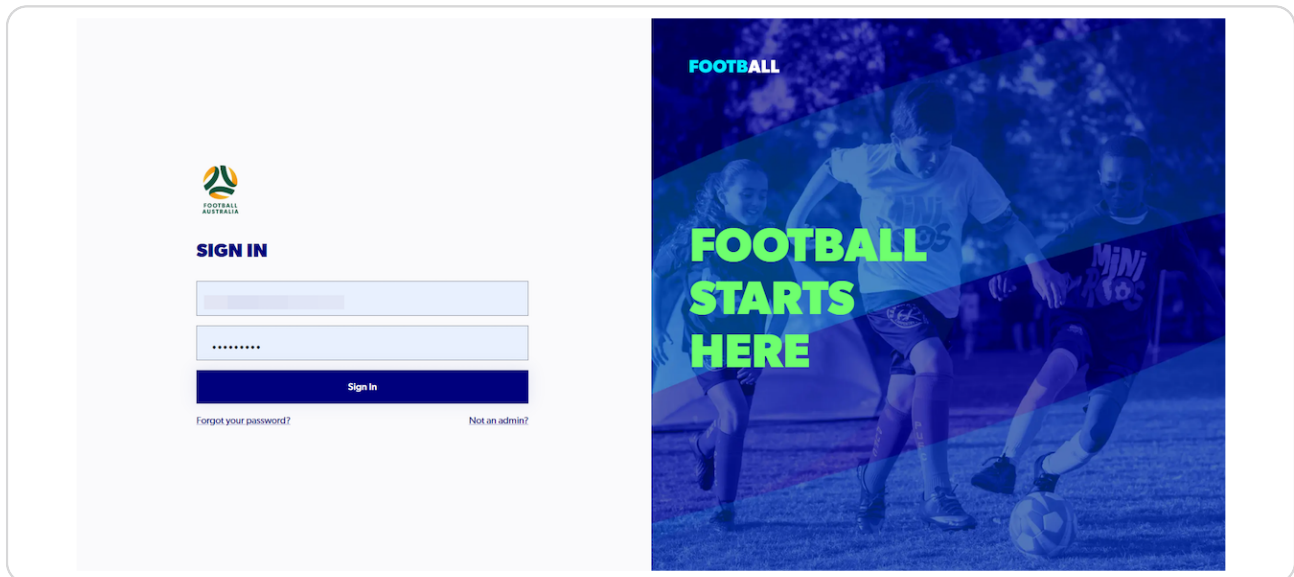


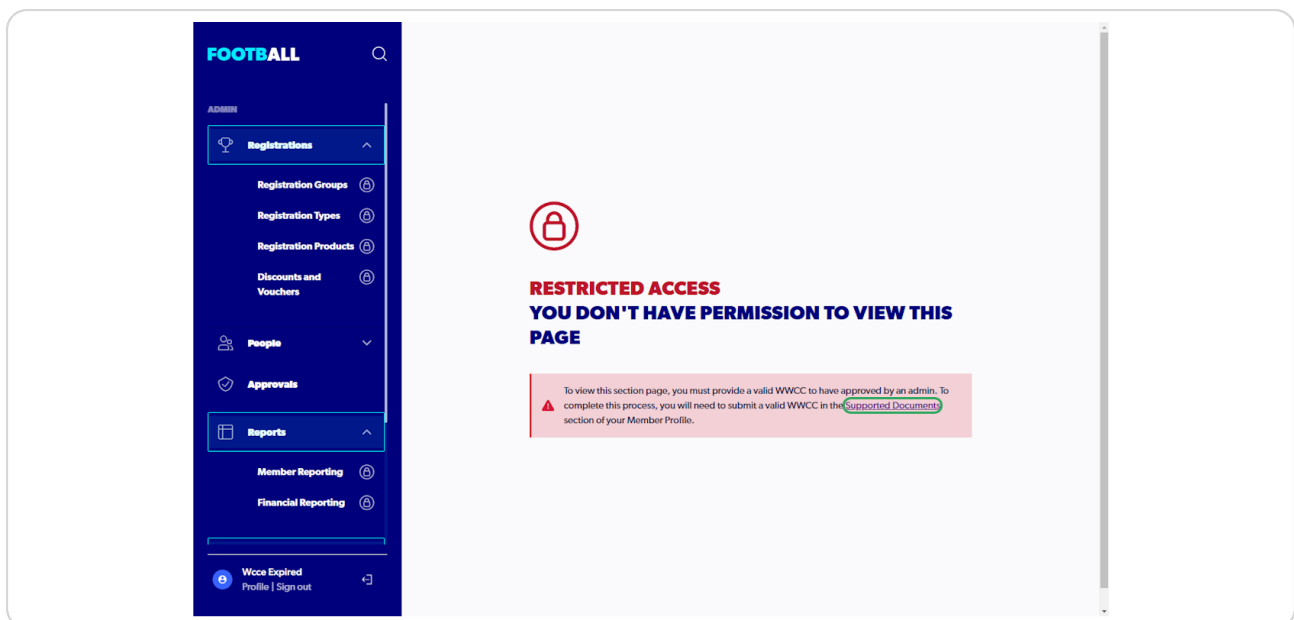
STEP 1

Click on "Sign In"



STEP 2

Click on "Supported Documents"





You will not be able to access any of the features of the admin until your organisation has cited your WWCC details.

STEP 3

Enter the relevant details

FOOTBALL

MANAGEMENT INVITE

Step 1

Personal Information

Step 2

