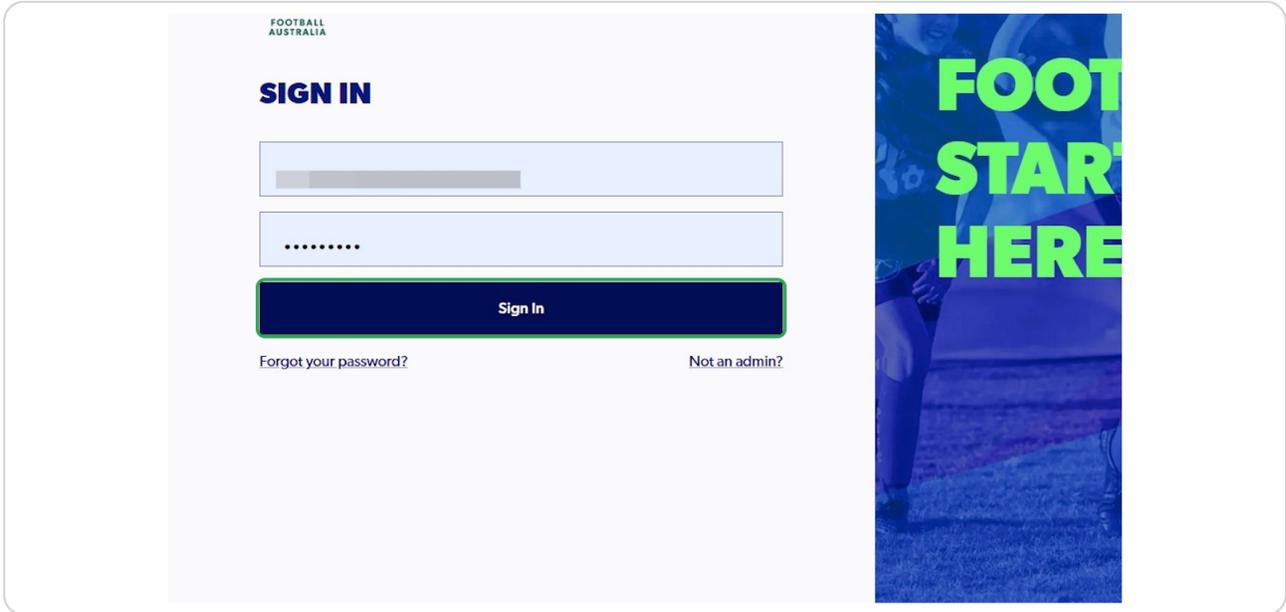


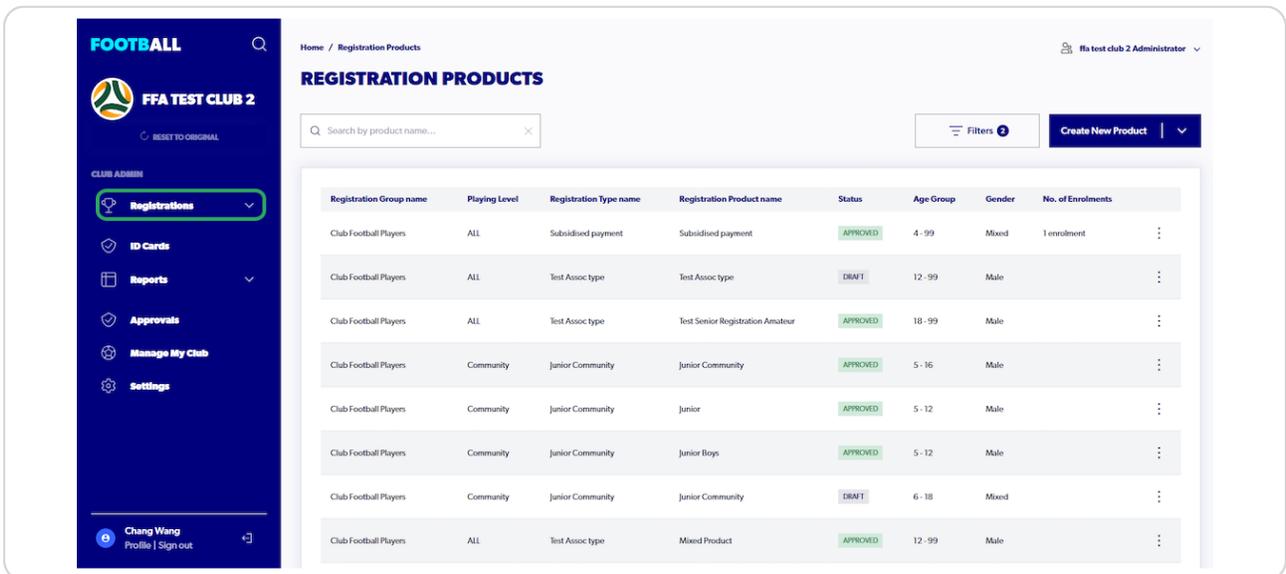
## STEP 1

### Sign in to your PlayFootball Admin



## STEP 2

### Click on "Registration"



### STEP 3

## Select "Registration Products"

The screenshot shows the 'REGISTRATION PRODUCTS' page. The sidebar on the left has 'Registration Products' highlighted. The main content area displays a table with the following data:

Registration Group name	Playing Level	Registration Type name	Registration Product name	Status	Age Group	Gender	No. of Enrolments
Club Football Players	ALL	Subsidised payment	Subsidised payment	APPROVED	4 - 99	Mixed	1 enrolment
Club Football Players	ALL	Test Assoc type	Test Assoc type	DRAFT	12 - 99	Male	
Club Football Players	ALL	Test Assoc type	Test Senior Registration Amateur	APPROVED	18 - 99	Male	
