

## How to approve registrations

To approve offline registration on the admin portal you will first need to confirm the registrants have paid their fees. Once confirmed that they have done so you will need to update their invoice if the registrant did not perform an online payment at the time of registration:

1. Click on [Registration menu] and then [Invoices], if the registrant is a coach, manager or official that do not require a payment for their registration go to Step 4.

The screenshot shows the 'PLAY FOOTBALL ADMIN' interface. The left sidebar has a menu with 'Invoices' highlighted. The main area is titled 'Invoice List' and contains search filters for Name, ID, or FFA Number, and a date range. Below the filters is a table of invoices. The first row is highlighted with a red box, and the 'Status' column for that row has a pencil icon.

| PLAYER ID | PLAYER NAME           | DESCRIPTION                     | INVOICE ID | INVOICE DATE        | AMOUNT   | STATUS | PAYMENT METHOD        |
|-----------|-----------------------|---------------------------------|------------|---------------------|----------|--------|-----------------------|
| 6674239   | Test20, Secondary     | Senior Player Registration Form | 8201515    | 26/06/2019 02:18 PM | \$239.11 |        | Offline - Credit Card |
| 6674142   | Regos19, Multiple     | Senior Player Registration Form | 8201489    | 26/06/2019 02:00 PM | \$15.25  |        | Offline - Credit Card |
| 6674142   | Regos19, Multiple     | Senior Player Registration Form | 8201485    | 26/06/2019 01:58 PM | \$5.25   |        | Offline - Credit Card |
| 6674142   | Regos19, Multiple     | Senior Player Registration Form | 8201386    | 26/06/2019 12:47 PM | \$15.25  |        | Offline - Credit Card |
| 6674107   | Futsalnewplayer, Test | Senior Player Registration Form | 8201341    | 26/06/2019 12:09 PM | \$15.25  |        | None                  |
| 4356987   | Phousiangiem, Jay     | Senior Player Registration Form | 8201325    | 26/06/2019 12:00 PM | \$5.25   |        | None                  |
| 4356987   | Phousiangiem, Jay     | Senior Player Registration Form | 8201321    | 26/06/2019 11:57 AM | \$5.25   |        | Offline - Credit Card |
| 4356987   | Phousiangiem, Jay     | Senior Player Registration Form | 8201274    | 26/06/2019 11:20 AM | \$288.00 |        | Offline - Credit Card |
| 6643913   | Male, Test 14         | Junior Player Registration Form | 8200413    | 25/06/2019 02:22 PM | \$4.80   |        | None                  |
| 6643913   | Male, Test 14         | Junior Player Registration Form | 8200236    | 25/06/2019 11:44 AM | \$4.80   |        | None                  |

2. Search the registrant using their name, player ID or FFA ID as well as the date range of placement of registration. Once entered click [Go].

3. Click on the 'pencil' icon under 'Status', click on [New Sub-Status] and select option [Paid] then [Save].

The screenshot shows the 'Payment Status Update' form. The 'Invoice ID' field is filled with '8201515'. The 'New Sub-Status' dropdown menu is open, showing 'Not Paid' as the selected option. There are 'Cancel' and 'Save' buttons at the bottom.

4. Click on [Registration Management] and then [Display Registrations].

FFA Test Club **PLAY FOOTBALL ADMIN**

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

Payment Gateway Report

Bank Account Details

### Registration Management

Parent Organisation: Select...

Registration Period: 2019 From: To:

Player Name / ID:

Registration Status: All

Registration Sub Status: All

FFA Number:

Registration Mode: All Modes

Registration Group: --All Groups--

Registration Type: Select...

Affiliates: FFA Test Club

Settlement Type: ☒ Manual ☒ Automatic

☒ Include registrations for affiliated orgs

**Display Registrations**

5. Ensure the registrant/s have registered to the correct package by clicking on the information icon next to each record.

6. Tick the box/s next the registrant/s who have under 'Sub Status' Approval required listed, click [Please select bulk action] then [Approve Registration] and finally [Go].

| REG DATE   | STATUS | ENTITY NAME   | PLAYER ID | FFA ID   | PLAYER NAME       | DOB        | GENDER | ROLE   | FOOTBALL TYPE | COMP LEVEL | SUB STATUS        |
|------------|--------|---------------|-----------|----------|-------------------|------------|--------|--------|---------------|------------|-------------------|
| 22/01/2019 |        | FFA Test Club | 6674239   | 10712531 | Test20, Secondary | 01/01/1999 | M      | Player | Club Football | Community  | Approval required |
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7. The registrant/s have now been made active as indicated by their 'Sub Status'.

| REG DATE   | STATUS | ENTITY NAME   | PLAYER ID | FFA ID   | PLAYER NAME       | DOB        | GENDER | ROLE   | FOOTBALL TYPE | COMP LEVEL | SUB STATUS |
|------------|--------|---------------|-----------|----------|-------------------|------------|--------|--------|---------------|------------|------------|
| 26/06/2019 |        | FFA Test Club | 6674239   | 10712531 | Test20, Secondary | 01/01/1999 | M      | Player | Club Football | Community  | Active     |

8. An email will be sent out automatically informing the registrant that they have been made active.

example email:

Your registration to Football is now Active [Inbox X](#)



**PlayFootball** <rvmailbounce@resultsvault.com>  
to me ▾

3:20 PM (0 minutes ago)

Dear

You have now been made Active for your registration to FFA Education - QMS. FFA Education - QMS will contact you shortly to organise your next steps for the season.

Kind Regards,  
PlayFootball Team

Reply

Forward