

SEASON ROLLOVER/MIGRATION GUIDE



CLUB: HOW TO MIGRATE YOUR PRODUCTS AND TEAMS

OVERVIEW

Clubs can use the Season Migration feature to rollover products and teams from the previous season. This feature enables fast and easy setup of pre-season activities.

Importantly, this activity is carried out by all governing bodies before a club can begin their migration.

THIS GUIDE WILL COVER:

- How to migrate Products as a club
- How to migrate Teams as a club
- How to migrate Reg Types

Note: Reg Types will not be active until the Registration Period is made active by FFA. I.e. Once Registration Period 202x is made active, then all migrated reg types, products and teams will become available.

However, this does not stop you from starting the rollover but prevents registrations commencing before the open dates.

Migration ?

Reg. Type Migration

Product Migration

Teams Migration



When migrating reg types, custom reg dates types will not be migrated, all migrated reg types will point to the reg period dates, any customization of individual date types will need to be performed after the migration has been completed.

From Reg Period

To Reg Period

Reg Period: 2019

Available Reg Types:

- 2020 Doc
- 2020 Demo
- 2020
- Referee - 2019
- Junior Futsal
- Senior Futsal
- Junior NPL
- Senior NPL
- Volunteer
- Coach

Reg Period: 2020

Reg Types to Migrate

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CLUB: HOW TO MIGRATE PRODUCTS AND TEAMS

STEPS

1. Log into PlayFootball admin account

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

A screenshot of the PlayFootball Admin login interface. The background is dark blue. At the top, the text "PLAY FOOTBALL ADMIN" is displayed in large, bold, green and white letters. Below this, there are two input fields: "USER ID" with the placeholder "Enter your Login ID" and "PASSWORD" with the placeholder "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?](#)

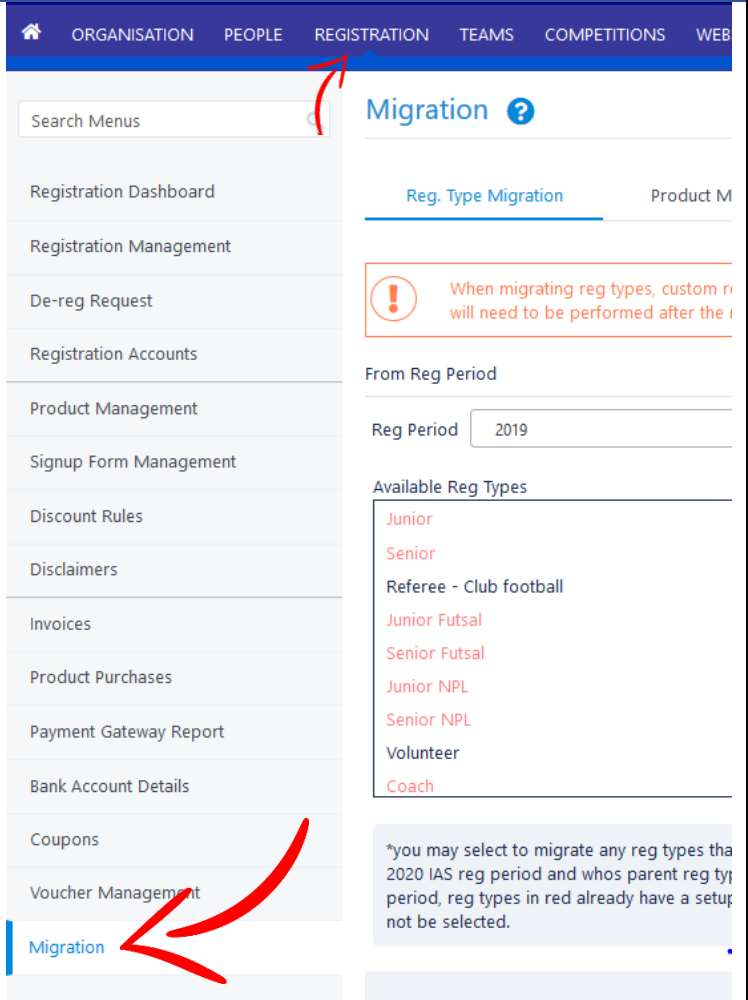
Log In

[Participant Login](#)

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STEPS

2. Open the *Registration* tab
3. Select *Migration* from the side menu



ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEB

Search Menus

Registration Dashboard

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

Migration

Migration ?

