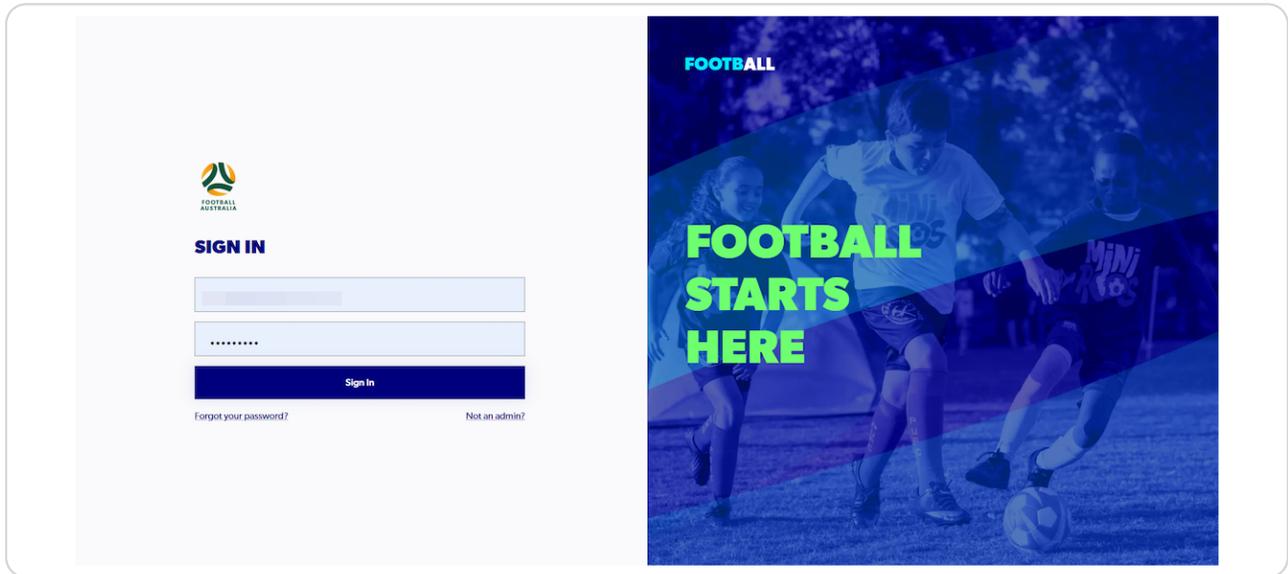


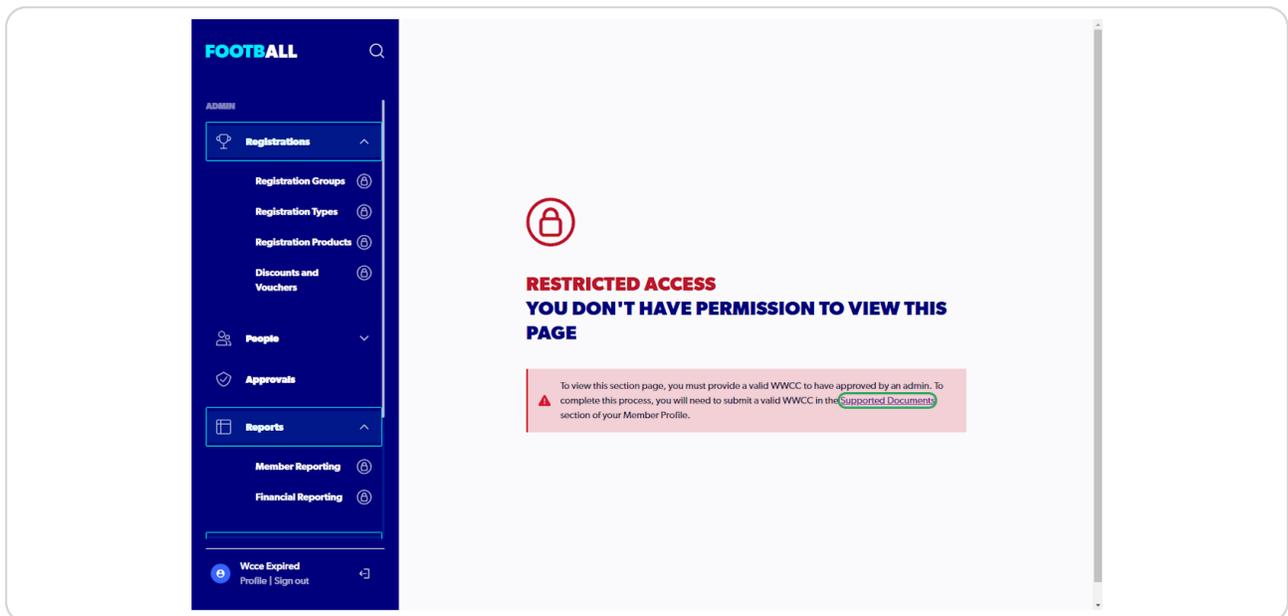
STEP 1

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
