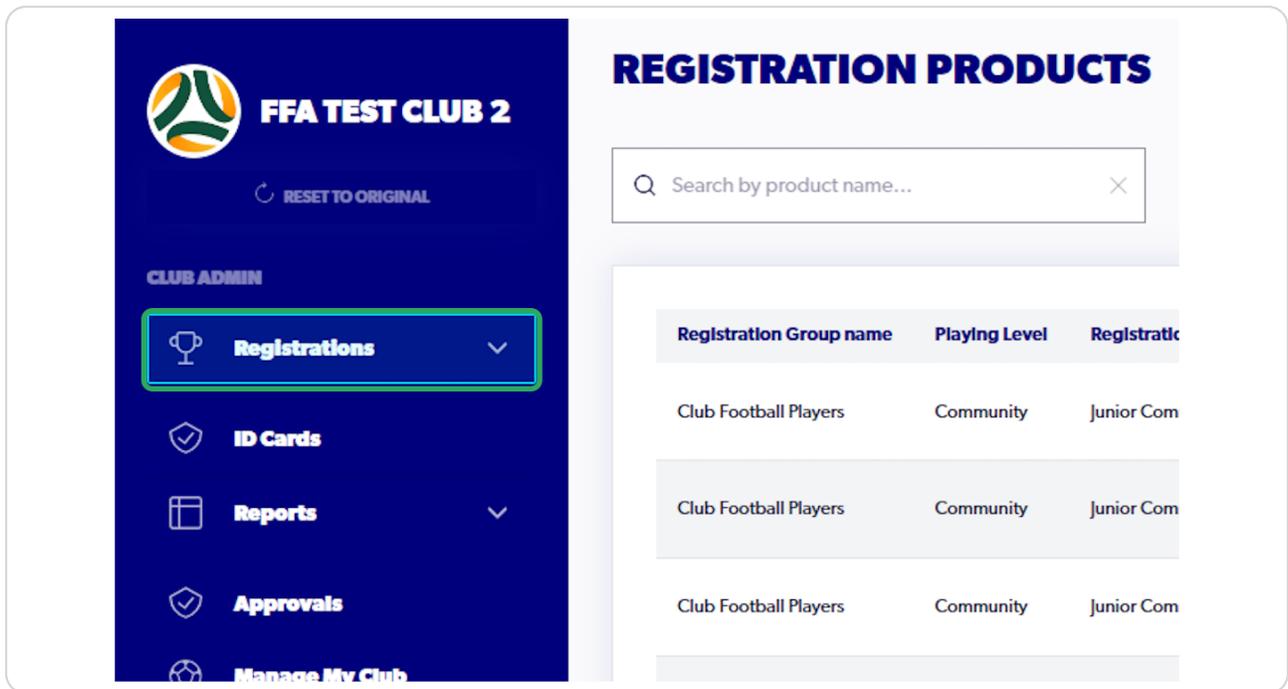


STEP 1

Click on "Registrations"



The screenshot shows the FFA Test Club 2 admin interface. On the left is a dark blue sidebar with the club logo and the text 'FFA TEST CLUB 2'. Below the logo is a 'RESET TO ORIGINAL' button. Under the 'CLUB ADMIN' section, the 'Registrations' menu item is highlighted with a green box. Other menu items include 'ID Cards', 'Reports', 'Approvals', and 'Manage My Club'. On the right, the 'REGISTRATION PRODUCTS' section features a search bar and a table with the following data:

Registration Group name	Playing Level	Registratio
Club Football Players	Community	Junior Com
Club Football Players	Community	Junior Com
Club Football Players	Community	Junior Com

## STEP 2

### Select "Registration Products"

RESET TO ORIGINAL

CLUB ADMIN

Registrations

**Registration Products**

Discounts and Vouchers

ID Cards

Reports

Search by product name...

Registration Group name	Playing Level
Club Football Players	Community
Club Football Players	Community
Club Football Players	Community
Club Football Players	ALL

## STEP 3

### Click on "Create New 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

Super Admin  
Profile | Sign out

Home / Registration Products

ffa test club 2 Administrator

REGISTRATION PRODUCTS

Search by product name...