Reg. Type Migration Product M

When migrating reg types, custom r will need to be performed after the i

From Reg Period

Reg Period 2019

Available Reg Types

- Junior
- Senior
- Referee - Club football
- Junior Futsal
- Senior Futsal
- Junior NPL
- Senior NPL
- Volunteer
- Coach

*you may select to migrate any reg types tha 2020 IAS reg period and whos parent reg tyj period, reg types in red already have a setup not be selected.

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STEPS

4. Select Product Migration

5. Select the previous Reg Period you want to **migrate from (left side)** and then select the Reg Period you want to **migrate to (right side)**

? **NOTE:** the products that are available for migration will appear in black and the products that are not available for migration will appear in red. This could be because the governing body has not completed their migration, or the product has already been migrated

6. Select the products you wish to migrate from the Available Products list by clicking them

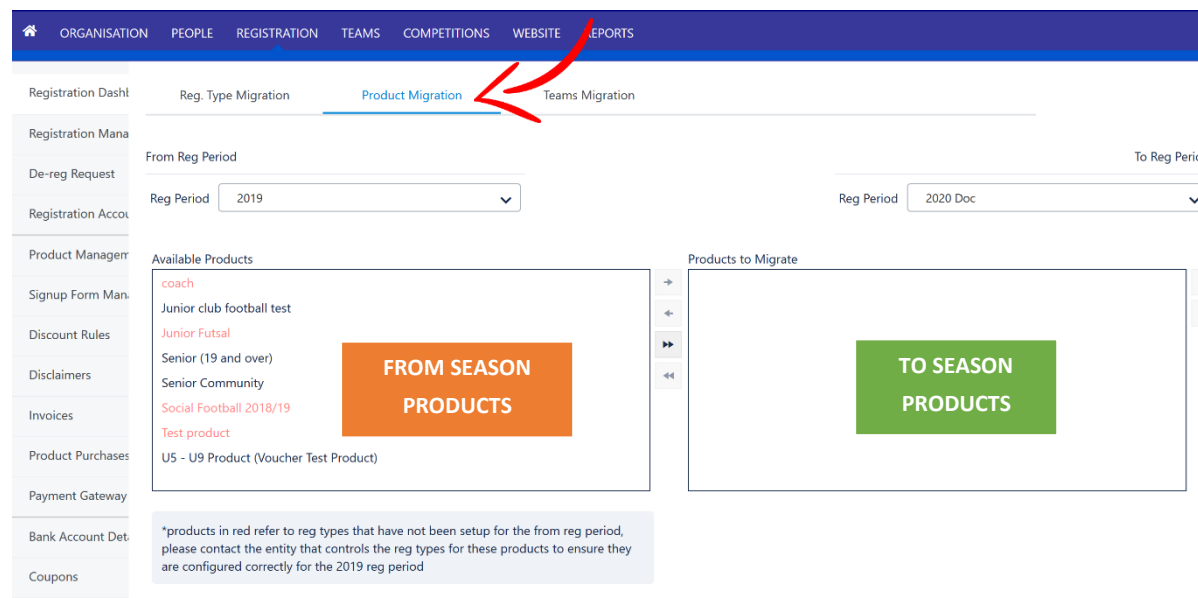
7. Move them to the Products to Migrate list by clicking on the right arrow

8. Press the *migrate* button to complete the migration

This will migrate all products to the new season.

? **NOTE:** Products will not appear in the Migration screen unless they are made Active. If you want to migrate a Product to the new Reg Period you'll need to make the Product active in the current Reg Period, then perform the migration.

If you want to prevent registrants from registering to a Product in the current Reg Period, you can do so by adjusting the Product dates (as opposed to making the Product inactive)