Club Football Players	Community	Junior Community	Junior Community	APPROVED	5 - 16	Male	
Club Football Players	Community	Junior Community	Junior	APPROVED	5 - 12	Male	
Club Football Players	Community	Junior Community	Junior Boys	APPROVED	5 - 12	Male	
Club Football Players	Community	Junior Community	Junior Community	DRAFT	6 - 18	Mixed	
Club Football Players	ALL	Test Assoc type	Mixed Product	APPROVED	12 - 99	Male	

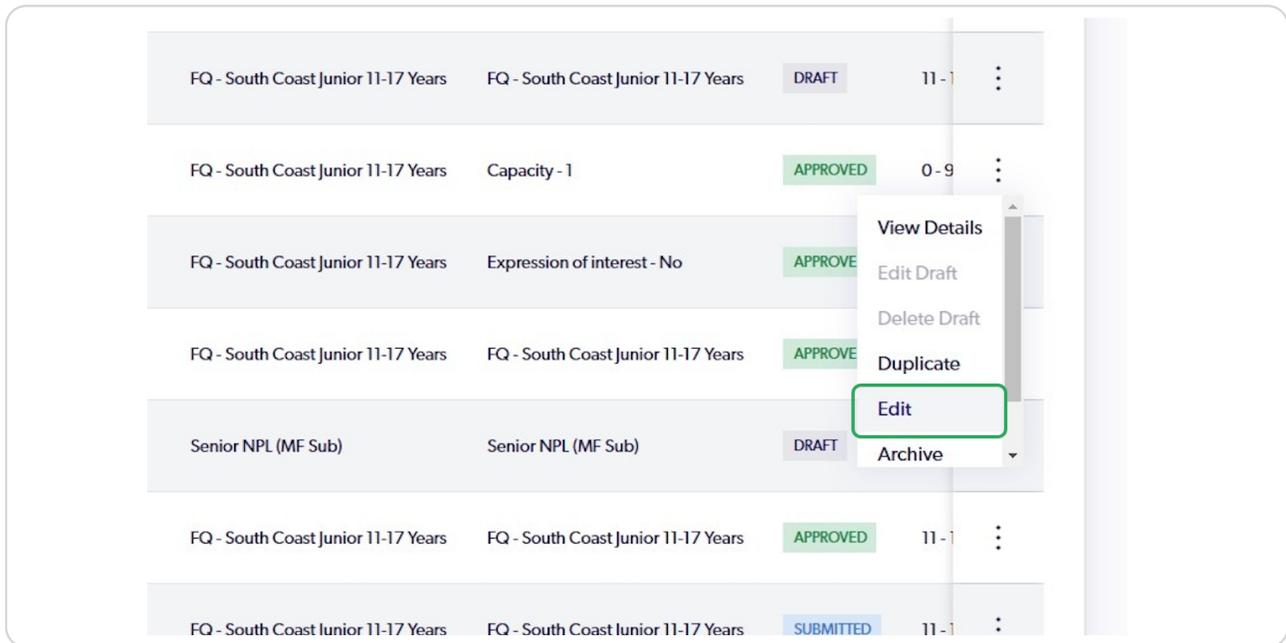
### STEP 4

## Click on the 3 dots next to the appropriate product

The screenshot is identical to the previous one, but a red circle highlights the three vertical dots (more options menu) next to the first row of the table, which corresponds to the 'Subsidised payment' product.