Filters 2

Create New Product

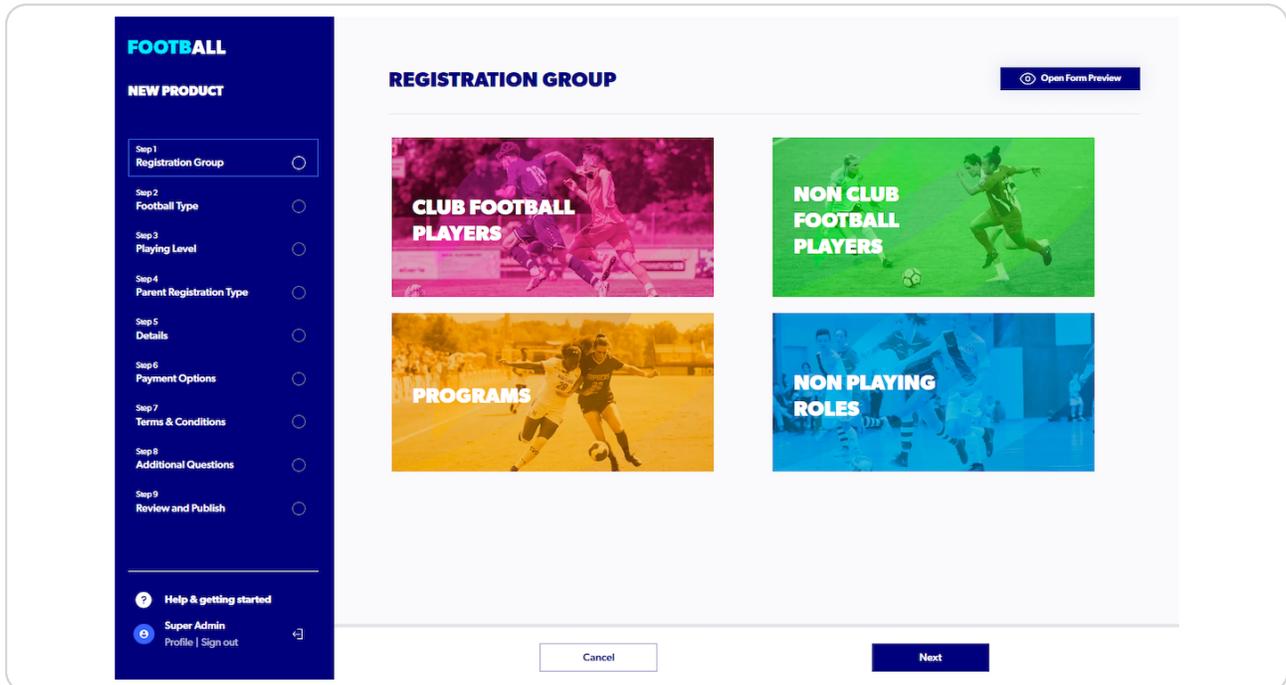
Registration Group name	Playing Level	Registration Type name	Registration Product name	Status	Age Group	Gender	No. of Enrolments
Club Football Players	Community	Junior Community	Junior	SUBMITTED	5-12	Male	⋮
Club Football Players	Community	Junior Community	Junior Boys	SUBMITTED	5-12	Male	⋮
Club Football Players	Community	Junior Community	Junior Community	DRAFT	6-18	Mixed	⋮
Club Football Players	ALL	Test Assoc type	Mixed Product	SUBMITTED	12-99	Male	⋮
Club Football Players	ALL	Test Assoc type	Test Club product	APPROVED	12-99	Male	⋮



The following product creation will be completed for a 'Club Football' registration product. Other registration products built from other registration groups will include different options and boundaries set by a Parent Organistaion.

## STEP 4

### Select "Registration Group"



Registration Groups encompass various football types across a variety of formats.

- Club Football refers to Winter Football (traditional football), and National Registration Regulations apply in this category.



- Non-club football includes Social, Summer, Futsal, Walking, AWD, or Beach Football.
- Programs consist of three football types (Club Football, Futsal, and social) with the following playing levels: Representative, Tournament, and Social.

## STEP 5

### Select "Football Type"

The screenshot shows a registration interface for 'FOOTBALL'. On the left is a dark blue sidebar with a white 'FOOTBALL' header and 'NEW PRODUCT' sub-header. Below this is a vertical list of steps: Step 1 Registration Group (checked), Step 2 Football Type (selected), 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. At the bottom of the sidebar are links for 'Help & getting started', 'Super Admin Profile | Sign out', and a home icon. The main content area is titled 'FOOTBALL TYPE' and features a single selection card for 'CLUB FOOTBALL' with a pink-tinted image of players. A green border highlights this card. In the top right corner of the main area is a button labeled 'Open Form Preview'. At the bottom of the main area are 'Back' and 'Next' buttons.

## STEP 6

### Select "Playing Level"

The screenshot shows the 'PLAYING LEVEL' selection screen. The sidebar on the left is identical to the previous step, but now Step 2 'Football Type' is also checked. Step 3 'Playing Level' is the active selection. The main content area displays four selection cards: 'ALL' (pink), 'COMMUNITY FOOTBALL' (green), 'NPL FOOTBALL' (orange), and 'REPRESENTATIVE FOOTBALL' (blue). Each card contains a corresponding image of football players. A green border highlights the 'ALL' card. The 'Open Form Preview' button is in the top right, and 'Back' and 'Next' buttons are at the bottom.

## STEP 7

### Select "Registration Type"

The screenshot shows the 'PARENT REGISTRATION TYPE' configuration page. On the left, a dark blue sidebar contains a progress bar with steps 1 through 9. Step 4, 'Parent Registration Type', is selected and highlighted. Below the progress bar, there are links for 'Help & getting started' and 'Super Admin Profile | Sign out'. The main content area is titled 'PARENT REGISTRATION TYPE' and features a large image of a football match with the text 'JUNIOR COMMUNITY' overlaid. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right. In the top right corner, there is a button labeled 'Open Form Preview'.



Registration Types embody all governing body details: Fees, Age, Gender, Registration Boundaries. The governing body details passed through create the boundary for the registration product.