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STEPS

TO MIGRATE TEAMS

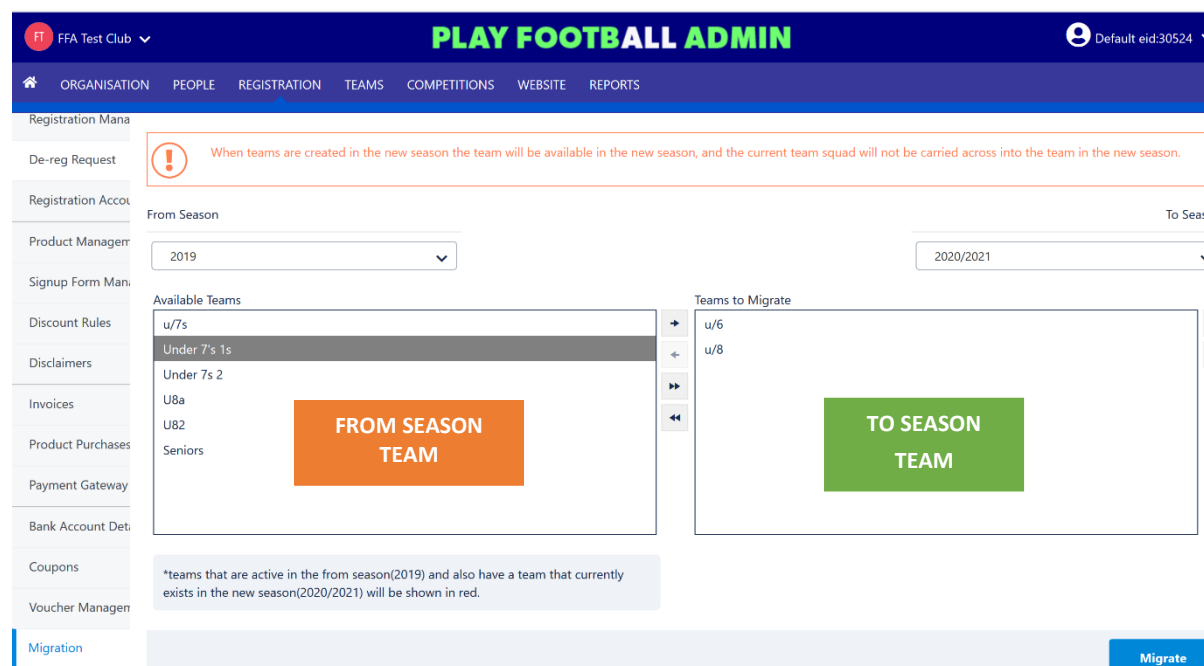
1. Select *Teams Migration* from the tab (next to product migration)
2. Select the previous Reg Period you want to **migrate from (left side)** and then select the Reg Period you want to **migrate to (right side)**



NOTE: the teams that are available for migration will appear in black and the teams that are not available for migration will appear in red. A team will be unavailable for migration if they have already been migrated.

3. Select the teams you wish to migrate from the Available teams list by clicking them
4. Move them to the Teams to Migrate list by clicking on the right arrow
5. Press the *migrate* button to complete the migration

NOTE: the teams will be created in the TO season – they will not have any participants in the squads and need to be populated through the Team Management Module



