

DE-REGISTRATION USER GUIDE



ADMINISTRATOR DE-REGISTRATION PROCESS

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OVERVIEW

The De-Registration process allows Clubs, Associations and Member Federations to de-register a participant.

Clubs or Participants can request a de-registration and will only be completed once approved.

The screenshot shows the 'PLAY FOOTBALL ADMIN' interface for 'Football NSW'. The left sidebar contains a 'Search Menus' box and a list of navigation items: 'Registration Dashboard', 'Registration Management', 'De-reg Request' (highlighted), 'Registration Accounts', 'Product Management', 'Signup Form Management', 'Discount Rules', 'Disclaimers', and 'Invoices'. The main content area is titled 'De-reg Requests Management' and includes a search bar and a table of requests. The search filters are: State(s): 'Football NSW', Association(s): 'FNSW - Albury Wodonga Football Association, FNSW - Association, FNS...', Club(s): '365 Soccer Sixes, Abbotsford Junior Football Club, Abercrombie FC, AC U...', Status: 'None, Approved, Declined, Second Level Approval Required, Participant ...', and Date requested: 'From 09/07/2019 To 09/08/2019'. The FFA number field is empty. A 'Search' button is located below the filters. The table below has columns: FFA NO, REQUEST MADE, PARTICIPANT, ELAPSE DATE, REQUEST STATUS, FROM ENTITY, REG TYPE, REQUEST TYPE, NEXT ACTION, REASON, REQUESTED BY, and REQUEST COMMENT. One request is listed: FFA NO '07-Aug-2019', REQUEST MADE 'Mark Warnock', ELAPSE DATE 'DECLINED', FROM ENTITY 'Georges River Football Club', REG TYPE 'SSFA Coach', REQUEST TYPE 'De-reg', NEXT ACTION 'Changing Clubs', REASON 'ADMIN', REQUESTED BY 'testing MW', and REQUEST COMMENT 'testing MW'.

FFA NO	REQUEST MADE	PARTICIPANT	ELAPSE DATE	REQUEST STATUS	FROM ENTITY	REG TYPE	REQUEST TYPE	NEXT ACTION	REASON	REQUESTED BY	REQUEST COMMENT
07-Aug-2019	Mark Warnock			DECLINED	Georges River Football Club	SSFA Coach	De-reg		Changing Clubs	ADMIN	testing MW

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HOW TO START A DE-REG FOR A PARTICIPANT (CLUB ADMINS)

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 Registration Management
 4. Click '*Display Registrations*'
 5. Tick the Active individual
 6. Select De-register
 7. Select 'Go'
-
8. Submit the reason for the De-registration and add any additional comments (optional)
 9. Submit

PLAY FOOTBALL ADMIN

FFA Test Club

ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEBSITE REPORTS

Bank Account Details

Coupons

Voucher Management

Display Registrations

De-Register Go

	REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS
<input checked="" type="checkbox"/>	22/08/2019	●	FFA Test Club	6689964	10718625	One, Number	03/04/1982	M	Player	Club Football	Community	Active
<input type="checkbox"/>	26/07/2019	●	FFA Test Club	6688588	10717955	Player, Tony	01/01/2001	M	Player	Club Football		ITC
<input type="checkbox"/>	24/07/2019	●	FFA Test Club	6684279	10716361	B, L	10/01/2010	F	Player	Club Football		Awaiting Payment
<input type="checkbox"/>	19/07/2019	●	FFA Test Club	6680523	10715247	Stanis, Agnes	17/01/1987	F	Coach			Active
<input type="checkbox"/>	19/07/2019	●	FFA Test Club	6680523	10715247	Stanis, Agnes	17/01/1987	F	Player	Social	Social	Active

ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEBSITE REPORTS

Search Menus

Registration Dashboard

Registration Management

De-reg Request

Registration Accounts

Product Management

Signup Form Management

Discount Rules

Disclaimers

Invoices

Product Purchases

Registration Management

Parent Organisation

Registration Period

Player Name / ID

FFA Number

Registration Group

Affiliates

Include registrations for affiliated orgs

Registration Change Request

Request Type

De-Registration

Request Reason

Changing Clubs

Comment

Moving to another state

Cancel Submit

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STEPS

10. The individual will now appear with a *De-reg Requested* sub-status.

It will now require the participant's and association's approval.

REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS
13/09/2019		FFA Test Club	6689967	10718628	Test, FootballNSW	21/02/1989	M	Player	Club Football	Community	Awaiting Payment
22/08/2019		FFA Test Club	6689964	10718625	One, Number	03/04/1982	M	Player	Club Football	Community	De-reg Requested

11. Member Federations and associations now have the opportunity to decline requests if the de-registration is no longer required from their de-reg list

Clubs must contact their association directly to have this request declined

This will revert the registration back to active.

