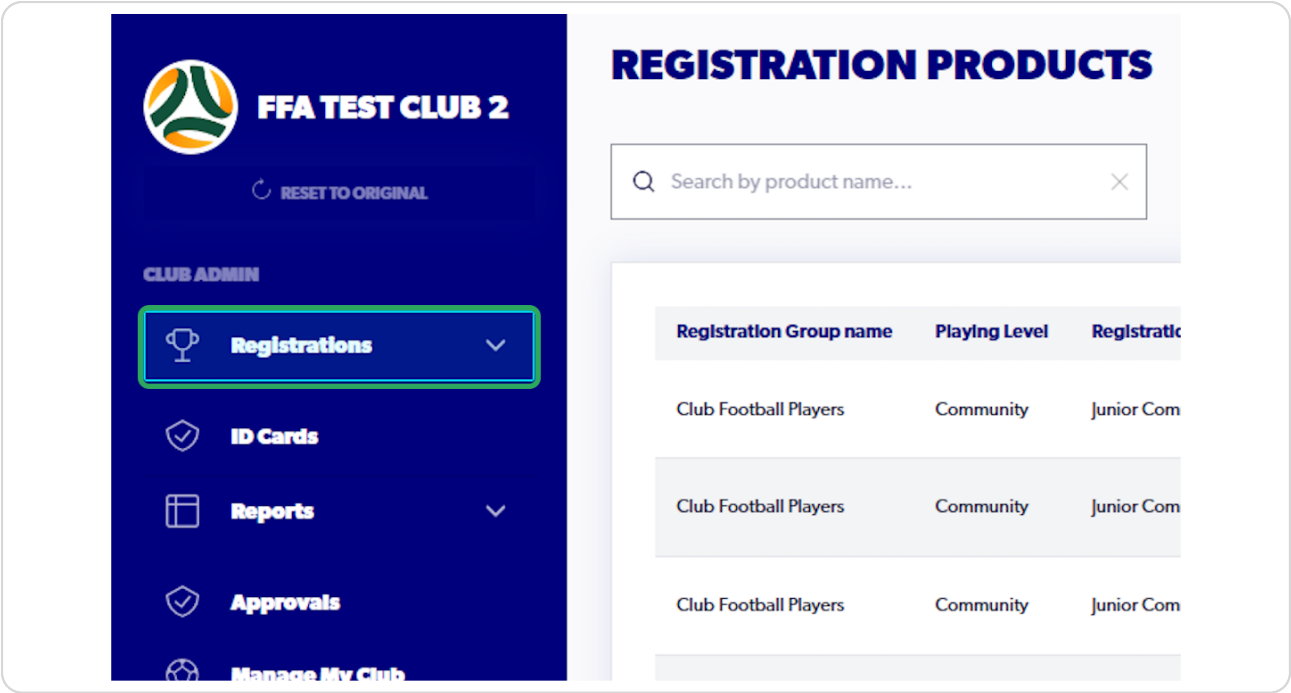


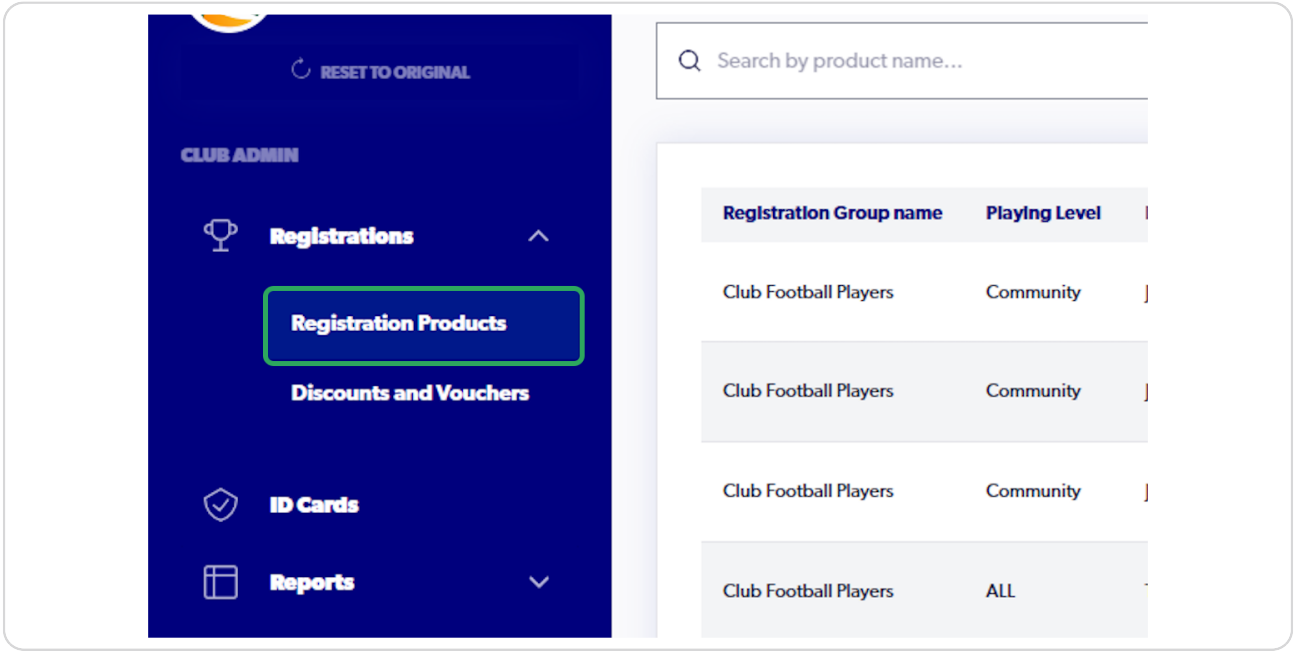
STEP 1

Click on "Registrations"



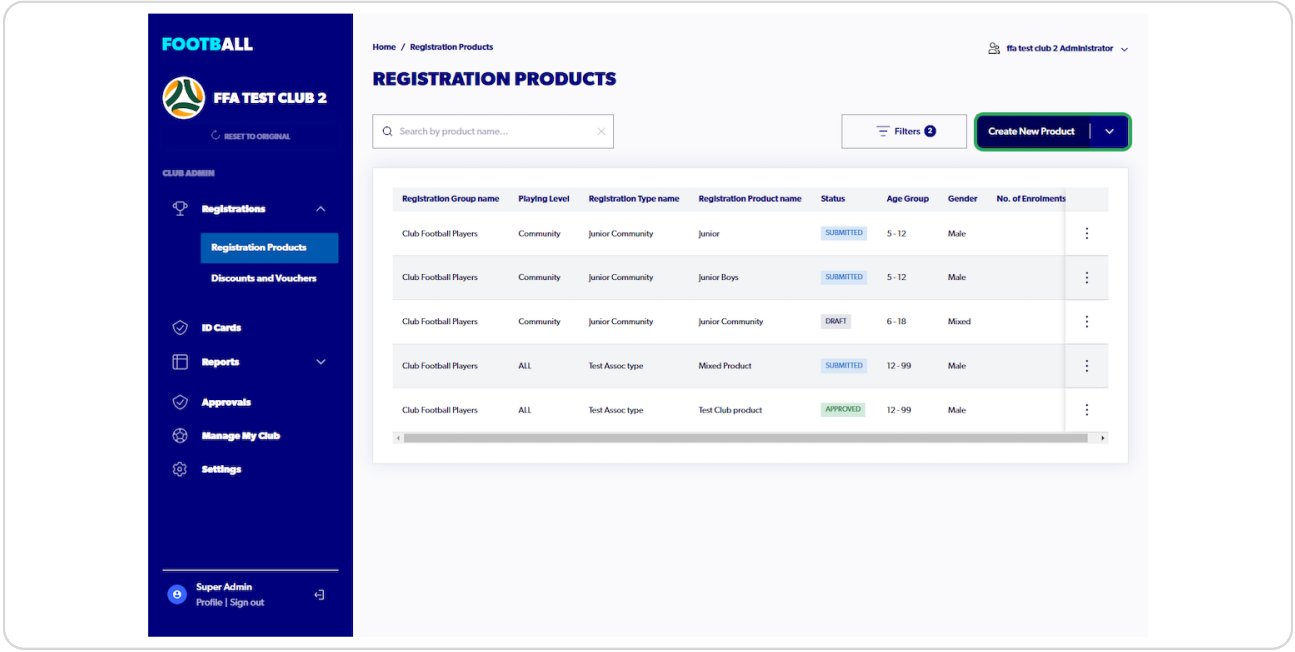
STEP 2

Select "Registration Products"



STEP 3

Click on "Create New Product"





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 Organisation.

