

Registration Management

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Registration Types – Associations

Registration Type Management ?									
+ Add Registration Type									
<input checked="" type="checkbox"/> Show active only									
NAME ▲	PARENT TYPE	NATIONAL TYPE	STATUS	FOOTBALL TYPE	PLAYING LEVEL	AGE FROM	AGE TO	FEE	FEE TOTAL
▼ Group: Club Football Players									
Junior FNSW	Junior	Junior	✔	Club Football	Community	5	17	\$11.46-\$21.20	\$24.06-\$33.80 ✎
Member Fed Junior NPL	Junior NPL	Junior NPL	✔	Club Football	NPL	4	18	\$0.00	\$12.60 ✎
Member Fed Senior Non-NPL	Senior	Senior	✔	Club Football	Community	19	100	\$0.00	\$25.00 ✎
Member Fed Senior NPL	Senior NPL	Senior NPL	✔	Club Football	NPL	19	100	\$0.00	\$25.00 ✎
▲ Group: Other Players									
▼ Group: Non Playing Roles									
Coach - Seniors 18+	Coach - Seniors	Coach - Seniors	✔	Club Football	Community	18	100	\$0.00	\$0.00 ✎
Coach GENERAL (DL)	Coach GENERAL (DL)	Coach GENERAL (DL)	✔	ALL	ALL	100	0	\$0.00	\$0.00 ✎
Coach Junior 6-18	Coach - Juniors	Coach - Juniors	✔	Club Football	Community	10	100	\$0.00	\$0.00 ✎

- A Registration Type is a means of categorising registrations into a specific group and defining the fee that must be paid when a player is registered.
- When an Association creates a derived Registration Type they must select the parent State Registration Type from which the new Type will inherit.
- The Parent Type will determine the broadest possible age restrictions for the new type and the fee that the State Body must pay to the National Governing Body for each player registered.
- A Registration Type can be configured to apply different fees to each sub age group specified by the Parent Type. This allows Associations to offer special prices to certain groups of members while retaining the registration structure set by the State Body.

NOTE: Note Selecting the Parent Type relevant to the Registration Age group you are creating Fees for will inherit a master type, some of the fields are not editable

Registration Type Edit ?

[Back to Registration Type Management](#)

Details Data Entry Fields

Details

Reg Type Group
Select...

Parent Type
Select...

Name

Description

☐ Active ☐ Allow Inherit

Financial Type
Financial

Classification

Role: Player Football Type: ALL Playing Level: ALL

Restrictions

Age From: 0 Age To: 100 Gender: Mixed

Pricing

Registration Period: 2019

Reg Type Dates: As per registration period

[Add Price](#)

FROM AGE	TO AGE	GENDER	FEE	SECONDARY FEE
No records to display.				
Fee variation professional			Fee variation student	
\$0.00			\$0.00	

☐ **Discounting Secondary:**
Participants registered multiple times to this type will only pay once per period

☐ **Discounting Conversion (All):**
Previous registrations against other types for this org will offset the cost of this registration

☐ **Discounting Conversion (Group):**
Previous registrations against other types (in this group only) for this org will offset the cost of this registration

End User Displays

Additional Disclaimers

Signup display Message

[Cancel](#) [Save](#)

Creating a New Registration Fee Type

Menu: Registration > Registration Types> Add Registration Type

Registration Type Edit ?

[Back to Registration Type Management](#)

Details

Data Entry Fields

Details

Reg Type Group

Club Football Players

Parent Type

Junior [FFA age: 4 to 18]

Name

Junior FNSW

Description

Junior FNSW Capitation

☒ Active

☒ Allow Inherit

Financial Type

Financial

Classification

Role

Player

Football Type

Club Football

Playing Level

Community

Restrictions

Age From

5

Age To

17

Gender

Mixed

1. Select Parent Organisation Registration

2. Name/ Description Enter the name your Club will view/Select when Building their Registration Products

3. Check the inherited Fields Set by Parent Organisation

Pricing

Registration Period

2019

Reg Type Dates







As per registration period

Governing Body Fees **Range**
Football Federation Australia \$12.60
Total \$12.60

Your organisation is liable to pay for all Governing Body fees listed here. Where the participant pays online the fees may automatically be taken out and disbursed in the amounts described. Otherwise, your organisation will be required to settle these amounts on a periodic basis via invoice. FFES MAY VARY WITH AGE, GENDER, PROF STATUS

Show Detail

Add Price

FROM AGE	TO AGE	GENDER	FEE	SECONDARY FEE		
5	9	MX	11.46	0.00		
12	17	MX	21.20	0.00		
10	11	MX	17.00	0.00		

Fee variation professional

\$0.00

Fee variation student

\$0.00

☒ **Discounting Secondary:**

Participants registered multiple times to this type will only pay once per period

☐ **Discounting Conversion (All):**

Previous registrations against other types for this org will offset the cost of this registration

☐ **Discounting Conversion (Group):**

Previous registrations against other types (in this group only) for this org will offset the cost of this registration

End User Displays

Additional Disclaimers

Signup display Message

Have fun playing Football!