Any restrictions met whilst creating a registration product should be resolved by your Association or Member Federation (Parent Organisation).

## STEP 8

### Complete open fields

Fields will be pre-populated with Registration Type details. Some fields can be changed: Product name, Date range\*, Payment options\*, and Age\*

The screenshot displays the 'FOOTBALL' registration setup interface, specifically Step 8: Details. The interface is divided into a sidebar on the left and a main form area on the right. The sidebar lists steps 1 through 9, with Step 5 (Details) currently selected. The main form area is highlighted with a green border and contains the following sections:

- Participant Name:** A text field containing 'Junior Community'.
- DATES:** A section titled '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 '30/06/2023'.
- FORM OF THE GAME:** A section titled 'How will this football type be played?'. It contains two radio button options: 'Outdoor' (selected) and 'Indoor'.
- PLAYERS:** A section titled 'Which playing level are you creating this Product for?'. It contains two radio button options: 'Amateur players only' (selected) and 'Professional players only'.

At the bottom of the form area, there are two buttons: 'Back' and 'Next'.

**i** \*\* These fields have minimum or maximum values set, creating a boundary where options cannot be set outside those limits. Options are provided, and the administrator can only select from the list provided

## STEP 9

### Enter minimum age

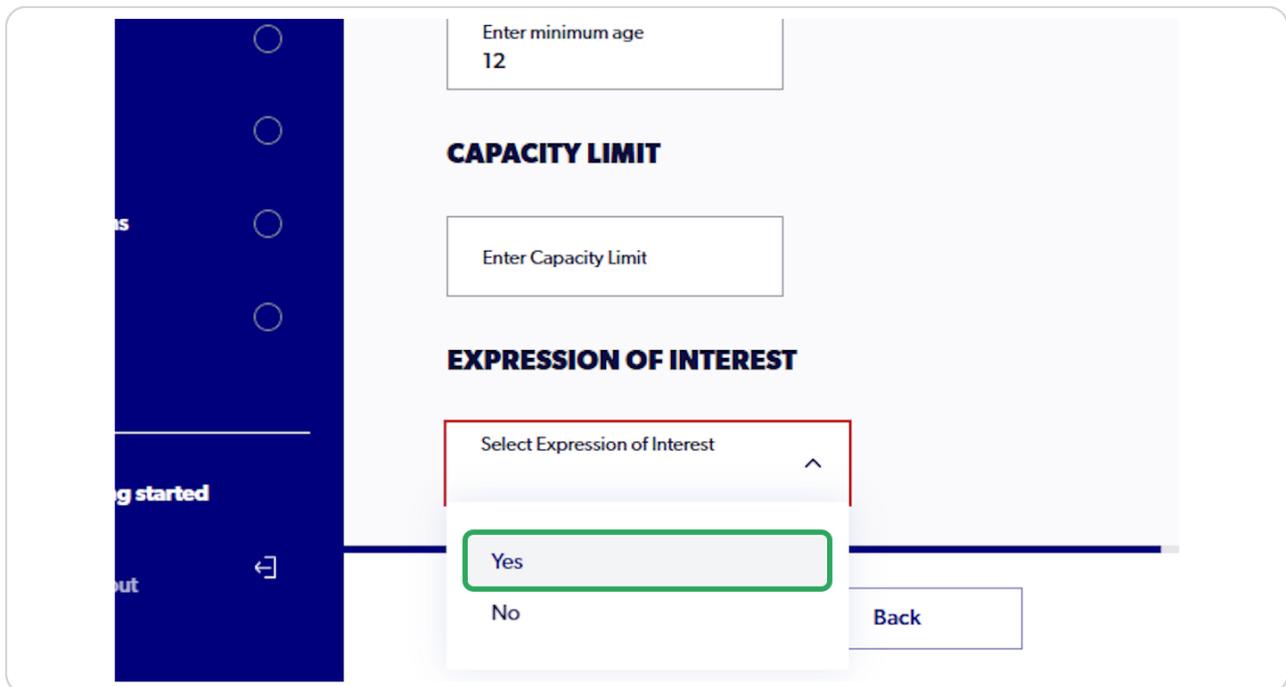
Age will be pre-populated with the details added by an Association and or Member Federation.

The screenshot shows a web interface for configuring a 'NEW PRODUCT' in the 'FOOTBALL' category. The left sidebar contains a progress indicator for nine steps: 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), and Step 9 (Review and Publish). Step 5 is currently active. Below the sidebar are links for 'Help & getting started' and 'Super Admin Profile | Sign out'. The main content area is titled 'GENDER OPTIONS' and asks 'Which gender groups will participate in this competition?'. It features three radio button options: 'Males' (selected), 'Females', and 'Mixed - Males and Females'. Below this is the 'AGE LIMITS FOR MANDATORY PHOTO UPLOAD' section, which includes a text input field for 'Enter minimum age' with the value '12'. The 'CAPACITY LIMIT' section has a text input field for 'Enter Capacity Limit'. The 'EXPRESSION OF INTEREST' section has a dropdown menu for 'Select Expression of Interest'. At the bottom of the form are 'Back' and 'Next' buttons. A small red error message is visible at the bottom of the dropdown menu: 'expressionOfInterest must be a 'string' type, but the provided value is null. @2025-01-14 10:00:00 AM UTC+01:00'.