## STEP 4

### Select "Registration Group"

**FOOTBALL**

**NEW PRODUCT**

Step 1: Registration Group (Selected)

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

**REGISTRATION GROUP**

Open Form Preview

**CLUB FOOTBALL PLAYERS**

**NON CLUB FOOTBALL PLAYERS**

**PROGRAMS**

**NON PLAYING ROLES**

Cancel Next

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 the 'Football Type' selection screen. On the left is a dark blue sidebar with the 'FOOTBALL' logo and a 'NEW PRODUCT' section. The sidebar contains a list of steps: Step 1 (Registration Group) with a green checkmark, Step 2 (Football Type) with a radio button, and Steps 3 through 9 (Playing Level, Parent Registration Type, Details, Payment Options, Terms & Conditions, Additional Questions, Review and Publish) with radio buttons. At the bottom of the sidebar are links for 'Help & getting started', 'Super Admin Profile | Sign out', and a user icon. The main content area is titled 'FOOTBALL TYPE' and features a single selection card for 'CLUB FOOTBALL' with a green border and a green checkmark. A green button 'Open Form Preview' is in the top right. At the bottom 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 screen, but Step 3 (Playing Level) now has a radio button selected. The main content area is titled 'PLAYING LEVEL' and displays four selection cards: 'ALL' (pink), 'COMMUNITY FOOTBALL' (green), 'NPL FOOTBALL' (orange), and 'REPRESENTATIVE FOOTBALL' (blue). Each card has a corresponding football image. A green button 'Open Form Preview' is in the top right. At the bottom are 'Back' and 'Next' buttons.

## STEP 7

### Select "Registration Type"

The screenshot shows a web interface for setting up a new football product. On the left is a dark blue sidebar with the 'FOOTBALL' logo and a 'NEW PRODUCT' section. It contains a list of steps: Step 1 Registration Group (checked), Step 2 Football Type (checked), Step 3 Playing Level (checked), Step 4 Parent Registration Type (selected with a radio button), 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', and 'Profile | Sign out'. The main content area is titled 'PARENT REGISTRATION TYPE' and features a large image of two children playing football, with the text 'JUNIOR COMMUNITY' overlaid. A green border highlights this image. 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.



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\*

**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

This name will be displayed to the participant

Junior Community

**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 Product for?

☒ Amateur players only

☐ Professional players only

Back 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.

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

5

16

GENDER OPTIONS

Which gender groups will participate in this competition?

☒ Males

☐ Females

☐ Mixed - Males and Females

AGE LIMITS FOR MANDATORY PHOTO UPLOAD

Set the minimal age that requires photo upload during registration

Enter minimum age

12

CAPACITY LIMIT

Enter Capacity Limit

EXPRESSION OF INTEREST

Select Expression of Interest

expressionOfInterest must be a "string" type, but the type is not a string. Allowed types are:

Back

Next

## 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 web interface for setting club parameters. On the left is a dark blue sidebar with navigation links. The main content area has a light gray background. At the top, there's a text input field labeled 'Enter minimum age' with the value '12'. Below this is a section titled 'CAPACITY LIMIT' with a text input field labeled 'Enter Capacity Limit'. The next section is titled 'EXPRESSION OF INTEREST' and contains a dropdown menu labeled 'Select Expression of Interest'. The dropdown is open, showing two options: 'Yes' (highlighted with a green border) and 'No'. To the right of the dropdown is a 'Back' button.



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



### Select 'Payment Option'

Type

Please note: By selecting "Subsidised payments", you are providing the option to pay offline payment of these fees from the Participant.

SET THE PAYMENT OPTIONS FOR AMATEUR PLAYERS

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 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 changed by Football Australia

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

Association Regulation fee  
\$ 110  
This fee can only be changed 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' step in the 'NEW PRODUCT' setup process. On the left, a dark blue sidebar contains a 'FOOTBALL' logo and a 'NEW PRODUCT' section with a 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 (highlighted with a green checkmark), 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 'FEE EXCEPTIONS' and includes sections for 'Age groups', 'Time period', 'Gender', and 'Organisation list'. Each section has an 'Add Fee Exception' button and a brief description. The 'Organisation list' section has a dropdown menu labeled 'Fee Exemption List'. At the bottom, there are 'Back' and 'Next' buttons.