4. Governing Body Fees
Automatically Included in the
Selected Registration Type

Registration Type – Field Definitions

Field	Field Description
Active	Determines whether or not the Registration Type is active. (Types that are no longer in use should be made inactive)
Age Range	Validation criteria. Setting the minimum and maximum age that is eligible for this registration type
Allow Inherit	Determines whether or not child organisations can create derived Registration Types using this Registration Type
Default Fee	The fee that must be paid to current organisation for every person that is registered with this Registration Type (or a Registration Type that inherits from this Registration Type)
Description	A specific description of the Registration Type
Financial Type	Financial / Non-Financial
Name	The name of the Registration Type
Registration Business Rules	Discounting Secondary: Participants registered multiple times to this type will only pay once per period Discounting Conversion (All): Previous registrations against other types for this org will offset the cost of this registration Discounting Conversion (Group): Previous registrations against other types (in this group only) for this org will offset the cost of this registration
Registration Type Group	Club Football – Community Grassroots & Grassroots outdoor Competitions. Other Players – Any other registration types that do not fall into the other categories. Programs – SAP, MiniRoos, Kick-off... Non-Playing Roles- Suitable for non-competitive registration types e.g. volunteers, parents...
Age From	The minimum age of a member that this fee will apply to

Age To	The maximum age of a member that this fee will apply to
Fee	The price of registration for members who fall within this age range

Editing an Existing Registration Fee Type

- Changes to an existing Registration Type can be made for certain fields:
Name, Description, Active (on/off), Classification (Role, Football Type, Playing Level), Restrictions (Age From, Age to, Gender), Pricing (Registration Period, Fee table, Fee Variation professional, Fee Variation student, Discounting Rules (on/off), Additional Disclaimers, Signup display message.

Registration Period – Associations

Menu: [Registration](#)> [Registration Periods](#)> [Edit](#)

- FFA will create an annual Registration period from Jan 1 to Dec 31 each year.
- State Users can modify Registration Periods that the National Governing Body has created.

Football NSW **PLAY FOOTBALL ADMIN**

ORGANISATION PEOPLE **REGISTRATION** COMPETITIONS REPORTS ENTERPRISE

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Registration Periods
Registration Dates

Registration Period Management ?

PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	STATUS	DEFAULT	EDIT
2019	01/01/2019	31/12/2019	01/09/2018	31/12/2019	Active	<input checked="" type="checkbox"/>	✎
2018	01/12/2017	30/11/2018	01/12/2017	30/11/2018	Not Active	<input type="checkbox"/>	✎
2017	01/12/2016	30/11/2017	01/12/2016	30/11/2017	Not Active	<input type="checkbox"/>	✎
2016	01/12/2015	30/11/2016	01/12/2015	30/11/2016	Not Active	<input type="checkbox"/>	✎
2015	01/12/2014	30/11/2015	01/12/2014	30/11/2015	Not Active	<input type="checkbox"/>	✎
2014	01/01/2014	31/12/2014	01/01/2014	31/12/2014	Not Active	<input type="checkbox"/>	✎
2013	01/01/2013	31/12/2013	01/01/2013	31/12/2013	Not Active	<input type="checkbox"/>	✎

- This will open the **Registration Period Edit** dialogue box.
- Information from the parent Registration Period that cannot be edited is not available in this pop up.

EDIT REGISTRATION PERIOD: 2019

Name * 2019

Fee Percentage * 100.00

Description * 2019 Rego

Date From * 01/01/2019 (dd/mm/yyyy)

Date To * 31/12/2019 (dd/mm/yyyy)

Open Date * 01/09/2018 (dd/mm/yyyy)

Lock Date * 03/12/2019 (dd/mm/yyyy)

Close Date * 31/12/2019 (dd/mm/yyyy)

Age Measurement Date * 01/01/2019 (dd/mm/yyyy)