FFA NO	REQUEST MADE	PARTIC
13-Sep-2019		Number
13-Sep-2019		Number

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STEPS

12. Participants are now required to log into their portal and accept the de-registration.

PLAY FOOTBALL

Proudly partnered with **rebel**

Adult Player, Club

FFA Test Club

Initiated

My Details

Affiliations

Activity

Log out

My Registrations

Current Registration(s)

ORG	PERIOD	TYPE	CREATED	T&CS	DETAIL	ACTIONS
FFA Test Club	2019	Senior	20-Aug-2019	View Download	Detail	

Pending/ITC Registrations

ORG	PERIOD	TYPE	SUB STATUS	CREATED	T&CS	DETAIL	ACTIONS
No records found							

Registration Requests

REQUEST DATE	ORG	REQUEST TYPE	REQUEST REASON	REQUEST STATUS	ORIGIN	ACTIONS
20-Aug-2019	74017	DE_REGISTRATION	Changing Clubs	NONE	ADMIN	Approve

Registration History

ORG	PERIOD	TYPE	DE-REG/DECLINED DATE	USER NAME	STATUS
No records found					

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HOW TO FIND DE-REGISTRATION REQUESTS

STEPS

1. Select the Registration tab
2. Select *De-reg request* from the side menu to view the status of all de-registration requests within your organization.

This screen will allow you to filter by date, status or search the request by FFA Number

FFA Test Club

PLAY FOOTBALL ADMIN

eashton

ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEBSITE REPORTS

Search Menus

Registration Dashboard

Registration Management

De-reg Request

Registration Accounts

Product Management

Signup Form Management

Discount Rules

Disclaimers

De-reg Requests Management ?

State(s): FFA Test State 1

Association(s): FFA Test Assoc 1

Club(s): FFA Test Club

Status: Approval Required, Approved, Declined, Second Level Approval Required

Date requested: From 30/07/2019 To 30/08/2019

FFA number:

Search


FFA NO	REQUEST MADE	PARTICIPANT	LAPSE DATE	REQUEST STATUS	FROM ENTITY	REG TYPE	REQUEST TYPE	NEXT ACTION	REASON	REQUESTED BY	REQUEST COMMENT
10682444	29-Aug-2019	Lava Child	05-Sep-2019	Approval Required	FFA Test Club	Junior NPL	De-reg	Participant	Changing Clubs	Admin	End to End Testcase.

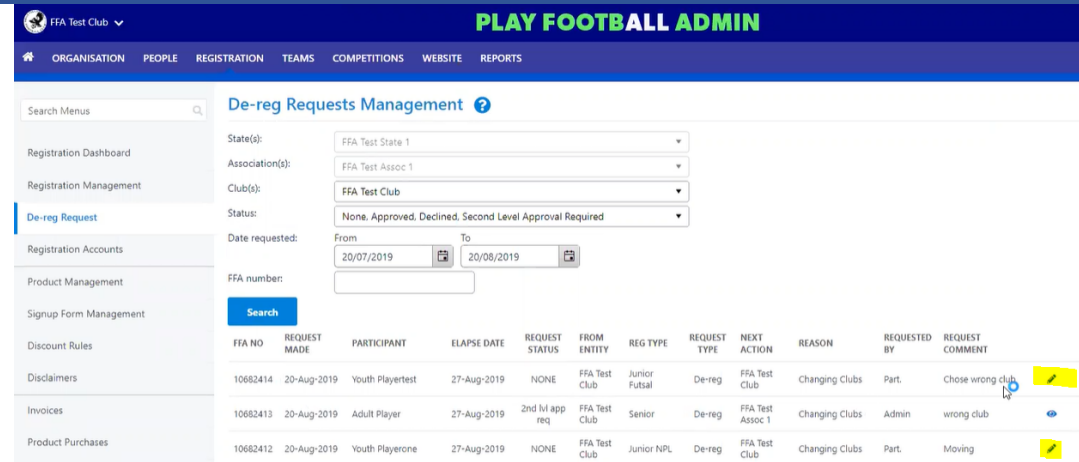
Status Descriptions:

- Approval Required - De-registration commenced by either Club or Participant AND it's awaiting Participant or Club acceptance (e.g. if a Club actions the De-reg it will be in the Approval Required status until the Participant accepts it)
- Approved - De-Registration fully approved
- Declined - De-Registration declined by Second Level (Association or Federation)
- Second Level Approval Required - Awaiting Second Level approval by (Association or Federation)