## 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' step in the 'NEW PRODUCT' setup process. On the left, the same dark blue sidebar is visible, but now Step 7 'Terms & Conditions' is highlighted with a green checkmark. The main content area is titled 'TERMS AND CONDITIONS' and includes a sub-header 'ADD THE CLUB TERMS AND CONDITIONS FOR THIS PRODUCT'. Below this, there is a text box for 'Terms and Conditions Title' and a dropdown menu for 'Select Terms and Conditions Type'. A large dashed box in the center contains the text 'DRAG AND DROP A DOCUMENT' and 'Upload a document from your device'. At the bottom, there are 'Show File List' and 'Upload' buttons. The 'Next' button at the bottom right is now dark 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

Upload a Document

copy and past here

Show File List

Upload

Back

Next

## STEP 17

### Click on Upload

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

2

Help & getting started

3

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

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

## STEP 18

### Click on "Next"

The screenshot shows the 'TERMS AND CONDITIONS' setup screen. On the left is a dark blue sidebar with the 'FOOTBALL' logo and a 'NEW PRODUCT' section. The sidebar lists steps 1 through 9, with 'Terms & Conditions' (Step 7) highlighted in green. Below the steps are links for 'Help & getting started', 'Super Admin', and 'Profile | Sign out'. The main content area is white and titled 'TERMS AND CONDITIONS' with an 'Open Form Preview' button. It contains a section 'ADD THE CLUB TERMS AND CONDITIONS FOR THIS PRODUCT' with a note about copying text from a Google Docs document. Below this is a 'Title' field containing 'file-1693809974715.html' and a file icon. An 'Add More' button is positioned below the title field. At the bottom of the screen 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 the setup process. The top section, 'MEMBER FEDERATION QUESTIONS', includes a note that only Member Federation administrators can modify the questions and a question 'Would you like to referee this season?' with a 'Selection (Yes/No)' label. The bottom section, 'ASSOCIATION QUESTIONS', includes a note that only Association administrators can modify the questions and a message 'No question provided.'. Below these is a green-bordered box titled 'WOULD YOU LIKE TO ADD YOUR CLUB'S OWN ADDITIONAL QUESTIONS FOR YOUR PARTICIPANTS?'. This box contains a note about selecting 'No' if the questions cover what is needed to know from participants, followed by 'Yes' (selected) and 'No' radio buttons. Below the radio buttons is a text input field labeled 'Add the link to your additional questions document.' with the placeholder 'Link URL'. At the bottom of the screen are 'Back' and 'Next' buttons.



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 URL:

[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

The screenshot shows the 'REVIEW' screen for a new product setup. On the left is a dark blue sidebar with the 'FOOTBALL' logo and a 'NEW PRODUCT' section. It lists steps 1 through 9, each with a green checkmark. Step 9, 'Review and Publish', is highlighted. Below the steps are links for 'Help & getting started', 'Super Admin', and 'Profile | Sign out'. The main content area has a 'REVIEW' header. It contains two sections: 'PARENT REGISTRATION TYPE' and 'DETAILS'. The 'PARENT REGISTRATION TYPE' section lists fields: Group (Club Football Players), Season (2023), Football Type (Club Football), Playing level (Community), and Parent registration type (Junior Community). The 'DETAILS' section lists: Name (Junior Community), Visibility (public), Form of the game (Defined in registration type), Player rank (Defined in registration type), Gender (Male), Age bracket (5 - 16), and Registrations open date (01/12/2022). At the bottom are 'Back' and 'Submit' buttons.

| PARENT REGISTRATION TYPE |                       |
|--------------------------|-----------------------|
| Group                    | Club Football Players |
| Season                   | 2023                  |
| Football Type            | Club Football         |
| Playing level            | Community             |
| Parent registration type | Junior Community      |

| DETAILS                 |                              |
|-------------------------|------------------------------|
| Name                    | Junior Community             |
| Visibility              | public                       |
| Form of the game        | Defined in registration type |
| Player rank             | Defined in registration type |
| Gender                  | Male                         |
| Age bracket             | 5 - 16                       |
| Registrations open date | 01/12/2022                   |

