

# ONLINE PAYMENTS ONBOARDING GUIDE



## CLUB: HOW TO SETUP ONLINE PAYMENTS FOR REGISTRATION

### OVERVIEW

Clubs can receive online payments from participants as part of the registration. This guide will inform users on how to set up their club to enable online payments for their registrations.

Note, Online Payments is setup by PlayFootball Support once all the steps are completed.

1. Update Bank Account Details on PlayFootball
2. Complete [Request Form](#)
3. PlayFootball Support to confirm Online Payments Enabled

The screenshot shows the 'PLAY FOOTBALL ADMIN' interface. The top navigation bar includes 'FFA Test Club' and 'PLAY FOOTBALL ADMIN'. Below this is a menu with 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'COMPETITIONS', 'WEBSITE', and 'REPORTS'. The left sidebar contains a 'Search Menus' box and a list of menu items: 'Registration Dashboard', 'Registration Management', 'De-reg Request', 'Registration Accounts', 'Product Management', 'Signup Form Management', 'Discount Rules', 'Disclaimers', 'Invoices', 'Product Purchases', 'Payment Gateway Report', and 'Bank Account Details'. The main content area is titled 'Bank Account Details' and shows the status 'APPROVED'. It includes sections for 'Account Information' with fields for 'Account Name', 'Account BSB' (456845), and 'Account Number' (458695654). Below this is 'Contact Information Last Updated By' with fields for 'Name' (training\_video\_club), 'Email' (samantha.huyth@ffa.com), 'Contact Phone', and 'User Role' (SYS, SITE\_MANAGER, CO). A 'Principal User' section is also visible at the bottom.

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## HOW TO SETUP ONLINE PAYMENTS AS A CLUB ADMINISTRATOR

### STEPS

1. Log into PlayFootball admin account

<http://admin.playfootball.com.au>

A screenshot of the PlayFootball Admin login page. The page has a dark blue background. At the top, the text "PLAY FOOTBALL ADMIN" is displayed in large, bold, white letters. Below this, there are two input fields: "USER ID" with the placeholder text "Enter your Login ID" and "PASSWORD" with the placeholder text "Enter your password". Below the password field, there are two links: "Forgot password?" and "Need help?". At the bottom, there is a "Log In" button and a link for "Participant Login".

**PLAY FOOTBALL  
ADMIN**

USER ID  
Enter your Login ID

PASSWORD  
Enter your password

[Forgot password?](#) [Need help?](#)

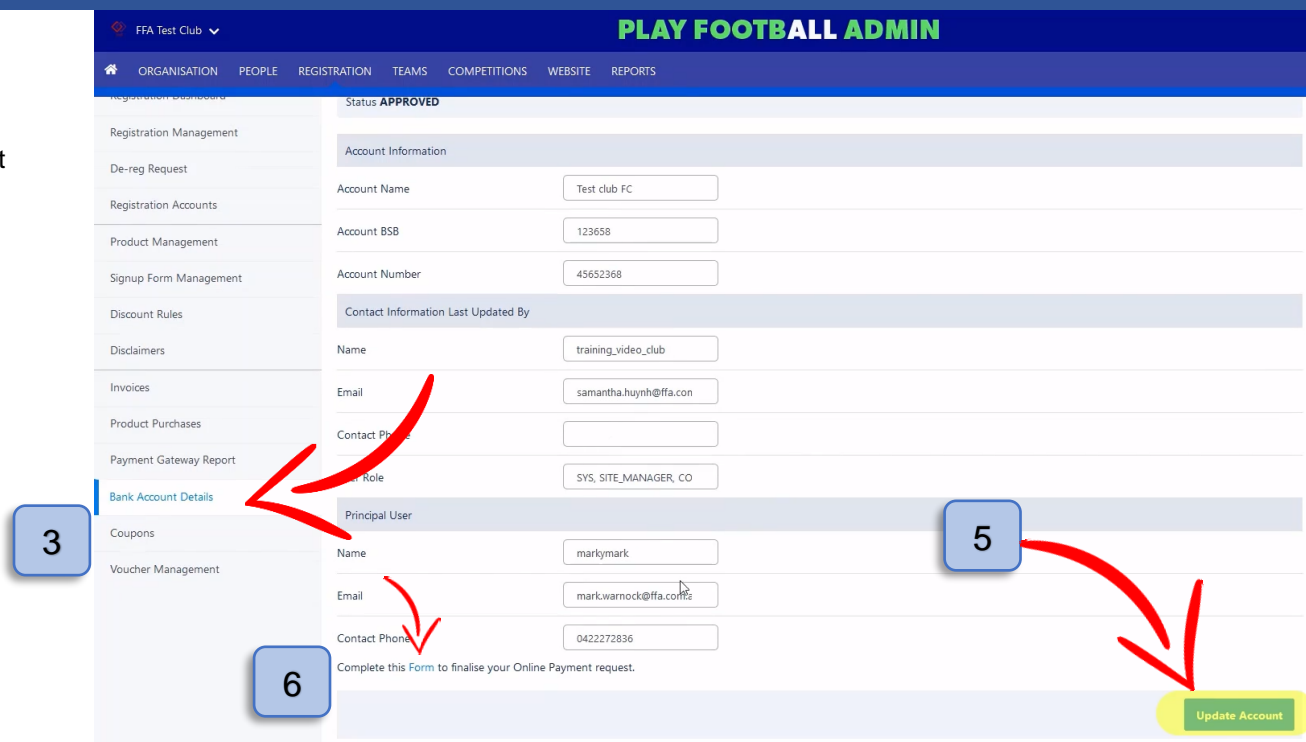
**Log In**

[Participant Login](#)

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## STEPS

2. Open the *Registration* tab
3. Select *Bank Account Details*
4. Complete the onscreen form
5. Click '*Update Account*' button to submit changes
6. Complete the [online form](#) to lodge your Online Payment Request



FFA Test Club ▾

**PLAY FOOTBALL ADMIN**

ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEBSITE REPORTS

Registration Dashboard

Status **APPROVED**

Registration Management

De-reg Request

Registration Accounts

Product Management

Signup Form Management

Discount Rules

Disclaimers

Invoices

Product Purchases

Payment Gateway Report

**Bank Account Details**

Coupons

Voucher Management

Account Information

Account Name

Account BSB

Account Number

Contact Information Last Updated By

Name

Email

Contact Phone

Principal User

Name

Name

Email

Contact Phone

Complete this [Form](#) to finalise your Online Payment request.

**Update Account**

7. Once the online form is completed PlayFootball Support will contact you via email verifying Online Payments are now setup.
8. This email will also provide instructions on how to log into the Online Payments Platform