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

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HOW TO SETUP ONLINE PAYMENTS AS A CLUB ADMINISTRATOR

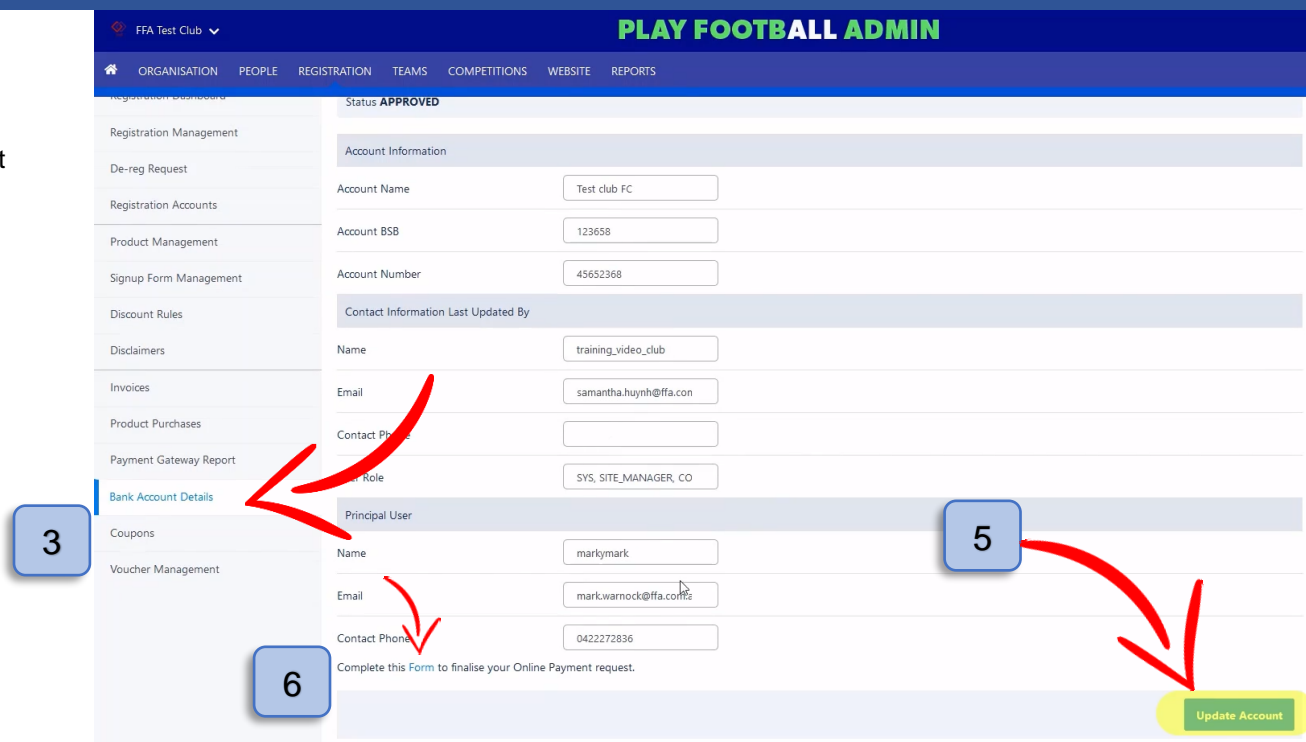| STEPS |
|---|
| 1. Log into PlayFootball admin account

http://admin.playfootball.com.au |

ONLINE PAYMENTS ONBOARDING GUIDE

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

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PLAY FOOTBALL ADMIN

FFA Test Club ⌄

🏠 ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEBSITE REPORTS

Registration Dashboard | Status **APPROVED**

Registration Management

De-reg Request | **Account Information**

Registration Accounts | Account Name | Test club FC

Product Management | Account BSB | 123658

Signup Form Management | Account Number | 45652368

Discount Rules | **Contact Information Last Updated By**

Disclaimers | Name | training_video_club

Invoices | Email | samantha.huynh@ffa.con

Product Purchases | Contact Ph_ |

Payment Gateway Report | Role | SYS, SITE_MANAGER, CO

Bank Account Details | **Principal User**

Coupons | Name | markymark

Voucher Management | Email | mark.warnock@ffa.com

3 | Contact Phone | 0422272836

6 | Complete this Form to finalise your Online Payment request.

5

Update Account

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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