## STEP 22

### Details (Registration Type)

This is a close-up of the 'DETAILS' section from the previous screen. It is highlighted with a green border. The section title 'DETAILS' is in a light blue bar with an 'Edit' link. Below it, the following fields are listed:

| DETAILS                 |                              |
|-------------------------|------------------------------|
| Name                    | Junior Community             |
| Visibility              | public                       |
| Form of the game        | Defined in registration type |
| Player rank             | Defined in registration type |
| Gender                  | Male                         |
| Age bracket             | 5 - 16                       |
| Registrations open date | 01/12/2022                   |



## 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>PLAY FOOTBALL</b>                                | <b>ADDITIONAL QUESTIONS</b> <a href="#">Edit</a>   |
| <b>PRODUCT</b>                                      | <b>Standard Questions</b>  |
| on Group <input checked="" type="checkbox"/>        | First Name, Middle Name and Last Name ShortText  |
| ype <input checked="" type="checkbox"/>             | Date of Birth and Gender Selections  |
| vel <input checked="" type="checkbox"/>             | Home address ShortText   |
| gistration Type <input checked="" type="checkbox"/> | Nationality and Country of Birth Selections  |
| Options <input checked="" type="checkbox"/>         | Do you identify as being of Aboriginal or Torres Strait Islander origin? Selection (Yes/No)                |
| onditions <input checked="" type="checkbox"/>       | Is English your primary language spoken at home? Selection (Yes/No)  |
| l Questions <input checked="" type="checkbox"/>     | Name the school you're registered at ShortText   |
| ed Publish <input checked="" type="checkbox"/>      | Previous Club History ShortText  |
| up & getting started                                | <b>Football Australia Questions</b>  |
| er Admin  | Have you or your child participated in a sporting schools (football program this year)? Selection (Yes/No) |
| Site Map  | 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             |
|   | <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   |



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  
Date of Birth and Gender  
Home address  
Nationality and Country of Birth  
Do you identify as being of Aboriginal or Torres Strait Islander origin?  
Is English your primary language spoken at home?  
Name the school you're registered at  
Previous Club History

ShortText  
Selections  
ShortText  
Selections  
Selection (Yes/No)  
Selection (Yes/No)  
ShortText  
ShortText

**Football Australia Questions**

Have you or your child participated in a sporting schools (football program this year)?  
How did you find out about registering to play football?  
Which Izzu UTE A League Men's and/or Liberty A League Women's Club do you support?

Selection (Yes/No)  
Selections  
Selections

**Member Federation Questions**

Would you like to referee this season?

Selection (Yes/No)

**Association Questions**

No question provided.

