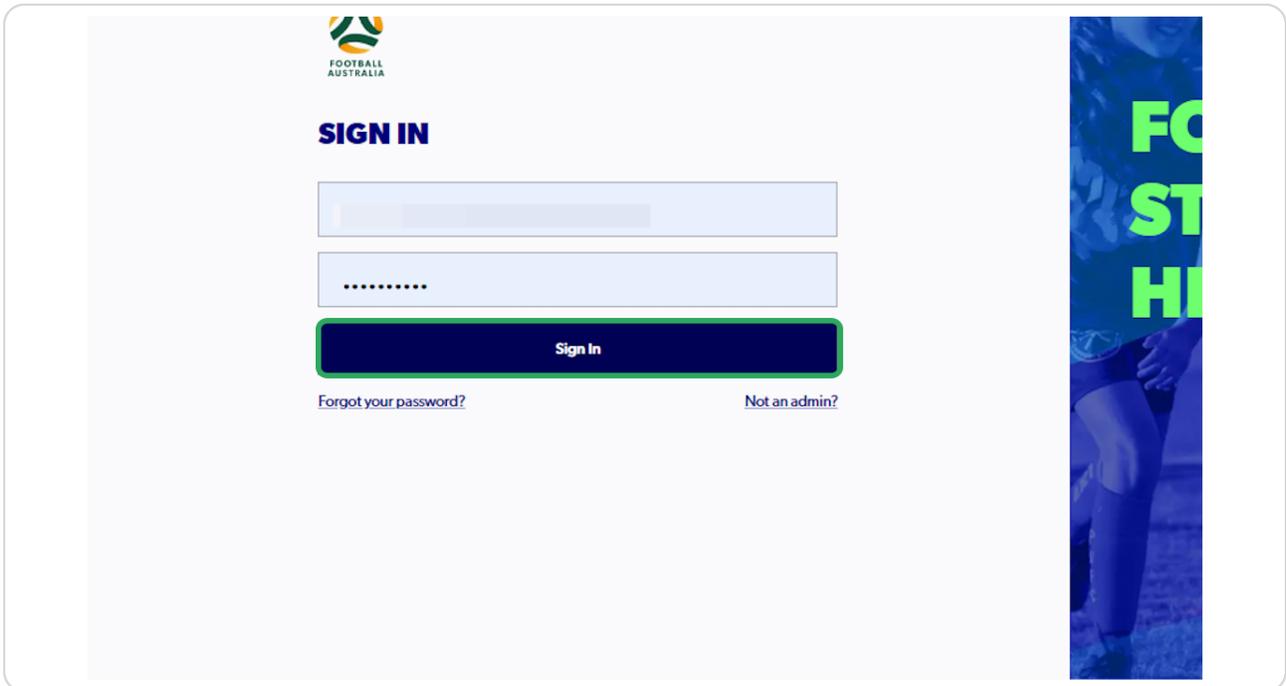


STEP 1

Sign in to your PlayFootball Admin Account - Click on Sign In



The screenshot shows the 'SIGN IN' page for the PlayFootball Admin Account. At the top left is the Football Australia logo. Below it, the text 'SIGN IN' is displayed in bold. There are two input fields: the first is for the username, and the second is for the password, indicated by a series of dots. A dark blue 'Sign In' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' on the left and 'Not an admin?' on the right. On the right side of the page, there is a vertical banner image of a soccer player with the text 'FOOTBALL AUSTRALIA' partially visible.



Trouble logging in? Check you're on the admin login page and look for 'not an admin?'

STEP 2

Select "Organisations"

The screenshot shows a dark blue sidebar menu on the left with the following items: Registrations, People, Approvals (with a red notification badge '44'), Reports, Organisations (highlighted with a green box), and Settings. The main content area on the right displays a table with the following data:

Playing Level	Registration type name	Status
ALL	Senior	APPRO
NPL	Supplementary NPL	APPRO
NPL	Senior NPL Male (Pro Comp)	APPRO
NPL	Senior NPL Female (Pro Comp)	APPRO
NPL	Senior NPL	APPRO
NPL	Junior NPL	APPRO
Community	Junior	APPRO