## STEP 10

### Select an 'Expression of Interest' Value

- Yes allows newcomers to express their interest without completing a full registration
- No will indicate that the club will only be accepting full registrations



The screenshot shows a registration form with a dark blue sidebar on the left containing navigation icons. The main content area has the following sections:

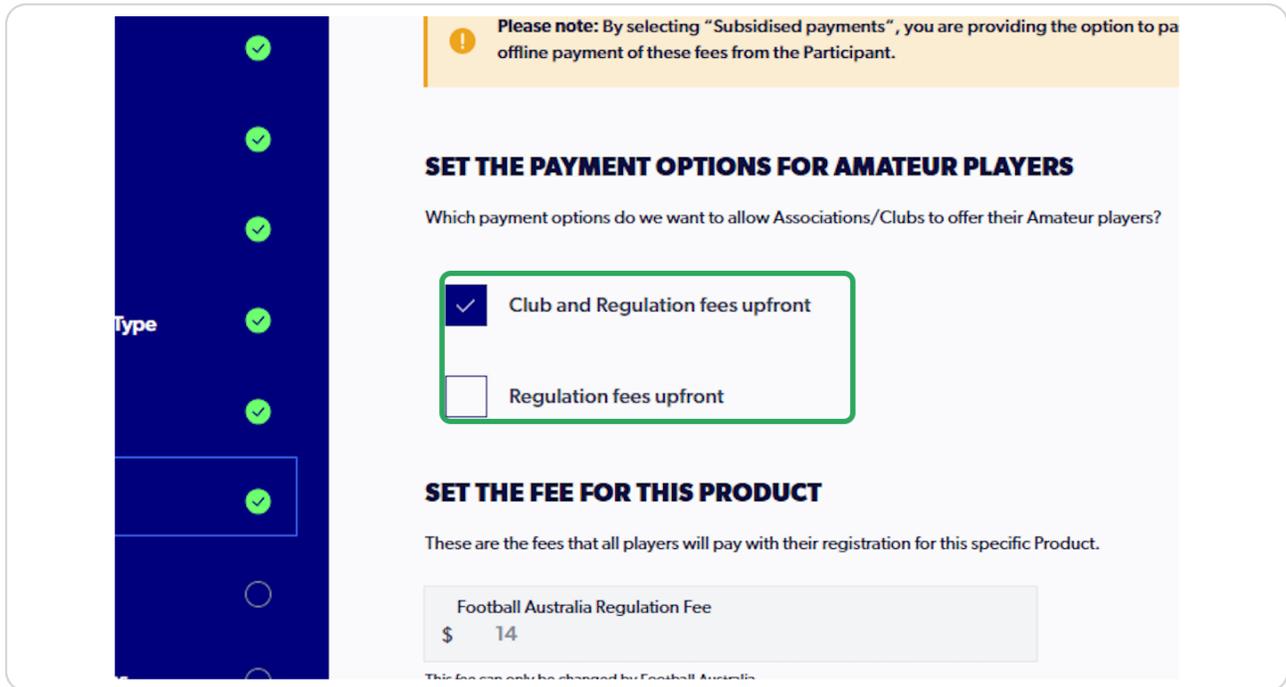
- Enter minimum age**: A text input field containing the value "12".
- CAPACITY LIMIT**: A section header above a text input field labeled "Enter Capacity Limit".
- EXPRESSION OF INTEREST**: A section header above a dropdown menu. The dropdown is open, showing two options: "Yes" (highlighted with a green border) and "No".
- Back**: A button located to the right of the dropdown menu.

**i** Full registrations require a payment (dependent on the payment options set by the administrator).

## STEP 11

### Select 'Payment Option'

The list provided are options that are provided by the Association or Member Federation



The screenshot shows a web interface for configuring payment options. On the left is a dark blue sidebar with a vertical list of green checkmarks, with the word 'Type' visible. The main content area has a yellow warning banner at the top: 'Please note: By selecting "Subsidised payments", you are providing the option to pay offline payment of these fees from the Participant.' Below this is the heading 'SET THE PAYMENT OPTIONS FOR AMATEUR PLAYERS' and the question 'Which payment options do we want to allow Associations/Clubs to offer their Amateur players?'. Two options are listed: 'Club and Regulation fees upfront' (selected with a blue checkmark) and 'Regulation fees upfront' (unselected). Below this is the heading 'SET THE FEE FOR THIS PRODUCT' and the text 'These are the fees that all players will pay with their registration for this specific Product.' A text input field contains 'Football Australia Regulation Fee' and '\$ 14'. A small note below the field states 'This fee can only be changed by Football Australia'.



If you require an alternative payment option that is not listed, contact your Parent Organisation directly.

## STEP 12

### Enter 'Club Fee'

This fee is the base fee and will be added to the Governing Body fees listed above

FOOTBALL

**NEW PRODUCT**

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

Which payment options do we want to allow Associations/Clubs to offer their Amateur players?

