

# PLAY FOOTBALL

## SEASON SET UP

IF YOU REQUIRE PLAYFOOTBALL ADMIN ACCESS PLEASE SEND YOUR REQUEST TO YOUR ASSOCIATION

01.

### REVIEW THE CLUB ORGANISATION DETAILS

MENU: ORGANISATION>ORGANISATION DETAILS>ADD/EDIT DETAILS

*BUILD OUT YOUR PROGRAMS AS THEY DISPLAY ON THE CLUB FINDER*

02.

### CREATE CLUB DISCLAIMERS UNDER DISCLAIMERS TAB

MENU: REGISTRATION>DISCLAIMERS>ADD NEW DISCLAIMER>ADD DETAILS

*DISCLAIMERS ARE A CLUBS T&CS. ONLY ONE SET OF T&CS CAN BE ADDED TO A SIGNUP FORM*

03.

### CREATE ADDITIONAL QUESTIONS UNDER CUSTOM FIELDS MANAGEMENT

MENU: PEOPLE>CUSTOM PERSON LIST>CUSTOM FIELDS MANAGEMENT>ADD  
NEW CUSTOM FIELDS

04.

### CREATE ADDITIONAL PRODUCTS UNDER PRODUCT MANAGEMENT

MENU: REGISTRATION>PRODUCT MANAGEMENT>ADD OTHER PRODUCT>ADD  
DETAILS

05.

### CREATE DISCOUNT RULES UNDER DISCOUNT RULES

MENU: REGISTRATION>DISCOUNT RULES>ADD NEW DISCOUNT RULE>ADD  
DETAILS

06.

### CREATE SIGN UP FORM UNDER SIGN UP FORM MANAGEMENT

MENU: REGISTRATION>SIGN UP FORM MANAGEMENT>ADD REGISTRATION  
FORM>SELECT 'FFA-MAIN REG FORM'>'REFRESH' ADD DETAILS

07.

### CREATE YOUR REGISTRATION PRODUCTS

MENU: REGISTRATION>PRODUCT MANAGEMENT>ADD REGISTRATION  
PRODUCT>SELECT PARENT ORGANISATION>REGISTRATION PERIOD &  
REGISTRATION TYPE (DETAILS PROVIDED BY PARENT ORGANISATION)>ADD  
DETAILS

# PLAY FOOTBALL

## SEASON SET UP continued..

01.

### REVIEW THE CLUB ORGANISATION DETAILS

Details listed here will display to participants through the club finder. Programs are important as they allow participants to see an overview of the products a club is offering

02.

### CREATE CLUB DISCLAIMERS UNDER DISCLAIMERS TAB

This is an optional field; participants will be presented with Football Australia's T&Cs to participant in football.

03.

### CREATE ADDITIONAL QUESTIONS UNDER CUSTOM FIELDS MANAGEMENT

There is no limit on the number of additional questions a club may ask. Please ensure you have set if the questions are mandatory or optional from within the signup form

04.

### CREATE ADDITIONAL PRODUCTS UNDER PRODUCT MANAGEMENT

Additional products are optional items that a participant may like to purchase during the registration flow. Products may include hats, socks, shorts etc

05.

### CREATE DISCOUNT RULES UNDER DISCOUNT RULES

NSW clubs do not need to create a discount for the Active Kids Voucher as this will automatically appear for NSW based clubs at the end of the registration flow

06.

### CREATE SIGN UP FORM UNDER SIGN UP FORM MANAGEMENT

The signup form is where a club will set what payment options are available for their participants, where the additional questions and additional products are added

07.

### CREATE YOUR REGISTRATION PRODUCTS

Products can only be saved if they meet the restrictions set by the parent entity, age, gender and registration open dates. Please review these fields before saving a product