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STEPS

3. Anything with an edit icon  requires your approval.



PLAY FOOTBALL ADMIN

ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEBSITE REPORTS

Search Menus




De-reg Request


Registration Dashboard
Registration Management
De-reg Request
Registration Accounts
Product Management
Signup Form Management
Discount Rules
Disclaimers
Invoices
Product Purchases

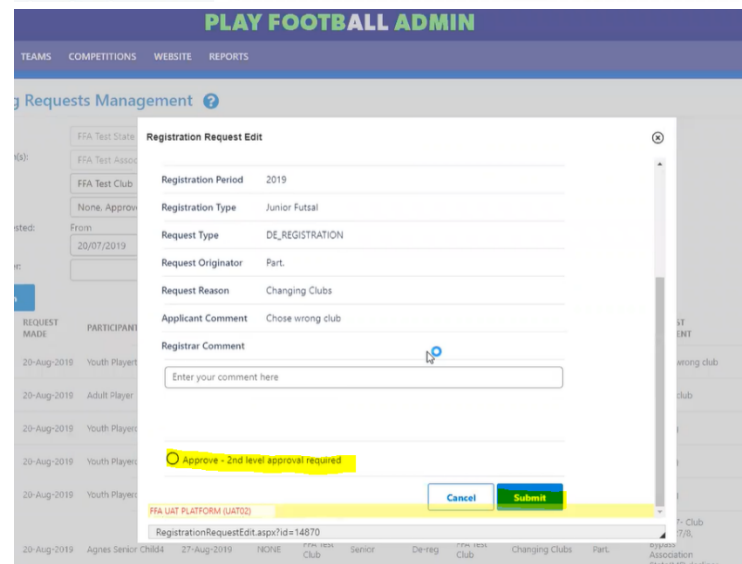
De-reg Requests Management

State(s): FFA Test State 1
Association(s): FFA Test Assoc 1
Club(s): FFA Test Club
Status: None, Approved, Declined, Second Level Approval Required
Date requested: From 20/07/2019 To 20/08/2019
FFA number:

Search

FFA NO	REQUEST MADE	PARTICIPANT	ELAPSE DATE	REQUEST STATUS	FROM ENTITY	REG TYPE	REQUEST TYPE	NEXT ACTION	REASON	REQUESTED BY	REQUEST COMMENT
10682414	20-Aug-2019	Youth Playertest	27-Aug-2019	NONE	FFA Test Club	Junior Futsal	De-reg	FFA Test Club	Changing Clubs	Part.	Chose wrong club 
10682413	20-Aug-2019	Adult Player	27-Aug-2019	2nd lvl app req	FFA Test Club	Senior	De-reg	FFA Test Assoc 1	Changing Clubs	Admin	wrong club 
10682412	20-Aug-2019	Youth Playerone	27-Aug-2019	NONE	FFA Test Club	Junior NPL	De-reg	FFA Test Club	Changing Clubs	Part.	Moving 

4. Select the edit icon  and click Approve and Submit to approve the request



PLAY FOOTBALL ADMIN

TEAMS COMPETITIONS WEBSITE REPORTS

De-reg Requests Management

Registration Request Edit








Registration Period: 2019
Registration Type: Junior Futsal
Request Type: DE_REGISTRATION
Request Originator: Part.
Request Reason: Changing Clubs
Applicant Comment: Chose wrong club
Registrar Comment:

Enter your comment here

☐ Approve - 2nd level approval required

Cancel Submit

FFA UAT PLATFORM (UAT02)
RegistrationRequestEdit.aspx?id=14870

REQUEST MADE	PARTICIPANT	ELAPSE DATE	REQUEST STATUS	FROM ENTITY	REG TYPE	REQUEST TYPE	NEXT ACTION	REASON	REQUESTED BY	REQUEST COMMENT
20-Aug-2019	Youth Playertest	27-Aug-2019	NONE	FFA Test Club	Junior Futsal	De-reg	FFA Test Club	Changing Clubs	Part.	Chose wrong club 
20-Aug-2019	Adult Player	27-Aug-2019	2nd lvl app req	FFA Test Club	Senior	De-reg	FFA Test Assoc 1	Changing Clubs	Admin	wrong club 
20-Aug-2019	Youth Playertwo	27-Aug-2019	NONE	FFA Test Club	Junior NPL	De-reg	FFA Test Club	Changing Clubs	Part.	Moving 
20-Aug-2019	Youth Playerone	27-Aug-2019	NONE	FFA Test Club	Junior NPL	De-reg	FFA Test Club	Changing Clubs	Part.	Moving 
20-Aug-2019	Youth Playertwo	27-Aug-2019	NONE	FFA Test Club	Junior NPL	De-reg	FFA Test Club	Changing Clubs	Part.	Moving 
20-Aug-2019	Youth Playerone	27-Aug-2019	NONE	FFA Test Club	Junior NPL	De-reg	FFA Test Club	Changing Clubs	Part.	Moving 
20-Aug-2019	Agnes Senior Child4	27-Aug-2019	NONE	FFA Test Club	Senior	De-reg	FFA Test Assoc 1	Changing Clubs	Part.	wrong club 

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STEPS

5. The request will now update with a new status “2nd lvl approval required”

It is now up to your association or member federation to finalise the request.

