age' with the value '4' and 'Enter maximum age' with the value '18', separated by the word 'to'. Below this is the 'GENDER OPTIONS' section with the sub-header 'Which gender groups will participate in this competition?'. It contains three checkboxes, all of which are checked: 'Males', 'Females', and 'Mixed - Males and Females'. The next section is 'AGE LIMITS FOR MANDATORY PHOTO UPLOAD' with the sub-header 'Set the minimal age that requires photo upload during registration'. It has one input field 'Enter minimum age' with the value '12'. At the bottom of the form, there are two buttons: 'Back' and 'Next'.

STEP 13

Click on "Next"

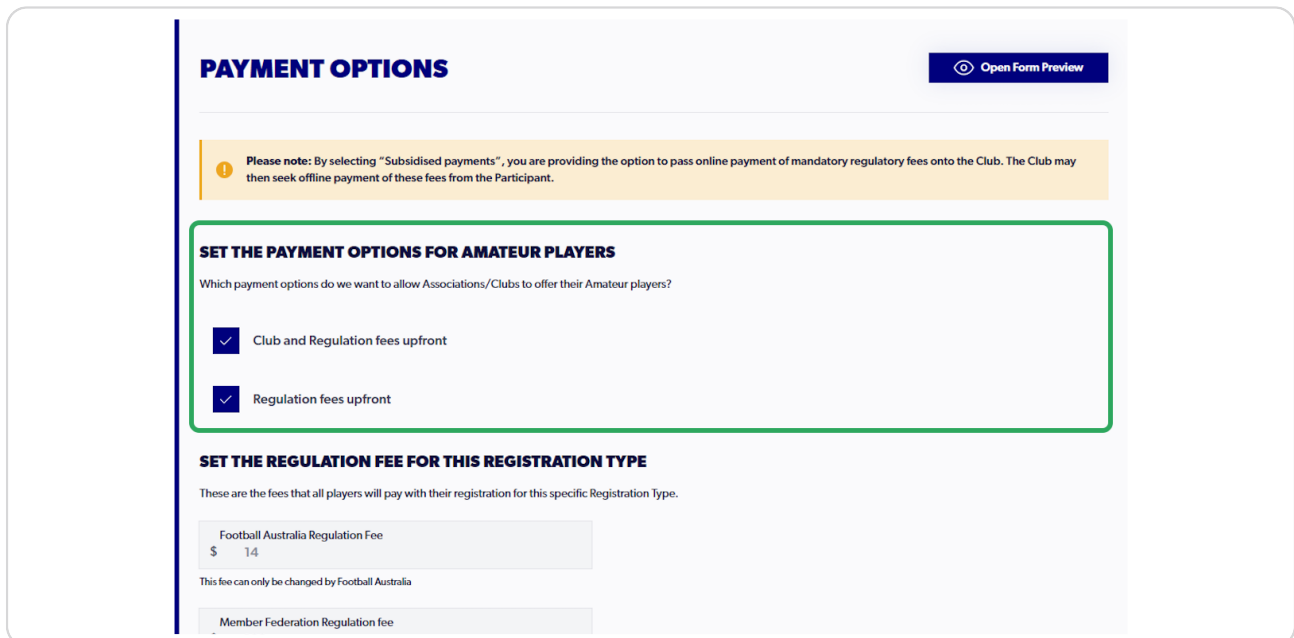


A screenshot of a form interface. At the bottom, there is a dark blue button with the word "Next" in white text. The button is highlighted with a green rectangular border. Above the button is a horizontal progress bar with a small blue segment on the left.

STEP 14

Set payment options

Payment options will be set by the parent organisation above



A screenshot of a form titled "PAYMENT OPTIONS". The form has a light blue header with the title and a button labeled "Open Form Preview". Below the header is a yellow information box with a note: "Please note: By selecting 'Subsidised payments', you are providing the option to pass online payment of mandatory regulatory fees onto the Club. The Club may then seek offline payment of these fees from the Participant." The main content area is divided into two sections. The first section is titled "SET THE PAYMENT OPTIONS FOR AMATEUR PLAYERS" and contains the question "Which payment options do we want to allow Associations/Clubs to offer their Amateur players?". Below this question are two radio button options: "Club and Regulation fees upfront" and "Regulation fees upfront". The second section is titled "SET THE REGULATION FEE FOR THIS REGISTRATION TYPE" and contains the text "These are the fees that all players will pay with their registration for this specific Registration Type." Below this text are two input fields: "Football Australia Regulation Fee" with a value of "\$ 14" and "Member Federation Regulation fee".