## STEP 5

### Select "Edit"

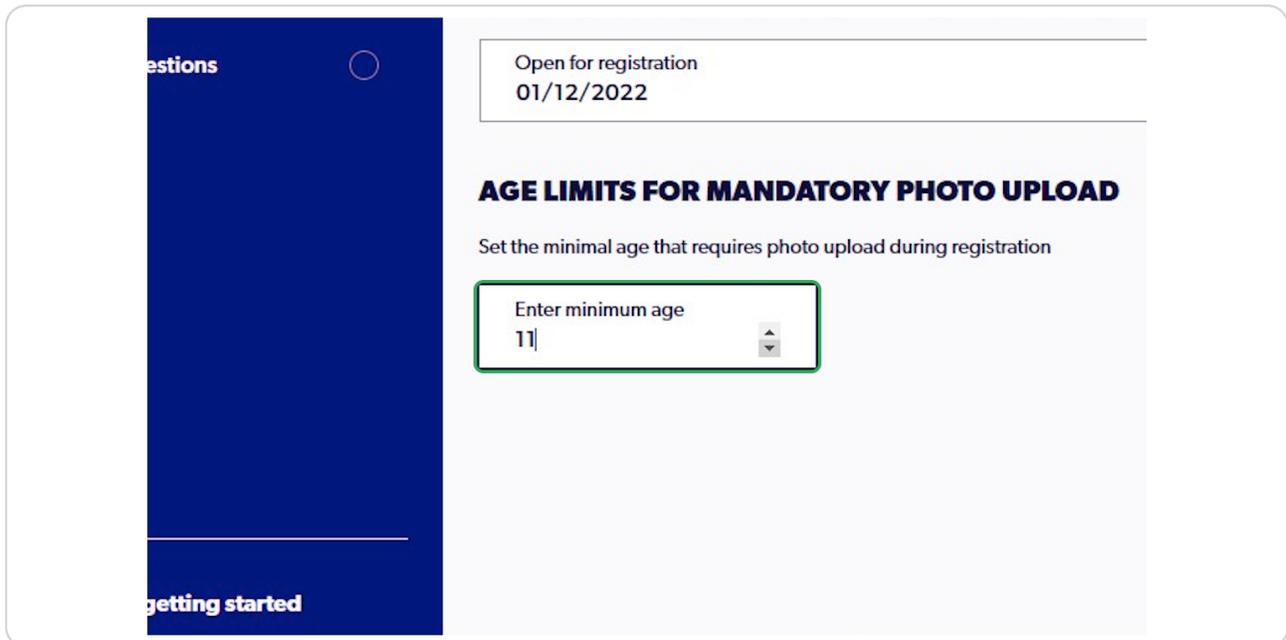


FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	DRAFT	11-17	⋮
FQ - South Coast Junior 11-17 Years	Capacity - 1	APPROVED	0-9	⋮
FQ - South Coast Junior 11-17 Years	Expression of interest - No	APPROVED		⋮
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED		⋮
Senior NPL (MF Sub)	Senior NPL (MF Sub)	DRAFT		⋮
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED	11-17	⋮
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	SUBMITTED	11-17	⋮

Dropdown menu options: View Details, Edit Draft, Delete Draft, Duplicate, Edit (highlighted), Archive

## STEP 6

### Make the appropriate changes (For this example we are changing the Age Limit for Photo Upload)



Open for registration  
01/12/2022

### AGE LIMITS FOR MANDATORY PHOTO UPLOAD

Set the minimal age that requires photo upload during registration

Enter minimum age  
11

## STEP 7

Click on "Next" (make any relevant changes)

The screenshot shows the 'DETAILS' step of a product editing process. On the left is a dark blue sidebar with the 'FOOTBALL' logo and 'EDIT PRODUCT' header. A vertical list of steps is shown: 'Step 1 Details' (checked with a green circle), 'Step 2 Payment Options', 'Step 3 Terms & Conditions', and 'Step 4 Additional Questions'. At the bottom of the sidebar are links for 'Help & getting started', a user profile '12 Profile | Sign out', and a home icon. The main content area is titled 'DETAILS' and includes an 'Open Form Preview' button. It contains a 'PRODUCT NAME' field with the value 'Capacity - 1'. Below that is a 'DATES' section with the question 'When do registrations open and how long will the registration be available for?'. It has two date pickers: 'Open for registration' set to '01/12/2022' and 'Registration closing' set to '31/12/2023'. A section titled 'AGE LIMITS FOR MANDATORY PHOTO UPLOAD' asks to 'Set the minimal age that requires photo upload during registration' and has a dropdown menu set to '10'. At the bottom are 'Cancel' and 'Next' buttons.