FFA Test Club

PLAY FOOTBALL ADMIN

ORGANISATIONPEOPLEREGISTRATIONTEAMSCOMPETITIONSWEBSITEREPORTS

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

De-reg Requests Management ?

State(s): FFA Test State 1

Association(s): FFA Test Assoc 1

Club(s): FFA Test Club

Status: None, Approved, Declined, Second Level Approval Required

Date requested: From 20/07/2019 To 20/08/2019

FFA number:

Search

FFA NO	REQUEST MADE	PARTICIPANT	ELAPSE DATE	REQUEST STATUS	FROM ENTITY	REG TYPE	REQUEST TYPE	NEXT ACTION	REASON	REQUESTED BY	REQUEST COMMENT
10682414	20-Aug-2019	Youth Playertest	27-Aug-2019	2nd lvl app req	FFA Test Club	Junior Futsal	De-reg	FFA Test Assoc 1	Changing Clubs	Part.	Chose wrong club
10682413	20-Aug-2019	Adult Player	27-Aug-2019	2nd lvl app req	FFA Test Club	Senior	De-reg	FFA Test Assoc 1	Changing Clubs	Admin	wrong club
10682412	20-Aug-2019	Youth Playerone	27-Aug-2019	NONE	FFA Test Club	Junior NPL	De-reg	FFA Test Club	Changing Clubs	Part.	Moving
10682412	20-Aug-2019	Youth Playerone	27-Aug-2019	APPROVED	FFA Test Club	Junior NPL	De-reg	n/a	Changing Clubs	Part.	Moving
10682412	20-Aug-2019	Youth Playerone	27-Aug-2019	2nd lvl app req	FFA Test Club	Junior NPL	De-reg	FFA Test Assoc 1	Changing Clubs	Part.	Moving
10682411	20-Aug-2019	Agnes Senior Child4	27-Aug-2019	NONE	FFA Test Club	Senior	De-reg	FFA Test Club	Changing Clubs	Part.	6861c07- Club Lapse 27/8, Bypass Association State(MF) declines de-reg.

DE-REGISTRATION USER GUIDE



HOW TO APPROVE A DE-REGISTRATION REQUEST (THAT HAS 2ND LEVEL APPROVAL)

Member Federations and associations can manage the request from the *De-reg request screen*

You can also decline requests if the de-registration is no longer required. Clubs must contact their member federation/association directly to have this request declined. This will revert the registration back to **active**.

Otherwise, they can approve the request to finalise the de-reg.

The image shows a 'Registration Request Edit' form. It contains the following fields: Registration Period (2019), Registration Type (Senior), Request Type (DE_REGISTRATION), Request Originator (ADMIN), Request Reason (Changing Clubs), Applicant Comment (Moving to another state), and Registrar Comment (a text area with the placeholder 'Enter your comment here'). At the bottom, there are two radio buttons: 'Accept (and De-Register)' and 'Decline Request' (which is highlighted with a yellow background). Below these are 'Cancel' and 'Submit' buttons. A yellow banner at the bottom of the form reads 'FFA Training PLATFORM (UAT02)'.

The image shows the 'PLAY FOOTBALL ADMIN' interface. The top navigation bar includes the Football Federation Australia logo, the text 'PLAY FOOTBALL ADMIN', and a user profile 'eashton'. Below this is a menu bar with 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'COMPETITIONS', 'WEBSITE', and 'REPORTS'. The 'REGISTRATION' menu is active. On the left is a sidebar with a search menu and a list of options: 'Registration Dashboard', 'Registration Management', 'De-reg Request' (highlighted), 'Registration Accounts', 'Product Management', and 'Signup Form Management'. The main content area is titled 'De-reg Requests Management' and contains a search form with the following fields: State(s) (Football Federation South Australia), Association(s), Club(s), Status (Approval Required, Approved, Declined, Second Level Approval Required), Date requested (From 09/09/2019 to 16/09/2019), and FFA number. A 'Search' button is at the bottom of the form.