Club and Regulation fees upfront

Regulation fees upfront

**SET THE FEE FOR THIS PRODUCT**

These are the fees that all players will pay with their registration for this specific Product.

Football Australia Regulation Fee  
\$ 14  
This fee can only be charged by Football Australia

Member Federation Regulation fee  
\$ 100  
This fee can only be charged by Member Federation

Association Regulation fee  
\$ 110  
This fee can only be charged by Association

Club fee  
\$ 200  
You can update this fee, or, if it's correct you can click the 'Next' button to continue

**FEE EXCEPTIONS**

**Age groups**

Set fee exceptions for different age groups.

Add Fee Exception

You can update age-based fee exceptions here

**Time period**

Back Next



Fee Exceptions - to view a guide on how to create fee exceptions click here (insert article)

## STEP 13

### Click on Next

The screenshot shows the 'FEE EXCEPTIONS' configuration page. On the left is a dark blue sidebar with the 'FOOTBALL' logo and 'NEW PRODUCT' heading. A vertical list of steps is shown, with 'Step 6: Payment Options' highlighted in green and 'Step 7: Terms & Conditions' unselected. The main content area is white and contains three sections: 'Age groups', 'Time period', and 'Gender', each with an 'Add Fee Exception' button and a note that exceptions can be updated. Below these is an 'Organization list' section with a dropdown menu for 'Fee Exemption List'. The 'FEE BREAKDOWN' section has an 'Add Fee Breakdown' button. At the bottom, there are 'Back' and 'Next' buttons, with 'Next' being highlighted in green.

## STEP 14

### Add Terms and Conditions

Terms and Conditions can be uploaded or pasted into the dialogue box provided

The screenshot shows the 'TERMS AND CONDITIONS' configuration page. The sidebar on the left is identical to the previous step, but 'Step 7: Terms & Conditions' is now selected and highlighted in blue. The main content area is white and features the heading 'TERMS AND CONDITIONS' with an 'Open Form Preview' button. Below this is the instruction 'ADD THE CLUB TERMS AND CONDITIONS FOR THIS PRODUCT' and a note about formatting. There is a text input field for 'Terms and Conditions Title' (highlighted with a green border) and a dropdown menu for 'Select Terms and Conditions Type'. A large dashed box contains the text 'DRAG AND DROP A DOCUMENT' and 'Upload a document from your device'. Below this box are 'Show File List' and 'Upload' buttons. At the bottom, there are 'Back' and 'Next' buttons, with 'Next' being highlighted in blue.

## STEP 15

Click on Select Terms and Conditions Type and Select an option

**FOOTBALL**

**NEW PRODUCT**

- 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

**TERMS AND CONDITIONS** [Open Form Preview](#)

**ADD THE CLUB TERMS AND CONDITIONS FOR THIS PRODUCT**

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  
Upload a Document

Copy & Paste  
Upload a Document

**DRAG AND DROP A DOCUMENT**  
Upload a document from your device

Show File List Upload

Back Next

## STEP 16

Add Terms and Conditions - Upload or Copy and Paste

**FOOTBALL**

**NEW PRODUCT**

- 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

**TERMS AND CONDITIONS** [Open Form Preview](#)

**ADD THE CLUB TERMS AND CONDITIONS FOR THIS PRODUCT**

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  
Copy & Paste

copy and past here

Show File List Upload

Back Next

## STEP 17

### Click on Upload

The screenshot shows a web interface for setting up a new product. On the left is a dark blue sidebar with the 'FOOTBALL' logo and a 'NEW PRODUCT' section. This section contains a vertical list of steps: 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), and Step 9 (Review and Publish). Steps 1-6 are marked with green checkmarks, while Step 7 is highlighted with a white circle. Below the steps are links for 'Help & getting started' and 'Super Admin' (Profile | Sign out).

The main content area is titled 'TERMS AND CONDITIONS' and includes an 'Open Form Preview' button. Below the title is the heading 'ADD THE CLUB TERMS AND CONDITIONS FOR THIS PRODUCT' and a note: 'To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.' There are two input fields: 'Terms and Conditions Title' and 'Select Terms and Conditions Type' (with a dropdown arrow). Below these is a large text area labeled 'copy and past here' with a green circular icon in the bottom right corner. At the bottom of the form area are two buttons: 'Show File List' and 'Upload' (which is highlighted with a green border). At the very bottom of the page are 'Back' and 'Next' buttons.

**i** All three areas must have been attended to in order to progress.

## STEP 18

### Click on "Next"

The screenshot shows a product setup wizard for 'FOOTBALL'. The left sidebar lists steps 1 through 9, with 'Terms & Conditions' (Step 7) highlighted. The main content area is titled 'TERMS AND CONDITIONS' and includes a sub-section 'ADD THE CLUB TERMS AND CONDITIONS FOR THIS PRODUCT'. Below this, there is a text input field for 'Title' containing 'file-1693809974715.html' and a file upload icon. An 'Add More' button is positioned below the input field. At the bottom of the page, there are 'Back' and 'Next' buttons.