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) ▼

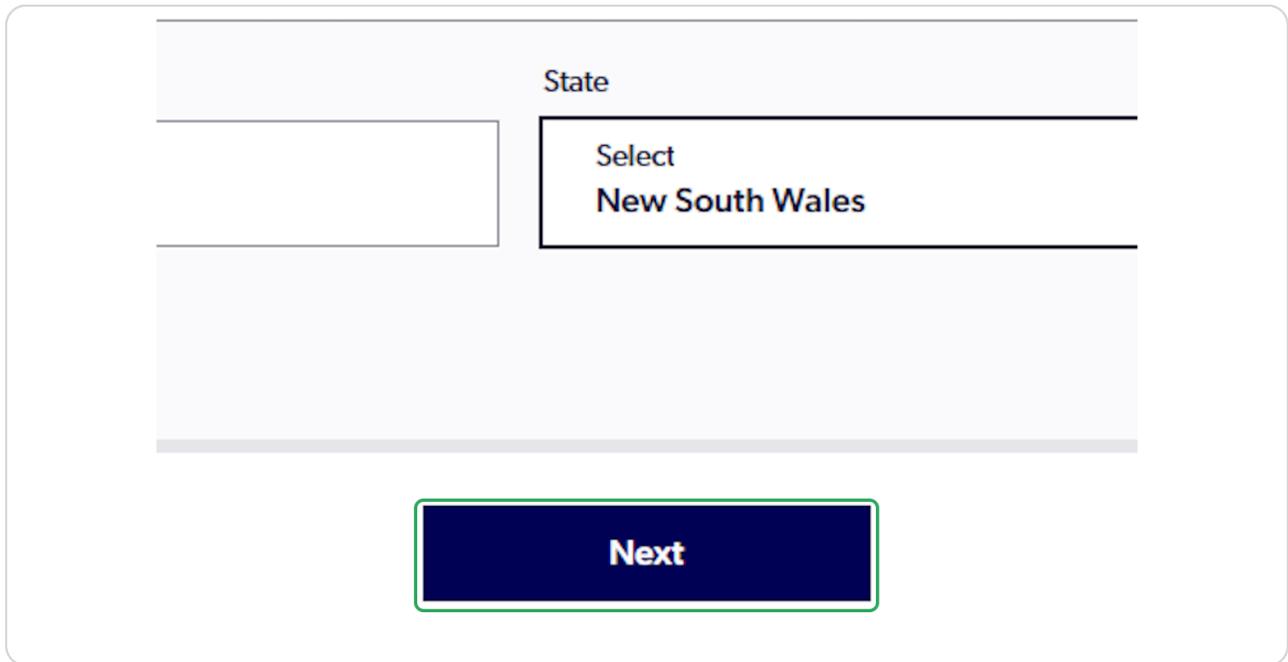
Please enter your address

Start typing your address

Cancel Next

STEP 4

Click on "Next"