Add valid wwcc

?

Help & getting started

e

Wcce Expired

Profile | Sign out

PERSONAL DETAILS

LET'S START WITH YOUR DETAILS

First Name

Wcce

Middle Name (Optional)

Last Name

Expired

Date of Birth

12/01/2000

Gender (Optional)

Please enter your address

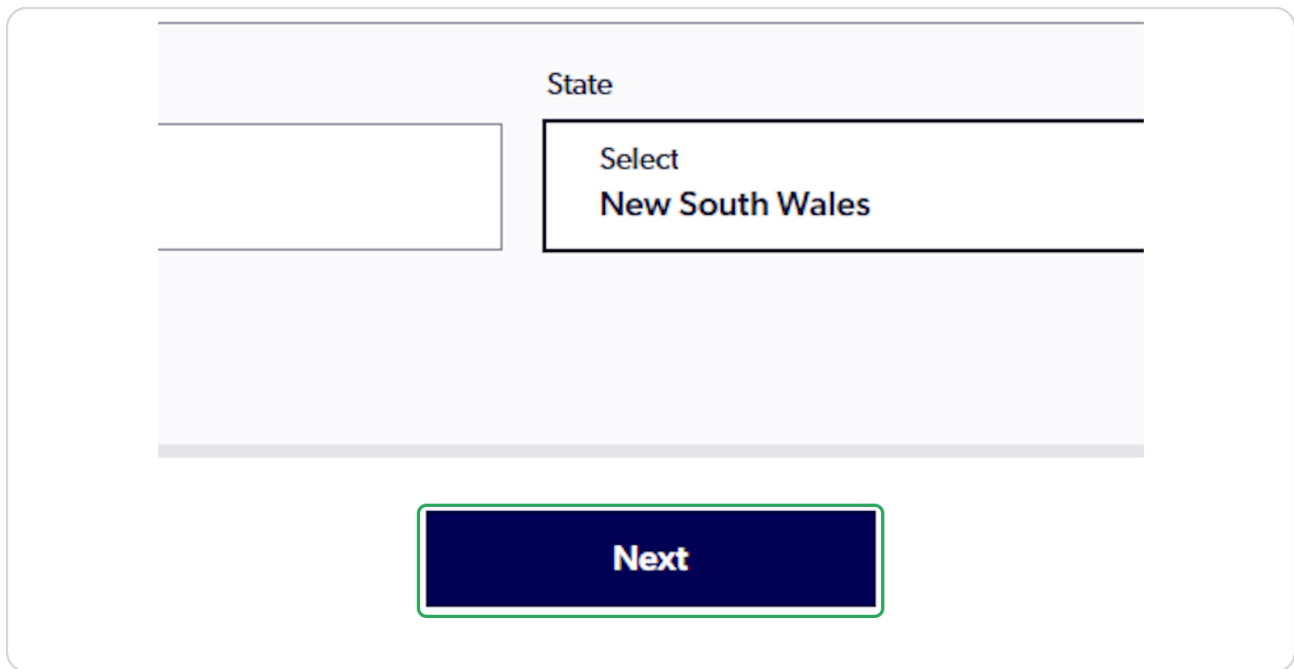
Start typing your address

Cancel

Next

STEP 4

Click on "Next"



