

SETTING PRODUCT TO DATE/TIME



CLUB: SETTING THE PRODUCT TO DATE/TIME

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, light green 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

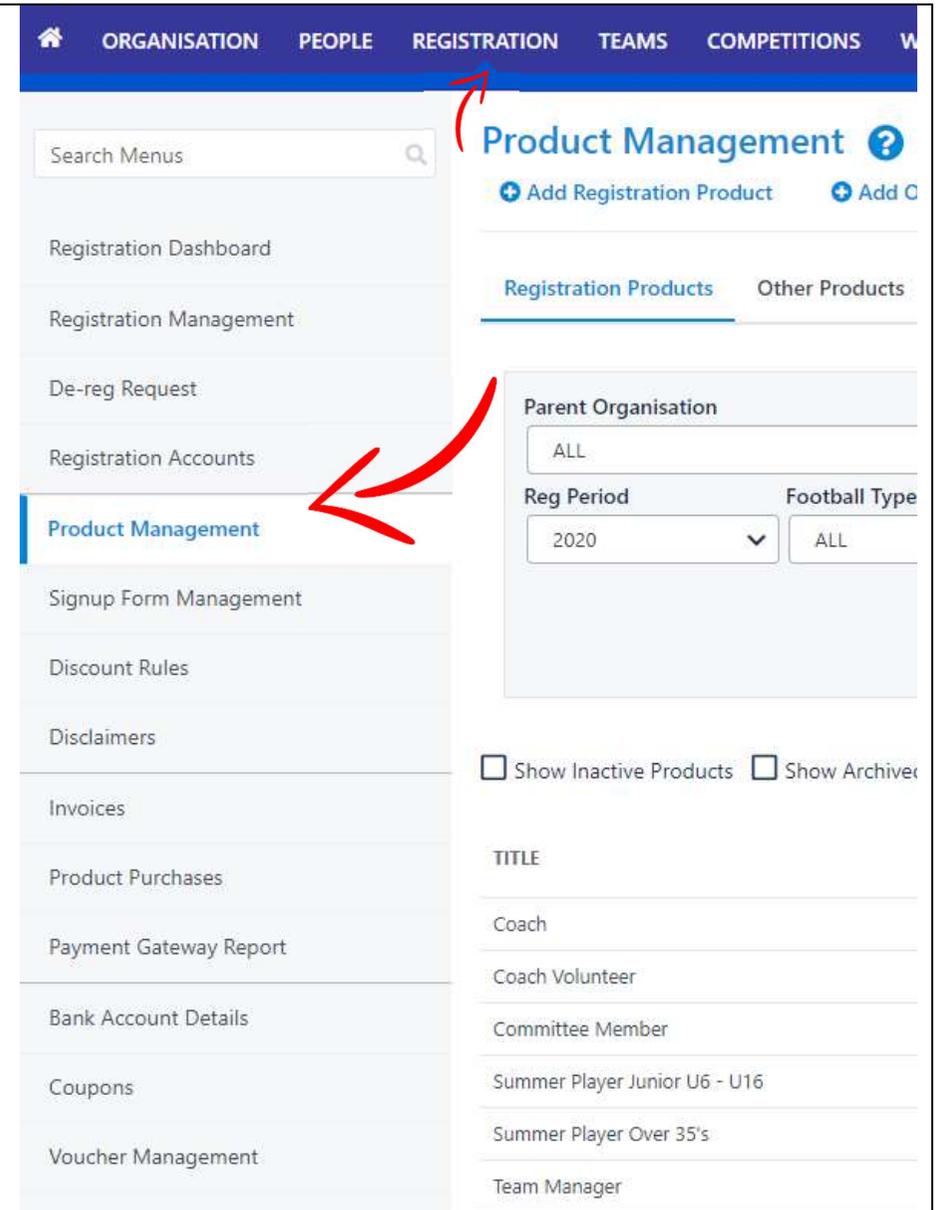
Forgot password? Need help?

Log In

Participant Login

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2. Open the *Registration* tab
3. Select *Product Management* from the side menu
4. Select the pen icon (Edit column) for each Product



ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS

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

Product Management ?

+ Add Registration Product + Add C

Registration Products Other Products

Parent Organisation

ALL

Reg Period 2020 Football Type ALL

Show Inactive Products Show Archived

TITLE

Coach

Coach Volunteer

Committee Member

Summer Player Junior U6 - U16

Summer Player Over 35's

Team Manager

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STEPS

5. Scroll to the bottom the Product page and locate the field called *Available To Date/Time*

6. Enter the required date and time

NOTE: if you are no longer taking registrations for this Product it is recommended to enter a To Date/Time. For Club Football is it suggested to use 30/11/2020

7. Click the Save button and work through your remaining Products

NOTE: By performing this action the Product will be removed from view of the participant in the registration process

Making Products Inactive prevents the Product from being 'rolled' the next season via the Migration Function, a method used by some clubs

Details

Description

Active

Signup Process*

Signup Restrictions and settings

Allow Professional signups

Requires Working with Children Workflow

Age From

Age To

Required Gender

Available From Date/Time

Available To Date/Time

Max number purchases

Leave blank to indicate an unlimited number available

Enable wait listing where max number of purchases is reached

Cancel

Save