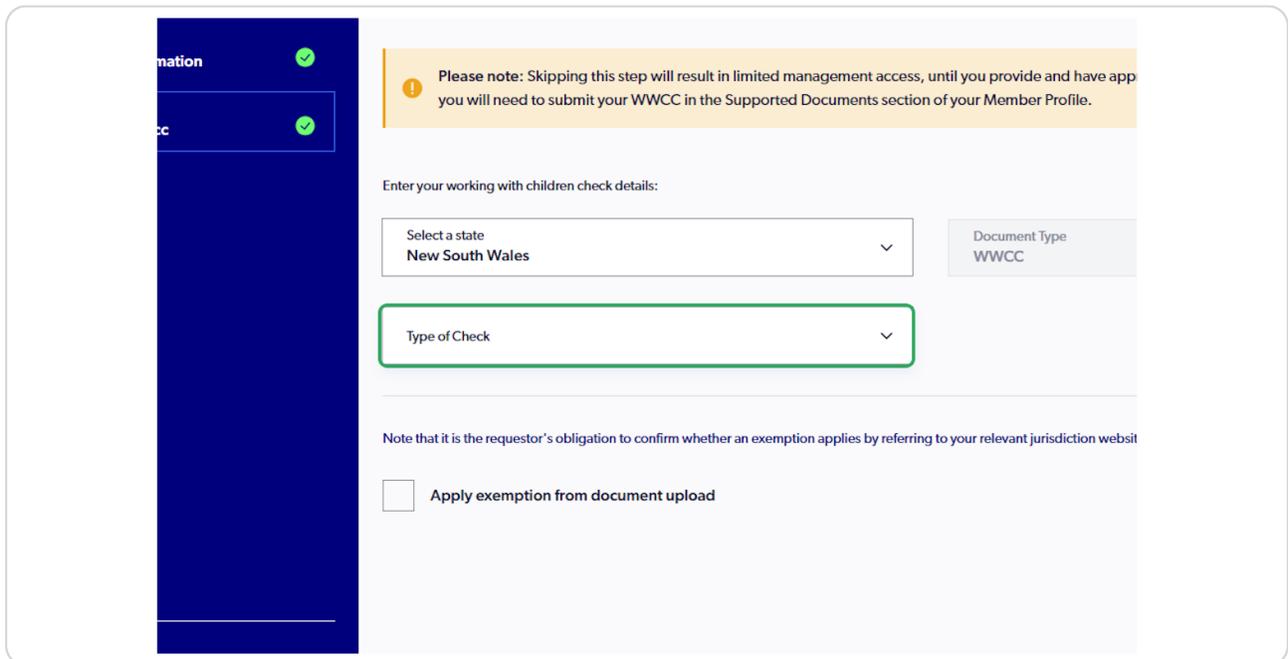
State

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"

Enter your working with children check details:

Select a state
New South Wales

Document Type
WWCC

Type of Check

- Volunteer
- Paid: Hobby
- Paid: Employee

ing to your relevant jurisdiction web

Getting started
red

STEP 7

Enter WWCC details

Enter your working with children check details:

Select a state
New South Wales

Document Type
WWCC

Type of Check
Volunteer

Enter document details:

Card number
163747

Issue date
Issue date is required

Expiry date
Expiry date is required

Back

Getting started
pired
sign out

STEP 8

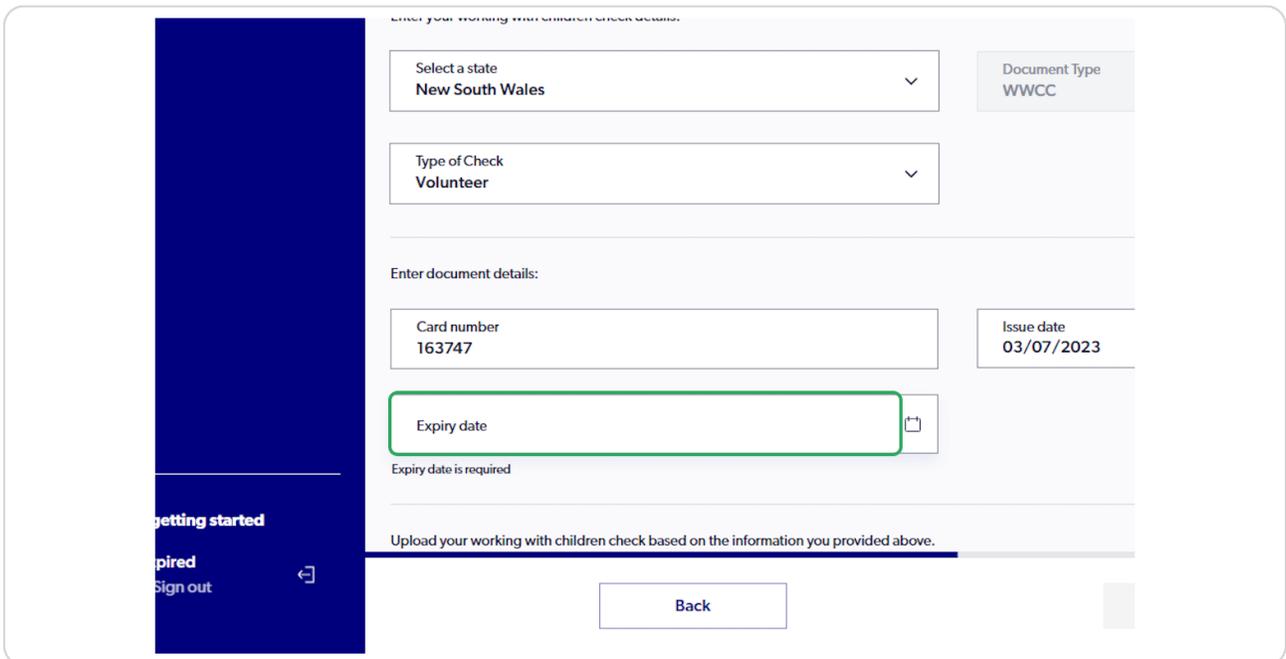
Click on "Issue date"