## STEP 19

### Additional questions – Add an external link

Include an external link, such as Formstack, JotForm, or the like

The screenshot displays two sections of questions. The first section, 'MEMBER FEDERATION QUESTIONS', includes a note that only administrators can modify these questions and a question: 'Would you like to referee this season?' with a 'Selection (Yes/No)' label. The second section, 'ASSOCIATION QUESTIONS', also notes administrator-only modifications and states 'No question provided.'. A third section, highlighted with a green border, asks 'WOULD YOU LIKE TO ADD YOUR CLUB'S OWN ADDITIONAL QUESTIONS FOR YOUR PARTICIPANTS?'. It provides instructions on selecting 'No' if existing questions are sufficient and offers radio buttons for 'Yes' (selected) and 'No'. Below this is a text input field labeled 'Link URL' with the placeholder text 'Add the link to your additional questions document.' At the bottom, 'Back' and 'Next' buttons are visible.



Clubs will need to build their additional questions on an external platform and include the link on our platform



Parent Organisation additional questions are listed above for Club administrators to view which questions are already being asked

## STEP 20

### Click on Next

**FOOTBALL AUSTRALIA QUESTIONS**

Only Football Australia administrators are able to modify the following 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

---

**MEMBER FEDERATION QUESTIONS**

Only Member Federation administrators are able to modify the following questions.

Would you like to referee this season? Selection (Yes/No)

---

**ASSOCIATION QUESTIONS**

Only Association administrators are able to modify the following questions.

No question provided.

---

**WOULD YOU LIKE TO ADD YOUR CLUB'S OWN ADDITIONAL QUESTIONS FOR YOUR PARTICIPANTS?**

You can select 'No' if the above questions cover what you need to know from your participants.

Yes  No

Add the link to your additional questions document.

Link URI:

[Back](#) [Next](#)

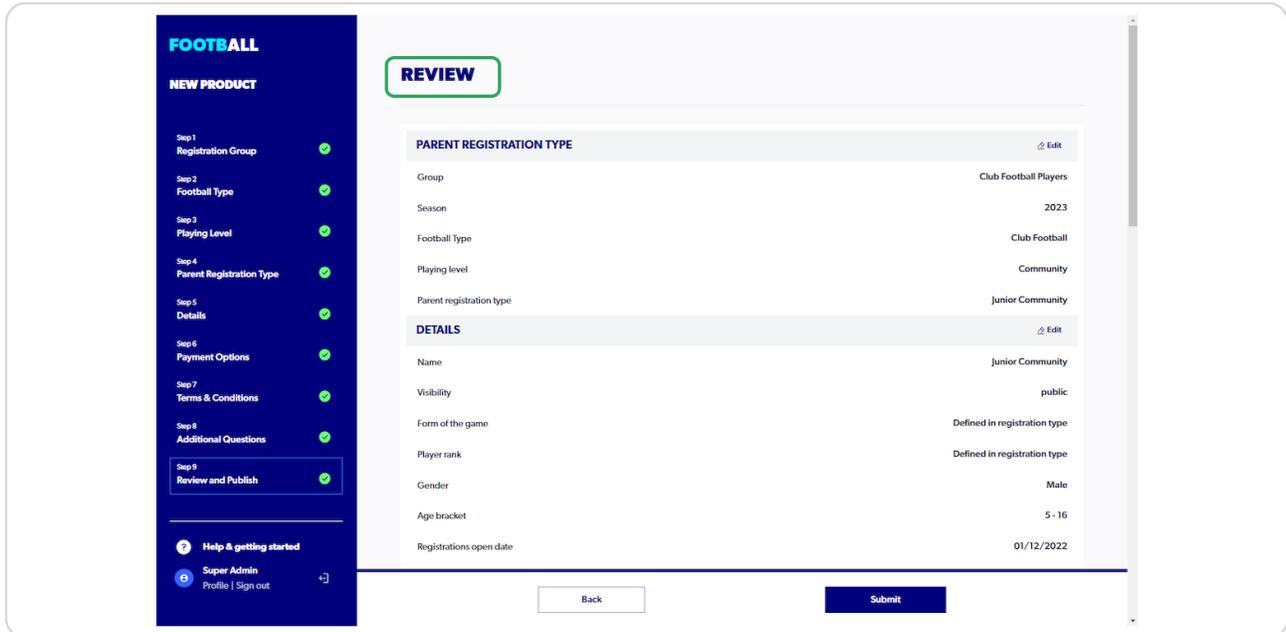


To review a section, the administrator will need to select the pencil icon to access the specific section.