Active ☒

Allow inherit ☒

Default ☒

Update Cancel

Registration Period – Field Definitions

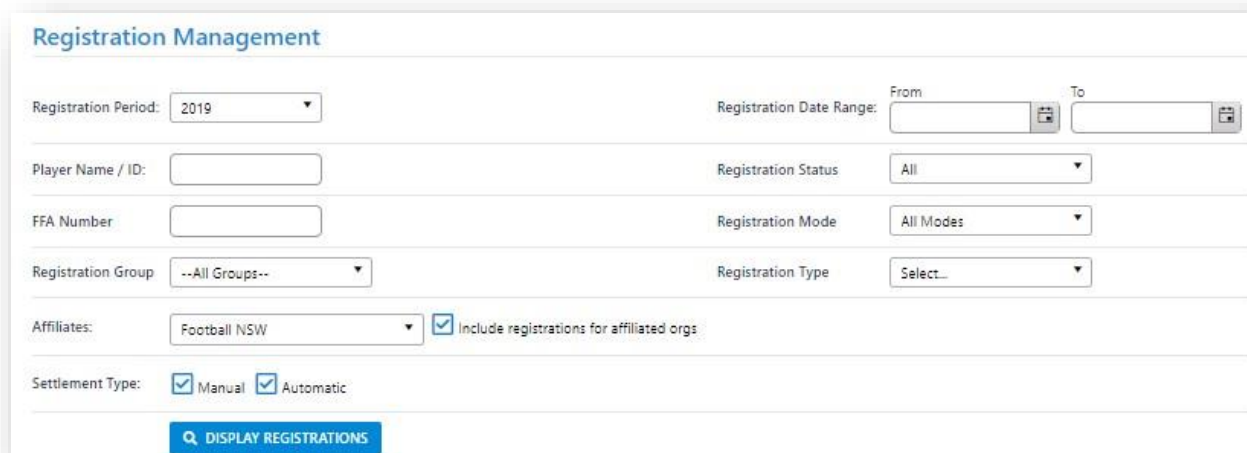
Field	Field Description
Name	The name of the registration period.eg. 2019..
Fee Percentage	Allows the user to set the percentage of a registration fee (as set in the Registration Type) required for part season registration, if applicable.
Description	A description of the Registration Period.
Date From	The start date of the registration duration.
Date To	The end date of the registration duration.
Open Date	The date upon which registration is open for entry. No registration is acceptable before this date.
Lock Date	The date upon which existing registrations are no longer editable/reversible.
Close Date	The date upon which registration is closed for entry. No registration is acceptable after this date.
Age Measurement	Validation Criteria: The reference date and month for determining eligibility (against a member's birth date) for a particular Registration Type.
Active	Checking the box means the registration period will appear in the dropdown list for selection. Non-used registration periods should be made inactive.
Allow Inherit	Allows child organisations to create derived Period Types.
Default	Sets the Registration Period as the default for child organisations.

Registration Manager – Bulk Registrations

- Member Federations can register in bulk those who exist in member Organisation's people list or in its affiliated associations and clubs' people list.
- Member Federations should perform registration in bulk only if they have received registration fees in full and should maintain an independent log of payment record for account settlement purposes.
- Online registration or self-registration through an online form is the recommended method in all cases.

Selecting a Player for Registration Management

Menu: Registration > Registration Management



The screenshot shows the 'Registration Management' form. It includes the following fields and options:

- Registration Period:** A dropdown menu currently set to '2019'.
- Registration Date Range:** Fields for 'From' and 'To' with calendar icons.
- Player Name / ID:** A text input field.
- Registration Status:** A dropdown menu currently set to 'All'.
- FFA Number:** A text input field.
- Registration Mode:** A dropdown menu currently set to 'All Modes'.
- Registration Group:** A dropdown menu currently set to '--All Groups--'.
- Registration Type:** A dropdown menu currently set to 'Select...'.
- Affiliates:** A dropdown menu currently set to 'Football NSW'.
- Include registrations for affiliated orgs:** A checkbox that is checked.
- Settlement Type:** Two checkboxes, 'Manual' and 'Automatic', both of which are checked.
- DISPLAY REGISTRATIONS:** A blue button with a magnifying glass icon.

1. Use the person filter options to find a player, or multiple players, within the player list.
2. Click **Search** to display player list results

Bulk Action

Please select bulk action... Go

<input type="checkbox"/>	REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS
<input type="checkbox"/>	21/09/2018		Carlton Rovers FC	4118758		Shaneau, Alex	06/06/1995	M	Team Official	Club Football	Community	
<input type="checkbox"/>	21/09/2018		Carlton Rovers FC	4118758		Shaneau, Alex	06/06/1995	M	Team Official	Club Football	Community	
<input type="checkbox"/>	17/09/2018		Football NSW	3251055	51114628	Shaneau, Alex	06/06/1995	M	Player	Club Football	NPL	

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- Select one or more individual players from the list using the **Select** checkbox on the left of the player's name in the player list.
- Select the **Select All (current page)** checkbox to select all players displayed on the screen.

NOTE: FFA advises that the registration management procedures for the Play Football Portal will change as the portal gets updated. Please be aware of live changes to both the system and procedures.