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

STEP 9

Input "Expiry date"



A screenshot of a web form for a "Working with Children Check". The form includes several fields: "Select a state" (New South Wales), "Document Type" (WWCC), "Type of Check" (Volunteer), "Card number" (163747), and "Issue date" (03/07/2023). The "Expiry date" field is highlighted with a green border and has a red error message "Expiry date is required" below it. A "Back" button is visible at the bottom. On the left side, there is a dark blue sidebar with text: "Getting started", "Expired", "Sign out", and a back arrow icon.

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 red-bordered box highlights a button labeled "Upload a Working with Children Check Document".

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

A light blue information box contains the following text and list:

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 a modal dialog box titled "UPLOAD A WORKING WITH CHILDREN CHECK DOCUMENT".

Inside the dialog, there is a dashed green box containing a plus icon and the text: "DRAG AND DROP A DOCUMENT AND IMAGE".

Below the dashed box, there is a link: "Upload a document from your device".

At the bottom of the dialog, there are two buttons: "Cancel" and "Upload file".

The background shows a blurred form with the following visible text:

- Type of Check: Volunteer
- Enter document
- Card number: 163747
- Expiry date: 25/01/2024
- Upload your v
- Upload
- Document is required
- Please ensure that your photo meets the following guidelines.
- Is a valid Working with Children Check