STEP 15

Input fee for your level

Fees for other levels will be greyed and are only controlled by that specific organisation

The screenshot shows the 'NEW REGISTRATION TYPE' sidebar on the left with steps 1-9. Step 6, 'Payment Options', is highlighted. The main content area is titled 'SET THE REGULATION FEE FOR THIS REGISTRATION TYPE'. It includes a note about offline payment, a section for 'SET THE PAYMENT OPTIONS FOR AMATEUR PLAYERS' with two checked options, and a section for setting fees. The 'Association Regulation fee' is set to \$85 and is highlighted with a green box. Other fees like 'Football Australia Regulation Fee' (\$14) and 'Member Federation Regulation fee' (\$100) are also visible. At the bottom, there are 'Back' and 'Next' buttons.

STEP 16

Click on "Next"

The screenshot shows the 'NEW REGISTRATION TYPE' sidebar on the left with steps 1-9. Step 6, 'Payment Options', is highlighted. The main content area is titled 'REGULATION FEE BREAKDOWN'. It includes sections for 'Time period', 'Gender', and 'Organisation list', each with an 'Add Fee Exception' button. The 'REGULATION FEE BREAKDOWN' section is active, showing a 'Fee Exemption List' dropdown and a note about child organisations. At the bottom, there are 'Back' and 'Next' buttons.



To assist with adding Fee exceptions please view the following guide > <https://app.tango.us/app/workflow/Adding-Fee-exceptions-to-Registration-Types-c33b6942a12d469b9ec752fa3d647593>

STEP 17

Click on "Select Terms and Conditions Type"

FOOTBALL

NEW REGISTRATION TYPE

- Step 1: Registration Group ✓
- Step 2: Football Type ✓
- Step 3: Playing Level ✓
- Step 4: Parent Registration Type ✓
- Step 5: Details ✓
- Step 6: Payment Options ✓
- Step 7: Terms & Conditions** ○
- Step 8: Additional Questions ○
- Step 9: Review and Publish ○

TERMS AND CONDITIONS Open Form Preview

ADD THE ASSOCIATION TERMS AND CONDITIONS FOR THIS REGISTRATION TYPE

To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.

Terms and Conditions Title

Select Terms and Conditions Type

DRAG AND DROP A DOCUMENT

Upload a document from your device

Show File List

STEP 18

Select the type of Terms & Conditions

Copy & paste –
Upload a document –

TERMS AND CONDITIONS FOR THIS REGISTRATION TYPE

it is recommended to copy the text from a Google Docs document.

Select Terms and Conditions Type
Upload a Document

Copy & Paste
Upload a Document

AND DROP A DOCUMENT

[load a document from your device](#)

STEP 19

Input title for the Terms & Conditions

FOOTBALL

NEW REGISTRATION TYPE

Step 1 Registration Group
Step 2 Football Type
Step 3 Playing Level
Step 4 Parent Registration Type
Step 5 Details
Step 6 Payment Options
Step 7 Terms & Conditions
Step 8 Additional Questions
Step 9 Procedures and Policies

Help & getting started
Super Admin
Profile | Sign out

TERMS AND CONDITIONS

[Open Form Preview](#)

ADD THE ASSOCIATION TERMS AND CONDITIONS FOR THIS REGISTRATION TYPE

To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.

Terms and Conditions Title
Test

Select Terms and Conditions Type
Copy & Paste

Copy & Paste below

Show File List Upload

Back Next

STEP 20

Insert Terms & Conditions

ADD THE ASSOCIATION TERMS AND CONDITIONS FOR THIS REGISTRATION TYPE

To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.

Terms and Conditions Title
Test

Select Terms and Conditions Type
Copy & Paste

T&C's

Show File List Upload

STEP 21

Click on "Upload"

FOOTBALL

NEW REGISTRATION TYPE

Step 1 Registration Group ✓
Step 2 Football Type ✓
Step 3 Playing Level ✓
Step 4 Parent Registration Type ✓
Step 5 Details ✓
Step 6 Payment Options ✓
Step 7 Terms & Conditions ○
Step 8 Additional Questions ○
Step 9 Miscellaneous of Profile ✓

Help & getting started
Super Admin Profile | Sign out

TERMS AND CONDITIONS

Open Form Preview

ADD THE ASSOCIATION TERMS AND CONDITIONS FOR THIS REGISTRATION TYPE

To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.