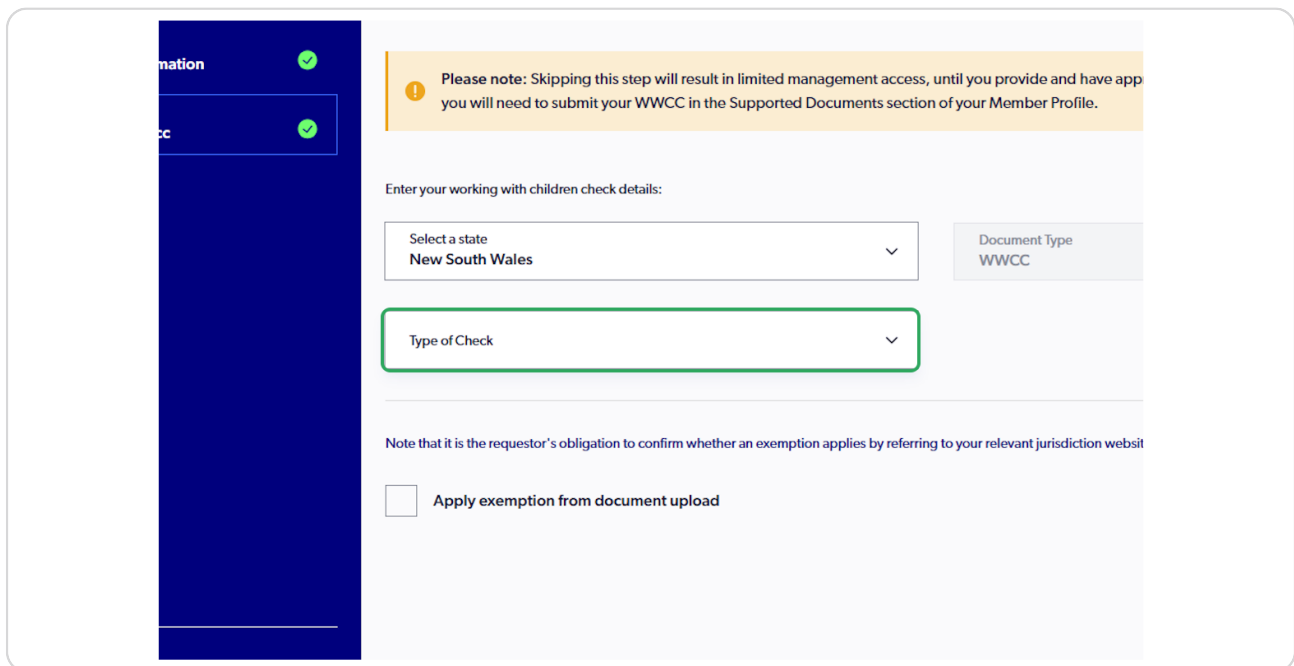
State

Select
New South Wales

Next

STEP 5

Select "Type of Check"



Information ✓

cc ✓

Please note: Skipping this step will result in limited management access, until you provide and have approved your WWCC in the Supported Documents section of your Member Profile.

Enter your working with children check details:

Select a state
New South Wales

Document Type
WWCC

Type of Check

Note that it is the requestor's obligation to confirm whether an exemption applies by referring to your relevant jurisdiction website

☐ Apply exemption from document upload

STEP 6

Select "Volunteer"

✔

Getting started

Completed

Sign out

Enter your working with children check details:

Select a state
New South Wales

Type of Check
Volunteer
Paid: Hobby
Paid: Employee

Document Type
WWCC

ing to your relevant jurisdiction web

STEP 7

Enter WWCC details

Getting started

Completed

Sign out

Enter your working with children check details:

Select a state
New South Wales

Type of Check
Volunteer

Document Type
WWCC

Enter document details:

Card number
163747

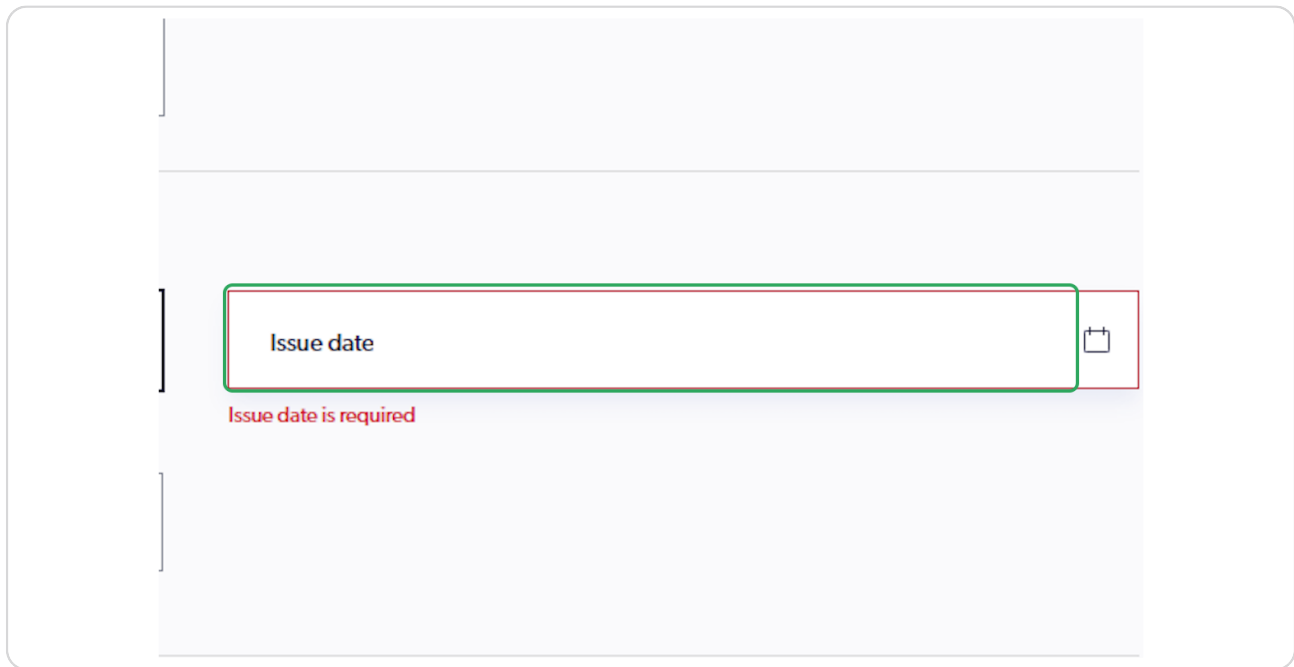
Issue date
Issue date is required

Expiry date
Expiry date is required

Back

STEP 8

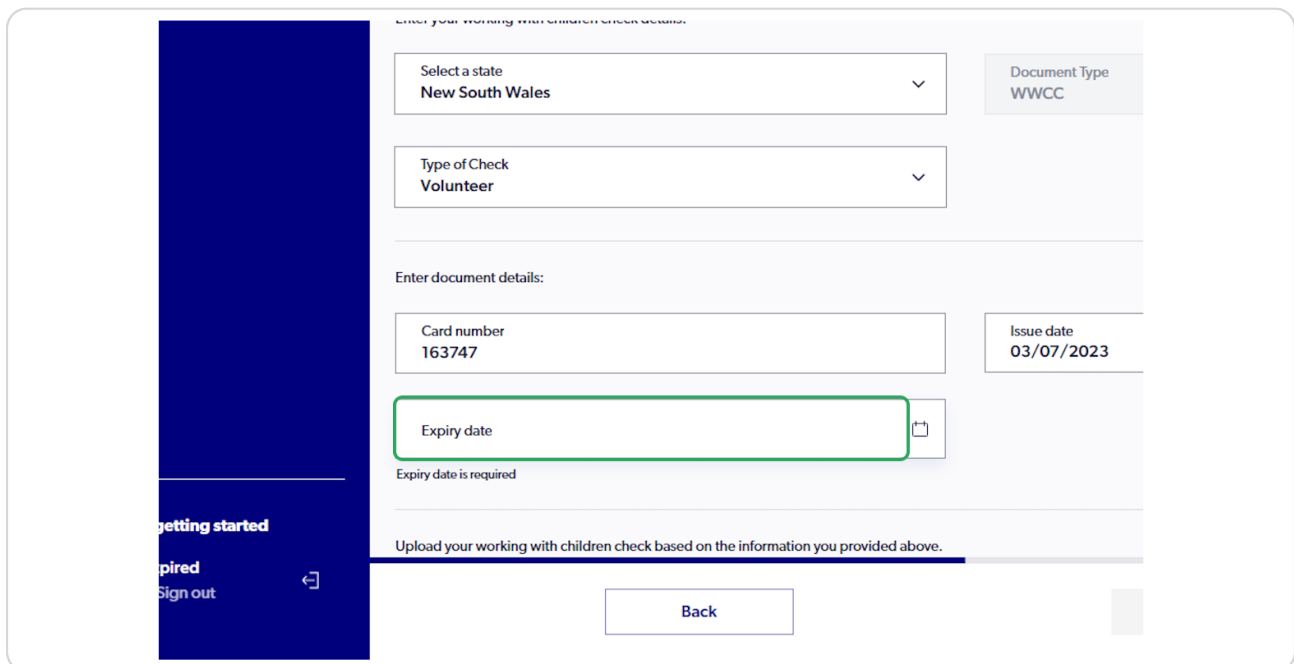
Click on "Issue date"



A screenshot of a web form. In the center, there is a text input field labeled "Issue date". To the right of the input field is a small calendar icon. Below the input field, there is a red error message that reads "Issue date is required". The input field and the error message are highlighted with a red border.

STEP 9

Input "Expiry date"



A screenshot of a web form. On the left side, there is a dark blue sidebar with the text "Getting started", "Expired", and "Sign out" with a back arrow icon. The main form area has a light gray background. At the top, there is a section titled "Enter your working with children check details". Below this, there are two dropdown menus: "Select a state" with "New South Wales" selected, and "Type of Check" with "Volunteer" selected. To the right of these dropdowns is a box labeled "Document Type" with "WWCC" selected. Below the dropdowns, there is a section titled "Enter document details:". This section contains two input fields: "Card number" with the value "163747" and "Expiry date". The "Expiry date" input field is highlighted with a red border. To the right of the "Expiry date" input field is a small calendar icon. Below the "Expiry date" input field, there is a red error message that reads "Expiry date is required". At the bottom of the form, there is a button labeled "Back".

STEP 10

Click on "Upload a Working with Children Check Document"

The screenshot shows a form with the following fields:

- Card number: 163747
- Issue date: 03/07/2024
- Expiry date: 25/01/2024

Below the fields, there is a text prompt: "Upload your working with children check based on the information you provided above."

A green button labeled "Upload a Working with Children Check Document" is highlighted with a green border.

Below the button, a red error message states: "Document is required".

Below the error message, a blue information box contains the following text:

Please ensure that your photo meets the following guidelines.

- Is a valid Working with Children Check
- Is clear, legible and with appropriate lighting
- Is under 5MB in size
- Is either a PDF, PNG or JPG file type

STEP 11

Upload your working with children check file

The screenshot shows the same form as in Step 10, but with a modal dialog box open for file upload.