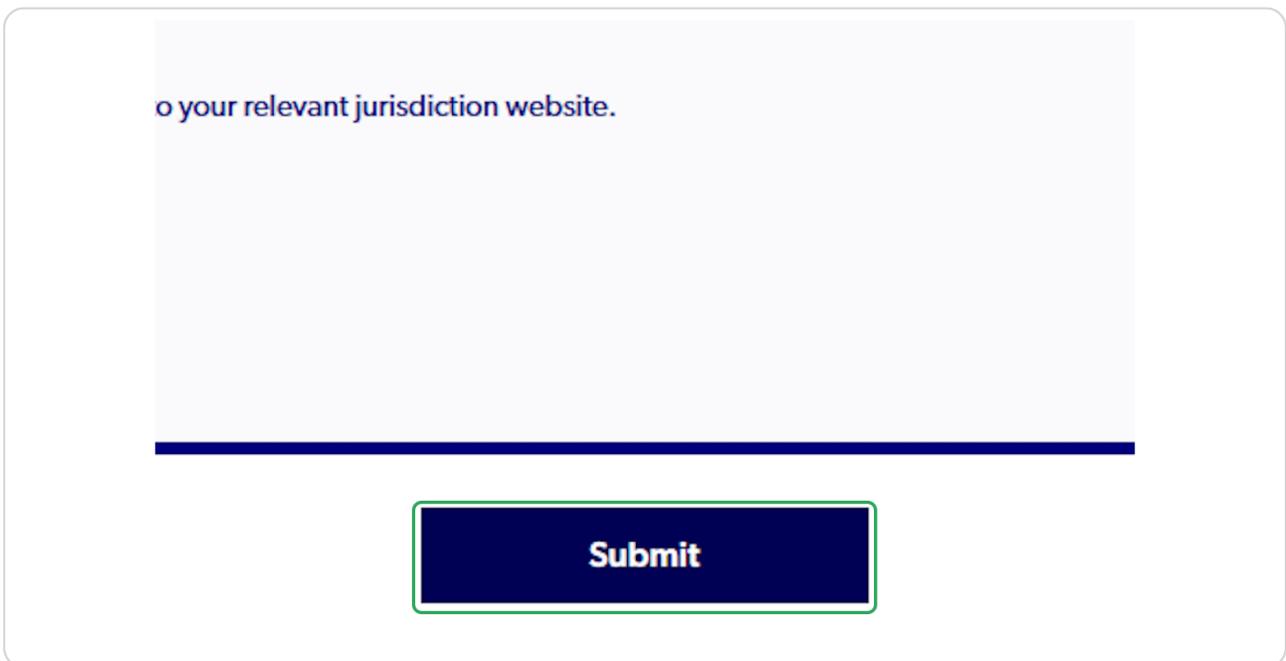
STEP 12

Click on "Upload file"



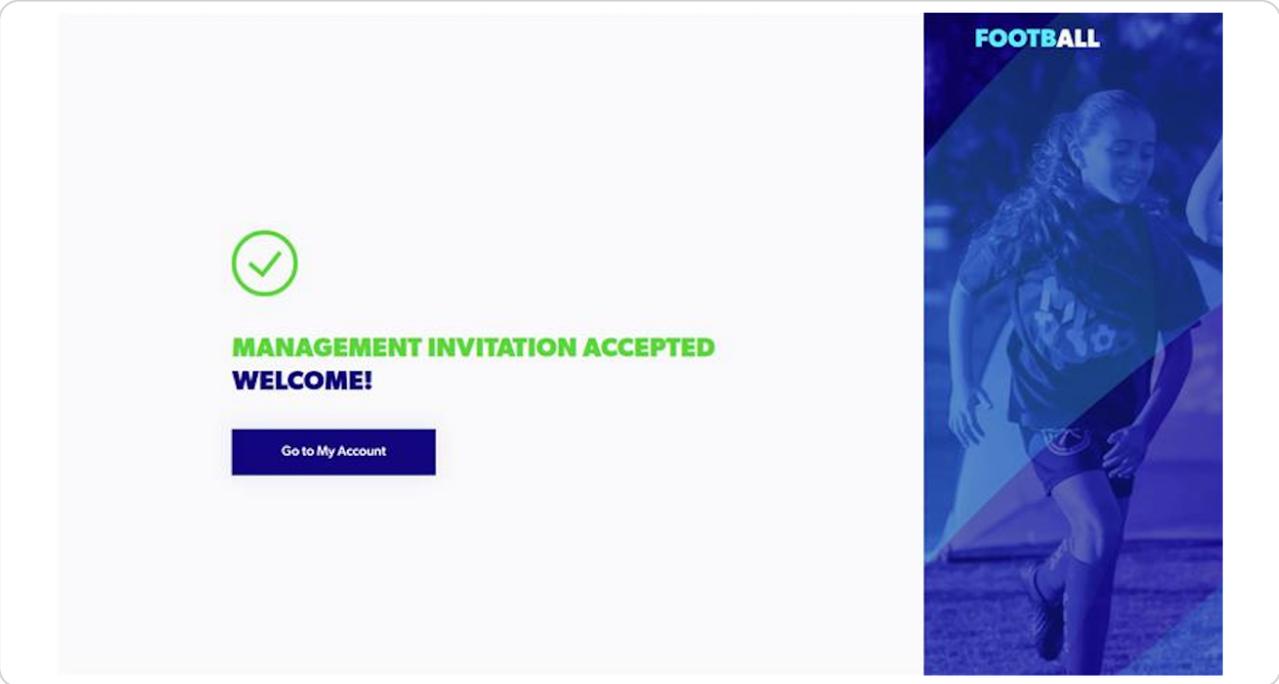
STEP 13

Click on "Submit"



STEP 14

Confirmation message will appear



PLAY FOOTBALL