Terms and Conditions Title
Test

Select Terms and Conditions Type
Copy & Paste

T&C's

Show File List Upload

Back Next

STEP 22

Option to add more Terms & Conditions

The screenshot shows the 'TERMS AND CONDITIONS' step of a registration process. On the left is a dark blue sidebar with the 'FOOTBALL' logo and a list of steps. Steps 1 through 7 are completed, indicated by green checkmarks. Step 7, 'Terms & Conditions', is the current step. Steps 8, 'Additional Questions', and 9 are not yet started. At the bottom of the sidebar are links for 'Help & getting started', 'Super Admin Profile | Sign out', and a chat icon. The main content area has a title 'TERMS AND CONDITIONS' and a button 'Open Form Preview'. Below this is a box titled 'ADD THE ASSOCIATION TERMS AND CONDITIONS FOR THIS REGISTRATION TYPE' with a note about formatting. It contains a text input field with 'file-1693883166823.html' and a file upload icon. An 'Add More' button is below the input field. At the bottom of the main area are 'Back' and 'Next' buttons.

STEP 23

Click on "Next"

This screenshot is identical to the one in Step 22, showing the 'TERMS AND CONDITIONS' step. The 'Next' button at the bottom right of the main content area is highlighted with a green rectangular border, indicating it is the next action to be taken.

STEP 24

Click on "Add Question"

The screenshot displays the 'NEW REGISTRATION TYPE' interface for Football Australia. On the left, a dark blue sidebar lists steps 1 through 9, with 'Step 8: Additional Questions' highlighted. The main content area is titled 'FOOTBALL AUSTRALIA QUESTIONS' and contains three sections: 'Previous Club History', 'FOOTBALL AUSTRALIA QUESTIONS', and 'MEMBER FEDERATION QUESTIONS'. Each section has a 'ShortText' label and a 'Selection (Yes/No)' label. Below these sections, a blue heading asks 'WOULD YOU LIKE TO ADD YOUR ASSOCIATION'S OWN ADDITIONAL QUESTIONS FOR YOUR PARTICIPANTS?'. A message states 'You can select 'No' if the above questions cover what you need to know from your participants.' Below this, there are radio buttons for 'Yes' (selected) and 'No'. A text input field contains 'No question provided.' and is highlighted with a green border. To the right of the input field is a 'Toggle Preview' button. At the bottom of the form, there are 'Back' and 'Next' buttons.



To view how to add additional questions please see this article [Click Here](#)