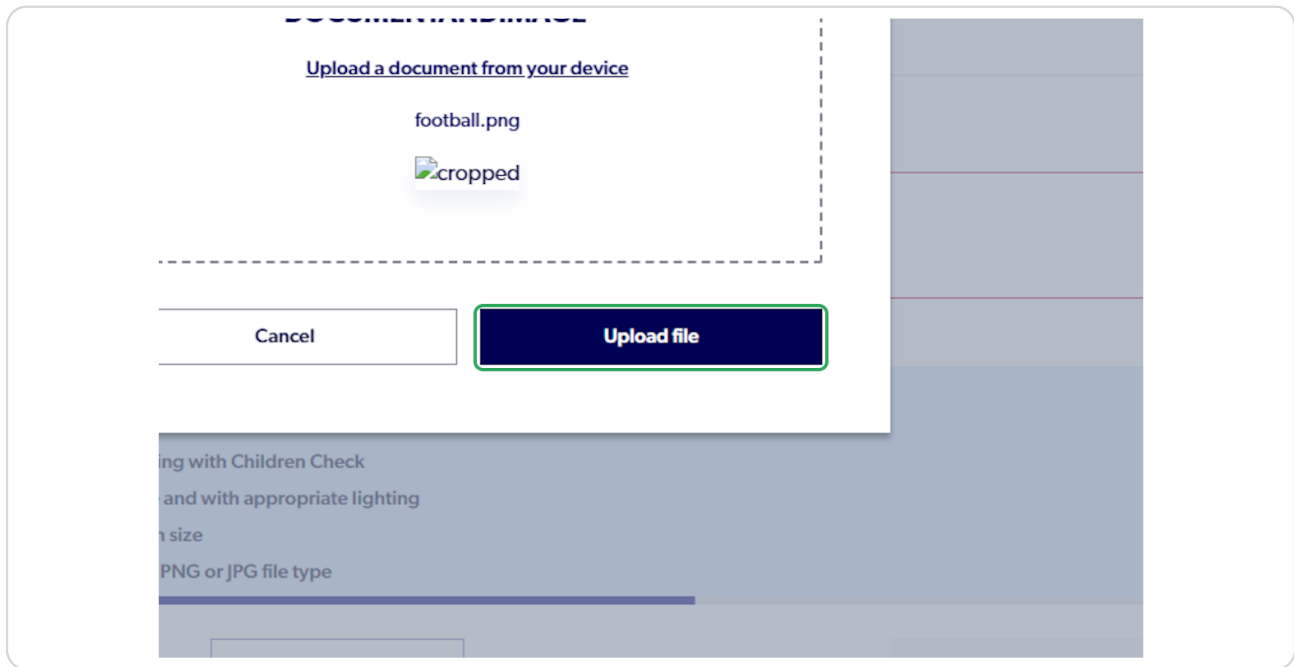
The modal dialog box has the following content:

- Title: **UPLOAD A WORKING WITH CHILDREN CHECK DOCUMENT**
- Icon: A blue square icon with a white plus sign.
- Text: **DRAG AND DROP A DOCUMENT AND IMAGE**
- Text: Upload a document from your device
- Buttons: "Cancel" and "Upload file"

The background form is partially visible, showing the "Type of Check" dropdown set to "Volunteer", the "Card number" field with "163747", and the "Expiry date" field with "25/01/2024".