**Club Questions**

External Link

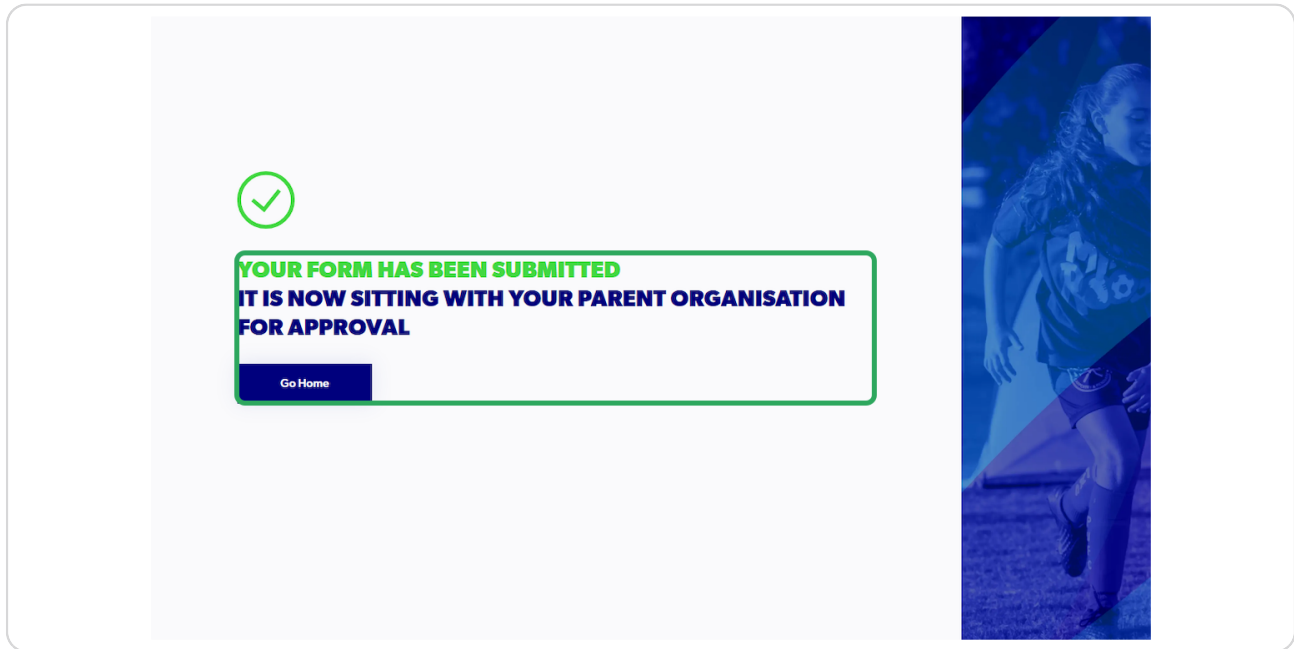
Provided

Back

Submit

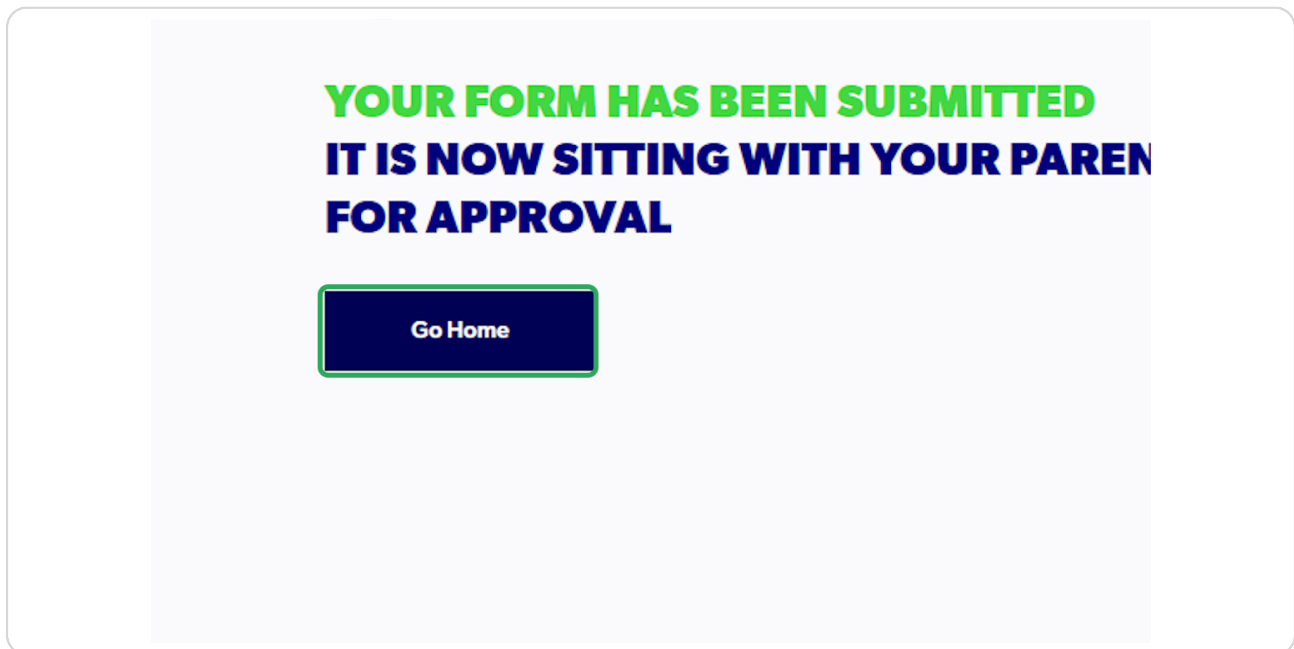
## STEP 28

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**