STEP 25

Review Screens

FOOTBALL

NEW REGISTRATION TYPE

Step 1

Registration Group

Step 2

Football Type

Step 3

Playing Level

Step 4

Parent Registration Type

Step 5

Details

Step 6

Payment Options

Step 7

Terms & Conditions

Step 8

Additional Questions

Step 9

1

Help & getting started

9

Super Admin
Profile | Sign out

REVIEW

PARENT REGISTRATION TYPE

Edit

Group

Club Football Players

Season

2023

Football Type

Club Football

Playing level

Community

Parent registration type

Junior Community

DETAILS

Edit

Name

Junior Community Test

Visibility

public

Form of the game

Outdoor

Player rank

Amateur Players Only

Gender

Male, Female, Mixed

Age bracket

4 - 18

Back

Submit

STEP 26

Terms & Conditions

Age Exceptions

Not Provided

Time Exceptions

Not Provided

Gender Exceptions

Not Provided

Breakdowns

Not Provided

Exemptions

Not Provided

Amateur player payment option

All Fees Upfront, Regulation Fees Only

TERMS AND CONDITIONS

Edit

Football Australia T&Cs

Provided

Member Federation T&Cs

Provided

Association T&Cs

Provided

Club T&Cs

Not Provided

ADDITIONAL QUESTIONS

Edit

Standard Questions

First Name, Middle Name and Last Name

ShortText

STEP 27

Additional Questions

FOOTBALL

NEW REGISTRATION TYPE

Step 1

Registration Group

Step 2

Football Type

Step 3

Playing Level

Step 4

Parent Registration Type

Step 5

Details

Step 6

Payment Options

Step 7

Terms & Conditions

Step 8

Additional Questions

Step 9

1

Help & getting started

9

Super Admin

Profile | Sign out

Amateur player payment option

All Fees Upfront, Regulation Fees Only

TERMS AND CONDITIONS

Edit

Football Australia T&Cs

Provided

Member Federation T&Cs

Provided

Association T&Cs

Provided

Club T&Cs

Not Provided

ADDITIONAL QUESTIONS

Edit

Standard Questions

First Name, Middle Name and Last Name

ShortText

Date of Birth and Gender

Selections

Home address

ShortText

Nationality and Country of Birth

Selections

Do you identify as being of Aboriginal or Torres Strait Islander origin?

Selection (Yes/No)

Is English your primary language spoken at home?

Selection (Yes/No)

Name the school you're registered at

ShortText

Previous Club History

ShortText

Football Australia Questions

Have you or your child participated in a sporting schools (football program this year)?

Selection (Yes/No)

How did you find out about registering to play football?

Selections

Which Isuzu UTE A-League Men's and/or Liberty A-League Women's Club do you support?

Selections

Back

Submit

STEP 28

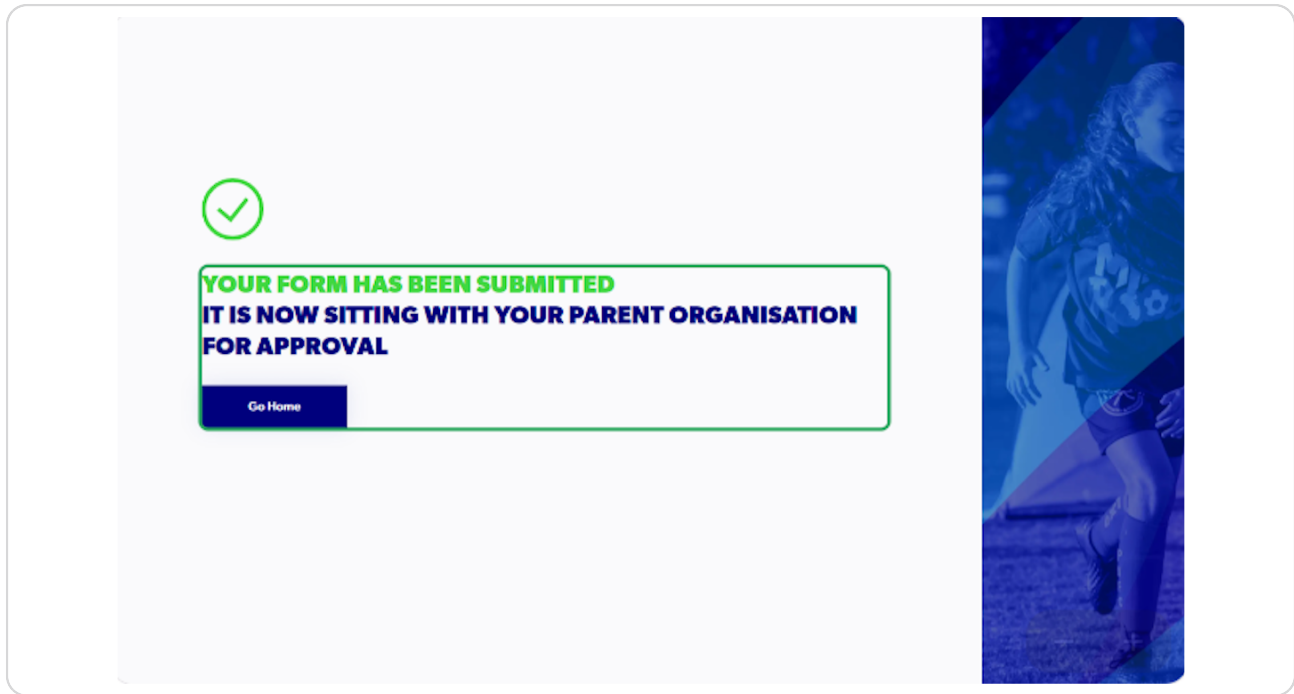
Click on "Submit"

Submit

STEP 29

Successful submissions will be presented with the below screen

Users can select 'Go Home' to return to the main menu



Registration Types require approval from parent organisation before products can be created off these by your child organisations.

PLAY FOOTBALL