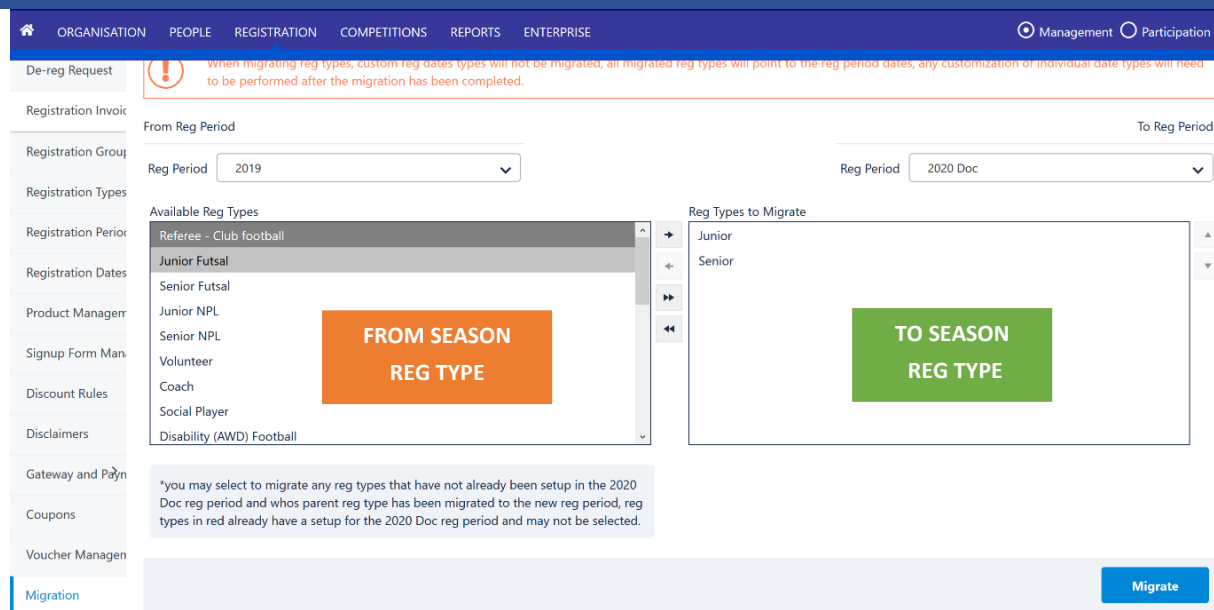
The screenshot displays the 'PLAY FOOTBALL ADMIN' interface. At the top, there's a navigation bar with 'FFA Test Club' and 'PLAY FOOTBALL ADMIN' in green. Below this is a menu with 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'COMPETITIONS', 'WEBSITE', and 'REPORTS'. The 'REGISTRATION' tab is active. On the left, a sidebar lists various management options, with 'Migration' highlighted at the bottom. The main content area shows a warning message: 'When teams are created in the new season the team will be available in the new season, and the current team squad will not be carried across into the team in the new season.' Below this, there are two dropdown menus for 'From Season' (set to 2019) and 'To Season' (set to 2020/2021). The 'Available Teams' list on the left includes 'u/7s', 'Under 7's 1s' (highlighted in red), 'Under 7s 2', 'U8a', 'U82', and 'Seniors'. An orange box labeled 'FROM SEASON TEAM' is positioned over this list. The 'Teams to Migrate' list on the right shows 'u/6' and 'u/8'. A green box labeled 'TO SEASON TEAM' is positioned over this list. At the bottom right, there is a blue 'Migrate' button. A footer note states: '*teams that are active in the from season(2019) and also have a team that currently exists in the new season(2020/2021) will be shown in red.'

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STEPS

TO MIGRATE REG TYPES (GOVERNING BODIES ONLY)

1. Select *Reg Type Migration* from the Migration Menu
2. Select the previous Reg Period you want to **migrate from (left side)** and then select the Reg Period you want to **migrate to (right side)**
3. Move the reg periods you wish to migrate into the left hand panel by clicking the arrow buttons.
4. After all the reg periods that will be migrated are selected action the migration by selecting the "Migrate" button.



The screenshot shows the 'Reg Type Migration' interface. At the top, there's a navigation bar with 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', 'REPORTS', and 'ENTERPRISE'. Below this, a sidebar lists various management options, with 'Migration' highlighted. The main area is titled 'Reg Type Migration' and contains a warning message: 'When migrating reg types, custom reg dates types will not be migrated, all migrated reg types will point to the reg period dates, any customization of individual date types will need to be performed after the migration has been completed.' The interface is divided into two main panels: 'From Reg Period' (left) and 'To Reg Period' (right). The 'From Reg Period' panel shows a dropdown for 'Reg Period' set to '2019' and a list of 'Available Reg Types' including 'Referee - Club football', 'Junior Futsal', 'Senior Futsal', 'Junior NPL', 'Senior NPL', 'Volunteer', 'Coach', 'Social Player', and 'Disability (AWD) Football'. The 'To Reg Period' panel shows a dropdown for 'Reg Period' set to '2020 Doc' and a list of 'Reg Types to Migrate' including 'Junior' and 'Senior'. Arrows between the panels allow moving reg types from the 'From' side to the 'To' side. A 'Migrate' button is located at the bottom right. A note at the bottom states: '*you may select to migrate any reg types that have not already been setup in the 2020 Doc reg period and whos parent reg type has been migrated to the new reg period, reg types in red already have a setup for the 2020 Doc reg period and may not be selected.'



IMPORTANT:

- All reg types that exist in the From reg period will be shown in the Left Hand Panel
- Reg types that are available for migration will be shown in black
- Reg types that are NOT available for migration will be shown in red
 - A reg type will be unavailable for migration if it already has a price row for the To Reg type.
 - A reg type will be unavailable for migration if the reg types it inherits from have not previously been migrated into the To Reg Period.

Reg Types will not be active until the Registration Period is made active by FFA. I.e. Once Registration Period 202x is made active, then all migrated reg types, products and teams will become available. However, this does not stop you from starting the rollover but prevents registrations commencing before the open dates.