STEP 3

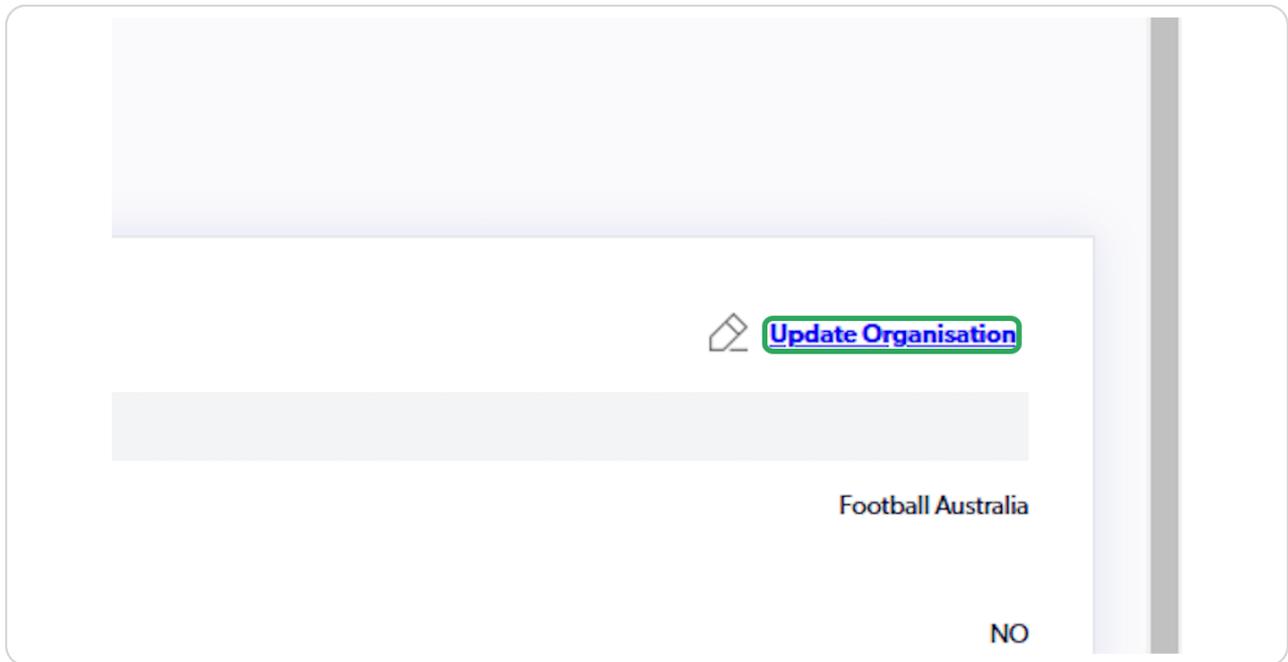
Click on "Manage My Organisation"

The screenshot shows the same dark blue sidebar menu, but now 'Organisations' is expanded to show 'Manage Organisations' and 'Manage My Organisation' (highlighted with a green box). The main content area on the right displays a table with the following data:

NPL	Senior NPL Male (Pro Comp)
NPL	Senior NPL Female (Pro Comp)
NPL	Senior NPL
NPL	Junior NPL
Community	Junior
Community	Junior Community - User Testing
Community	Senior Community - User Testing

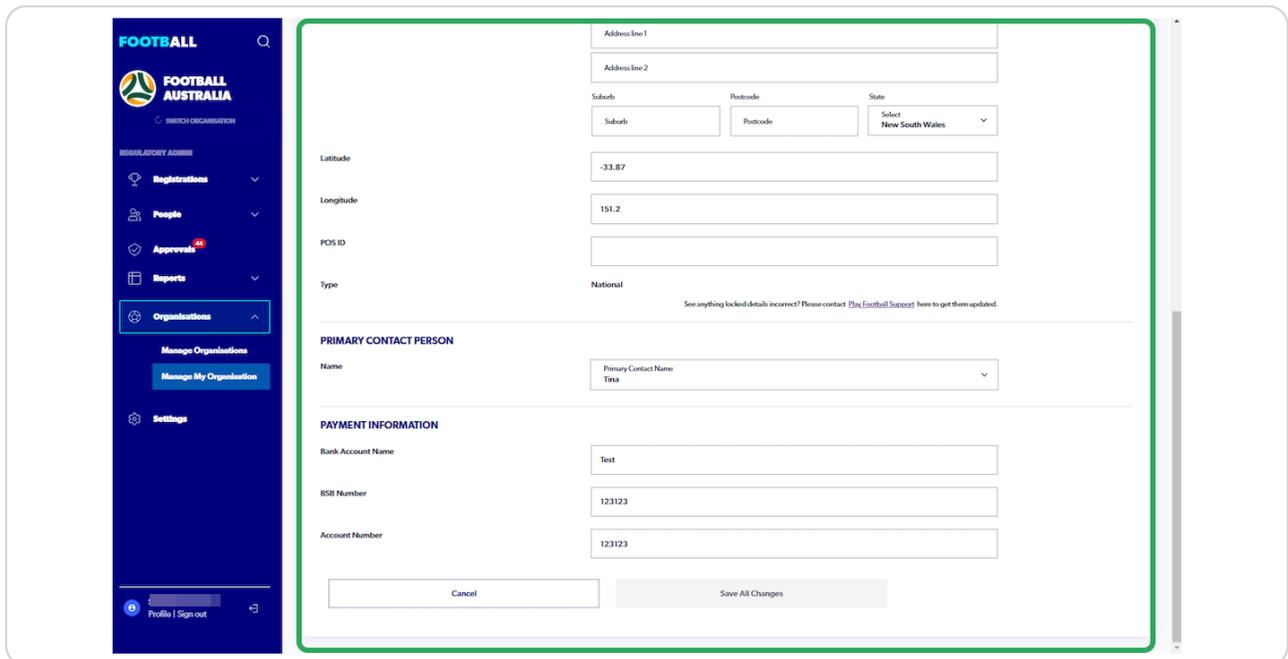
STEP 4

Click on "Update Organisation"



STEP 5

Update the appropriate fields



STEP 6

Click on Save All Changes

PAYMENT INFORMATION

Bank Account Name

BSB Number

Account Number

Change organisation payment method? Please complete this [form](#)

PLAY FOOTBALL