## STEP 21

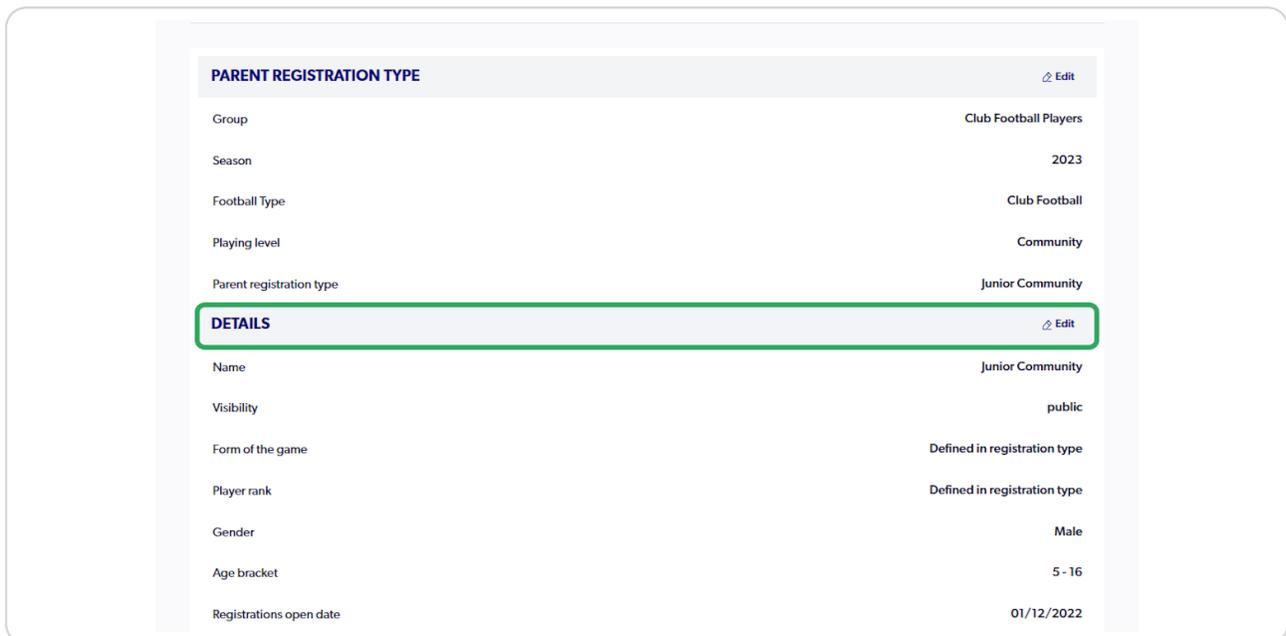
### Review screens

Administrators can review the product on the review screen



## STEP 22

### Details (Registration Type)



## STEP 23

### Payment Options

Age bracket	5 - 16
Registrations open date	01/12/2022
Registrations closed date	30/06/2023
Work with Children Check	No
Photo upload	Yes
Allow Unfederated Registration	No
Minimal age required photo upload	12
<b>PAYMENT OPTIONS</b>	<a href="#">Edit</a>
Football Australia regulatory fee	\$ 14
Member Federation regulatory fee	\$ 100
Association regulatory fee	\$ 110
Club fee	\$ 200
Age Exceptions	Not Provided
Time Exceptions	Not Provided
Gender Exceptions	Not Provided

## STEP 24

### Terms and Conditions

Club fee	\$ 200
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
<b>TERMS AND CONDITIONS</b>	<a href="#">Edit</a>
Football Australia T&Cs	Provided
Member Federation T&Cs	Provided
Association T&Cs	Provided
Club T&Cs	Provided
<b>ADDITIONAL QUESTIONS</b>	<a href="#">Edit</a>

[Back](#) [Submit](#)

## STEP 25

### Additional Questions

Exemptions	Not Provided
Amateur player payment option	All Fees Upfront
<b>TERMS AND CONDITIONS</b>	<a href="#">Edit</a>
Football Australia T&Cs	Provided
Member Federation T&Cs	Provided
Association T&Cs	Provided
Club T&Cs	Provided
<b>ADDITIONAL QUESTIONS</b>	<a href="#">Edit</a>
<b>Standard Questions</b>	
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
<b>Football Australia Questions</b>	

## STEP 26

### Standard Questions (Mandatory Questions)

<b>ADDITIONAL QUESTIONS</b>	<a href="#">Edit</a>
<b>Standard Questions</b>	
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
<b>Football Australia Questions</b>	
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 Issuzi UTE A League Men's and/or Liberty A League Women's Club do you support?	Selections
<b>Member Federation Questions</b>	
Would you like to referee this season?	Selection (Yes/No)
<b>Association Questions</b>	
No question provided.	
<b>Club Questions</b>	
External Link	Provided

**i** Standard questions are mandatory questions that are required to be completed by each participant. Other Football Types might include less questions as the registration regulations are not enforced

## STEP 27

### Click on "Submit"

**FOOTBALL**

**NEW PRODUCT**

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](#)

**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 Izzu UTE A League Men's and/or Liberty A League Women's Club do you support? Selections

**Member Federation Questions**

Would you like to referee this season? Selection (Yes/No)

**Association Questions**

No question provided.