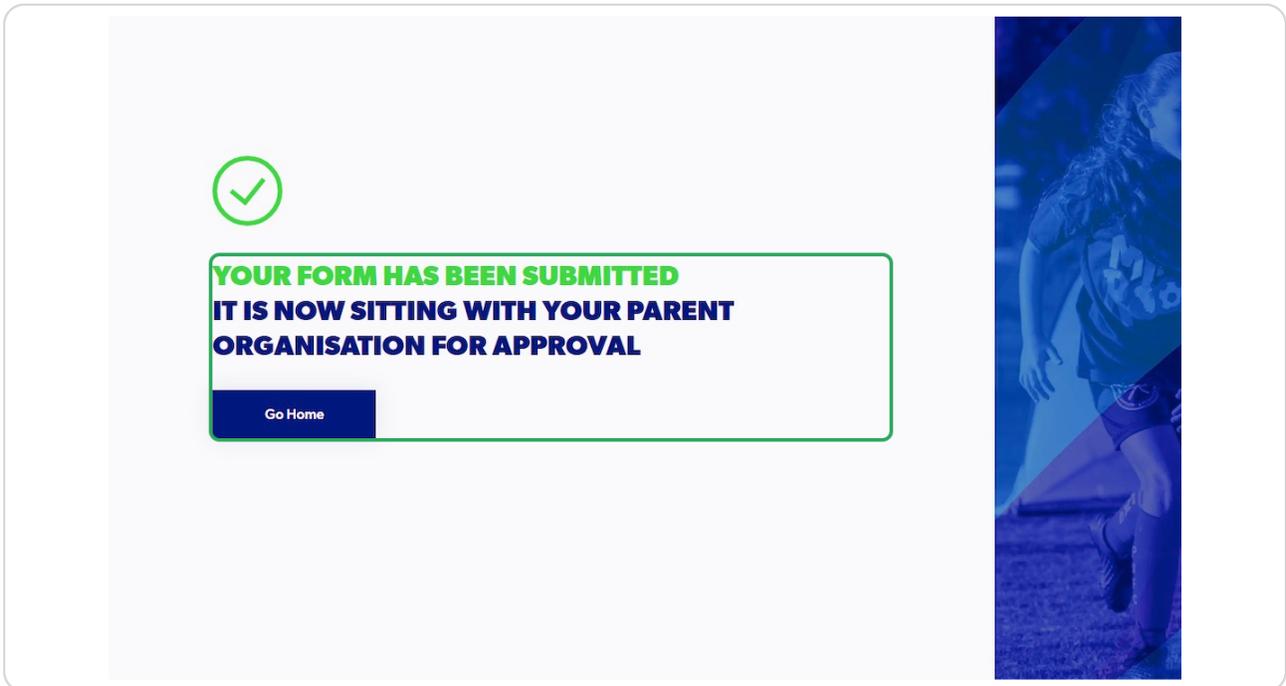
## STEP 8

Click on "Submit" (After you have made the relevant changes)

The screenshot shows the 'ADDITIONAL QUESTIONS' step of the product editing process. The sidebar is identical to the previous step, but 'Step 4 Additional Questions' is now checked with a green circle. The main content area is titled 'ADDITIONAL QUESTIONS' and features a question: 'WOULD YOU LIKE TO ADD YOUR CLUB'S OWN ADDITIONAL QUESTIONS FOR YOUR PARTICIPANTS?'. Below the question is a note: 'You can select 'No' if the above questions cover what you need to know from your participants.' There are two radio buttons, 'Yes' (selected) and 'No'. Below this is a text input field with the placeholder 'Add the link to your additional questions document.' and a 'Link URL' field. At the bottom are 'Back' and 'Submit' buttons.

## STEP 9

After a Successful Update, you will see this message



**PLAY FOOTBALL**