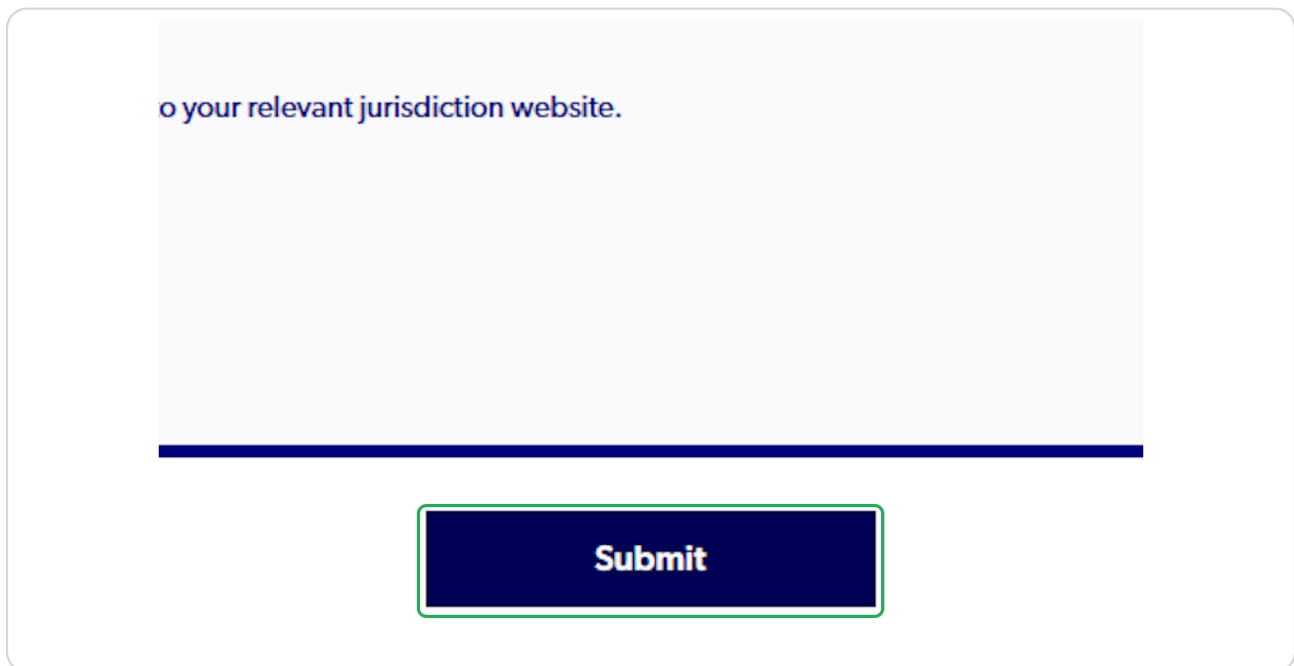
STEP 12

Click on "Upload file"



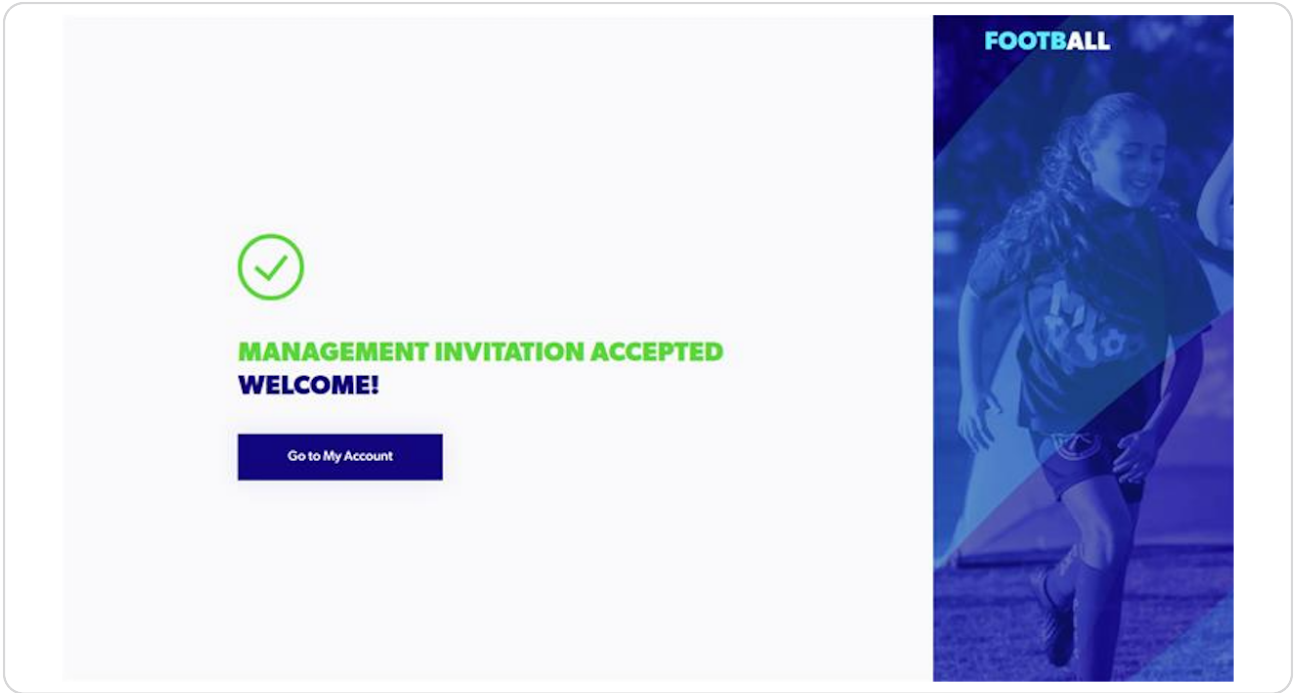
STEP 13

Click on "Submit"



STEP 14

Confirmation message will appear



PLAY FOOTBALL