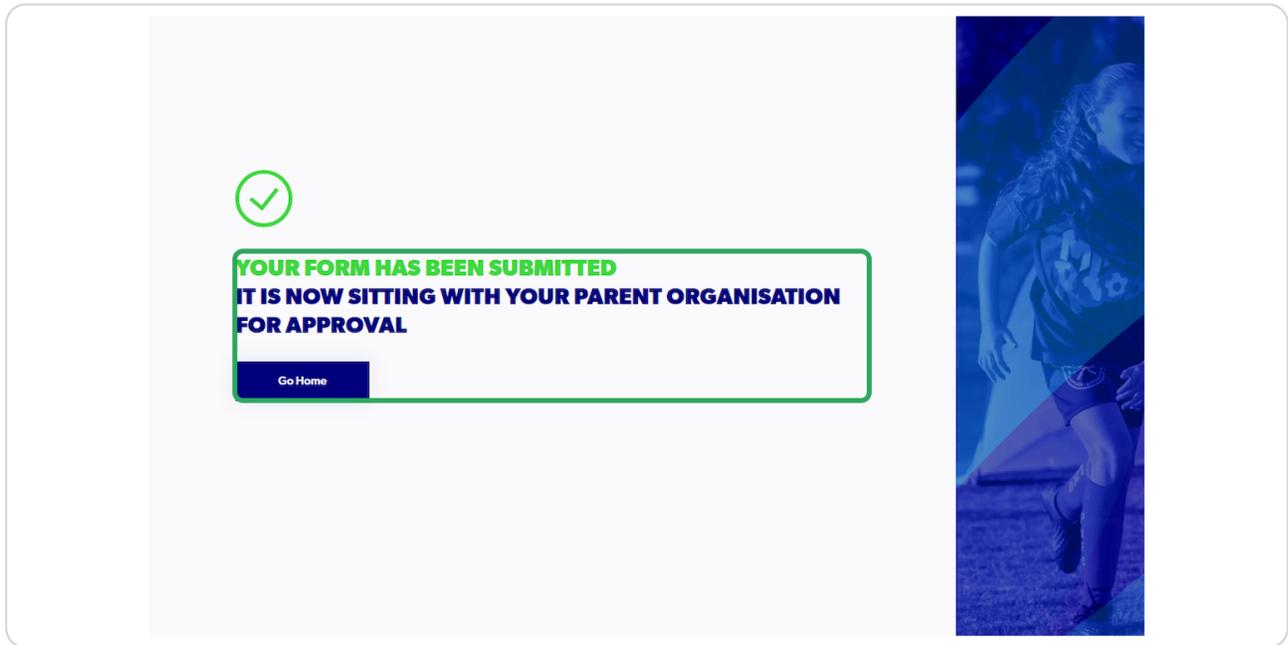
**Club Questions**

External Link Provided

[Back](#) [Submit](#)

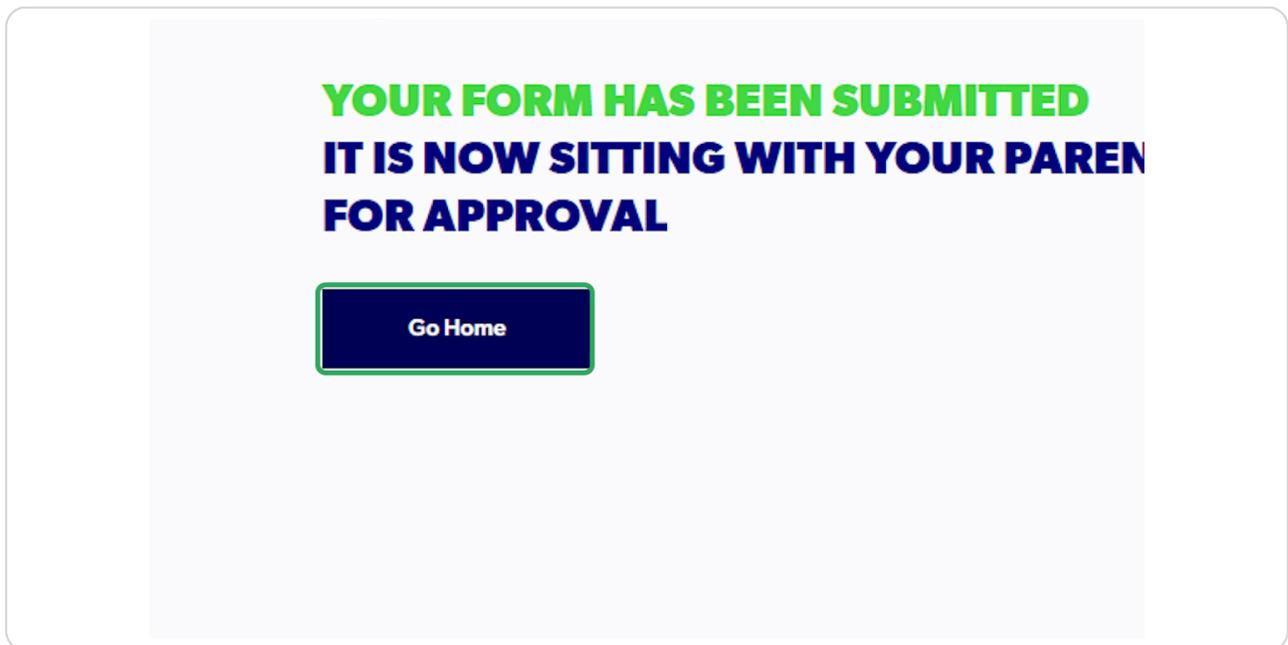
STEP 28

Successful submissions will be presented with the below screen



STEP 29

Click on "Go Home" to return to the main menu





Registration Products require approval from a Parent Organisation before a participant can view and register for them.

**PLAY FOOTBALL**