Registering a Player

Menu: Registration> Registration Management

Bulk Action												
Please select bulk action...		Go										
Please select bulk action...												
REG DATE	ST	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS		
<input type="checkbox"/>	21/09/2018		4118758	Brockup, Alan	20/09/1988	M	Team Official	Club Football	Community			
<input type="checkbox"/>	21/09/2018		4118758	Brockup, Alan	20/09/1988	M	Team Official	Club Football	Community			
<input type="checkbox"/>	17/09/2018		Football NSW	3251055	51114528	Barnes, Danny	20/02/1989	M	Player	Club Football	NPL	

1. Select one or more players to register using the step [Selecting a Player for Registration Management](#) above.
2. Select **Approve Registration** as the Action in the dropdown list.
3. Click the **Go** button.
4. A **Confirmation message** will appear at the Top of the screen confirming your action

Registration Management



Request processed successfully.
1 registrations approved successfully.

De-Registering a Player

Menu: Registration > Registration Management

- To de-register a player who no longer plays within an association, select the player registration (see the [Selecting a Player for Registration Management](#) above) and click the **De-Register** button.
- The Registration record is not deleted, but the Registration status is set to DE-REGISTERED. The system records the date that the status changed.

Editing Registration Details

- The registration record of a player can be edited by **Selecting a Player for Registration Management steps** and clicking the 'View' icon (the '**EYE**' link) for that player.
- There are three top level tabs with player information data: CRM, Activity, Workflows.
- Within CRM, the following person details can be viewed/edited.
Personal Details, Custom Field data, Public Profile, Family Relationships, Link/Block Accounts, Notes, Audit, Admin
- Within Activity, the following person details can be viewed/edited: Roles, registration, Payments, Invoices, Communications log
- Within Workflows, the following person details can be viewed/edited:
Pack Detail.

Person Edit: Brosque, Alex (ID: 4118758) ?

CRM Activity Workflows

Personal Details Custom Fields Public Profile Family Relationships Link/Block Accounts Notes Audit Admin

Title

First Name *

Middle Name / Initial

Last Name *

Person Edit: Smith, Gary (ID: 32274064) ?

CRM Activity Workflows

Roles Registration Payments Invoices Communications log

Current Roles for Football NSW:
No current roles found.

Add new role:

Role Sub Role(s) Not found **Add Role**

Registration Accounts – Report List

Menu: Registration> Registration Accounts

- Member Federations can access a quick overview of the total registration amount each affiliated organisation is owing within certain date range through this page.

- To view detailed account of each child organisations, click on **Detail** link

This will Generate registration account details as below

Entity Account Summary ?

Transaction Group: Registration Date From: 01/06/2015 Date To: 17/10/2018

Org Select Mode: ☐ Affiliated Organisations ☒ Parent Organisations

[Generate Accounts](#)

ENTITY ID	ENTITY NAME	STATE	ORG TYPE	FEES	ADJUSTMENTS	AUTO SETTLED	BALANCE	DETAIL
30524	Football Federation Australia	NSW	National					Detail
Totals:								

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Transaction Group: Registration Date Range: From 01/06/2015 To 17/10/2018

Org Filter: Football Federati... Trans Type: All Transaction Ty...

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TRANS ID	REG DATE	ENTITY NAME	TYPE	DESCRIPTION	PARTICIPANT ID	AMOUNT
3144503	14/09/2018 03:38 PM	Football Federation Australia	Registration	Preece, Simon J (Senior Player)	2076547	-\$25.00
3144502	14/09/2018 03:30 PM	Football Federation Australia	Registration	Richardson, Dean (Senior Player)	2477888	-\$25.00
3144499	14/09/2018 01:42 PM	Football Federation Australia	Registration	Smith, Tommy (FQ - Junior MFR)		-\$12.60
3144497	01/09/2018 12:00 AM	Football Federation Australia	Payment - Registration	From Cath		\$140.00
3144496	13/09/2018 10:16 AM	Football Federation Australia	Registration	Boskovic, Nemanja (Seniors Community)	2034475	-\$25.00
3144495	13/09/2018 10:16 AM	Football Federation Australia	Registration	Clkara, Aleksandar (Seniors Community)	2034476	-\$25.00
3144494	13/09/2018 10:16 AM	Football Federation Australia	Registration	Colefax, Jacyn M (Seniors Community)	2034477	-\$25.00
3144493	13/09/2018 10:16 AM	Football Federation Australia	Registration	Congo, Tibor (Seniors Community)	2477782	-\$25.00
3144492	13/09/2018 10:16 AM	Football Federation Australia	Registration	Decji, Sanil (Seniors Community)	2477783	-\$25.00
3144491	13/09/2018 10:16 AM	Football Federation Australia	Registration	Djurdevic, Igor (Seniors Community)	2477784	-\$25.00
						-\$72.60

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