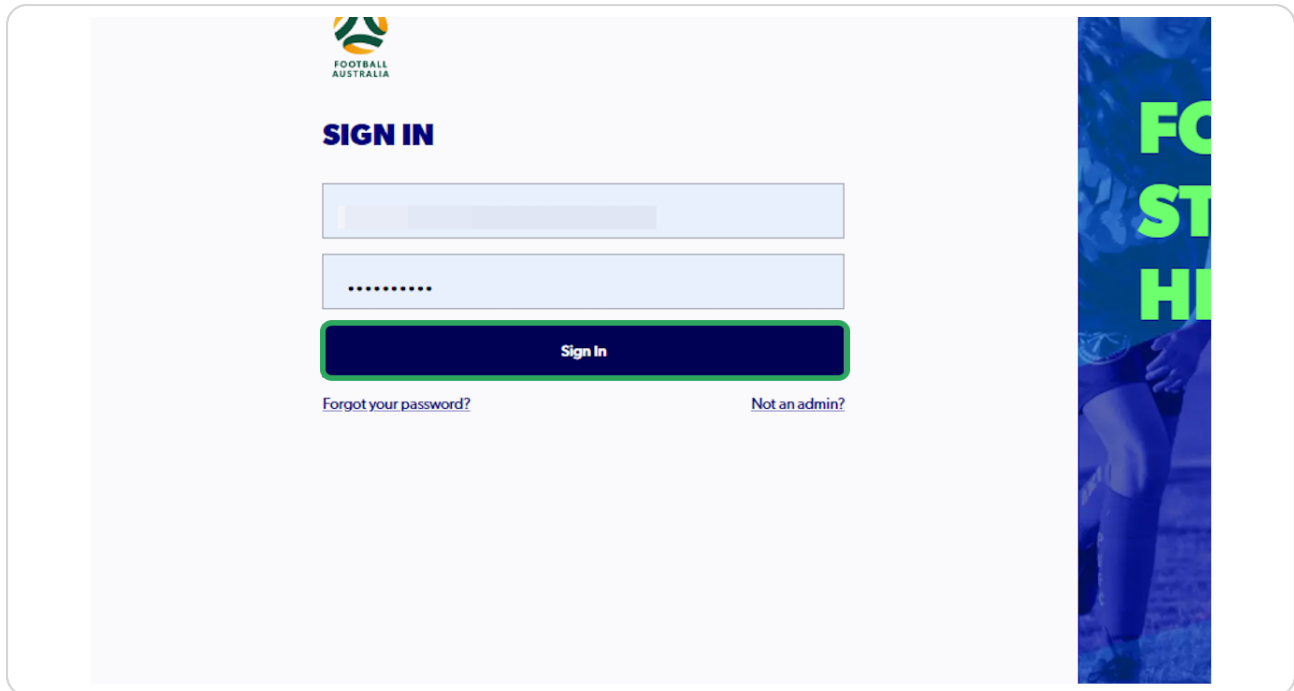


## STEP 1

### Sign in to your PlayFootball Admin Account – Click on Sign In



The screenshot shows the PlayFootball Admin Sign In page. At the top left is the Football Australia logo. Below it, the text "SIGN IN" is displayed in bold. There are two input fields: the first for the username and the second for the password, which is masked with dots. Below the password field is a dark blue "Sign In" button. Underneath the button are two links: "Forgot your password?" and "Not an admin?". On the right side of the page, there is a vertical banner image showing a soccer player in action, with the text "FOOTBALL AUSTRALIA" and "PLAY FOOTBALL" overlaid in large, bold letters.



Trouble logging in? Check you're on the admin login page and look for 'not an admin?'

## STEP 2

### Select "Organisations"

The screenshot shows the Play Football app interface. On the left is a dark blue sidebar with a menu. The 'Organisations' item, represented by a soccer ball icon, is highlighted with a green rectangle. The main content area on the right displays a table with three columns: 'Playing Level', 'Registration type name', and 'Status'.

Playing Level	Registration type name	Status
ALL	Senior	APPRO
NPL	Supplementary NPL	APPRO
NPL	Senior NPL Male (Pro Comp)	APPRO
NPL	Senior NPL Female (Pro Comp)	APPRO
NPL	Senior NPL	APPRO
NPL	Junior NPL	APPRO
Community	Junior	APPRO

## STEP 3

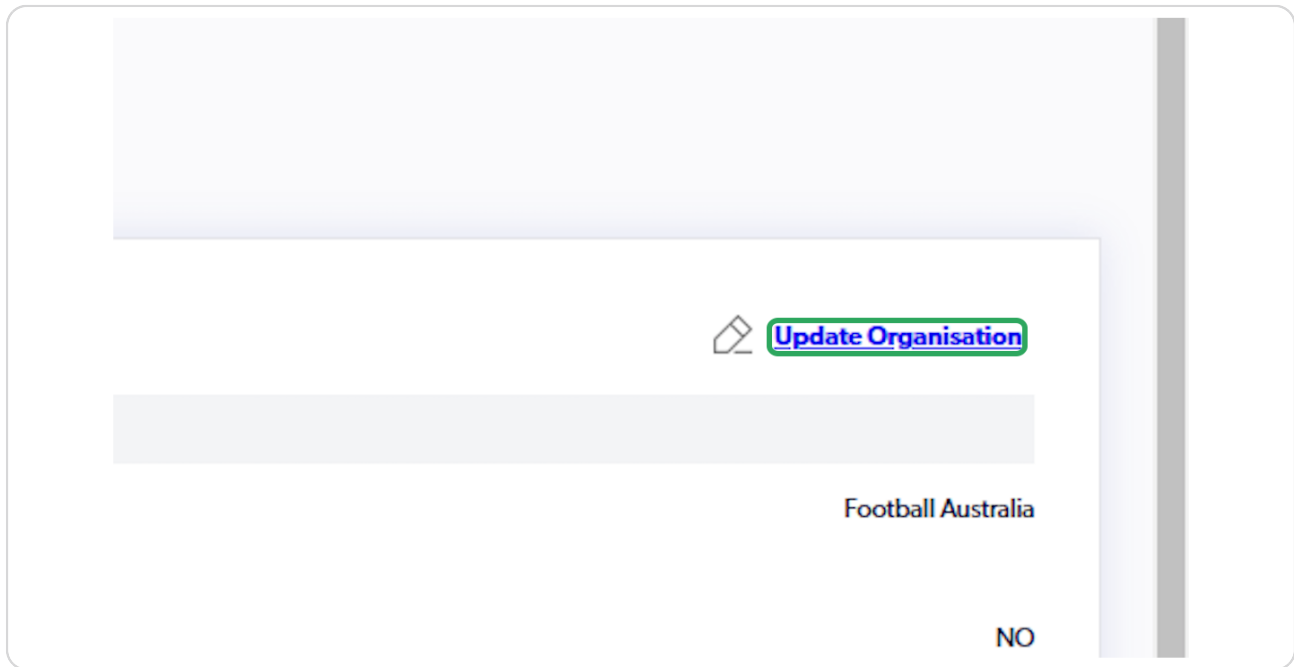
### Click on "Manage My Organisation"

The screenshot shows the Play Football app interface. In the sidebar, the 'Organisations' menu item is expanded, and the 'Manage My Organisation' button is highlighted with a green rectangle. The main content area on the right displays a table with two columns: 'Playing Level' and 'Registration type name'.

Playing Level	Registration type name
NPL	Senior NPL Male (Pro Comp)
NPL	Senior NPL Female (Pro Comp)
NPL	Senior NPL
NPL	Junior NPL
Community	Junior
Community	Junior Community - User Testing
Community	Senior Community - User Testing

## STEP 4

### Click on "Update Organisation"



## STEP 5

### Update the appropriate fields

A screenshot of the "Update Organisation" form in the Football Australia interface. The form is divided into several sections:

- Address:** Fields for Address line 1, Address line 2, Suburb, Postcode, and State (dropdown menu).
- Location:** Fields for Latitude (-33.87) and Longitude (151.2).
- Identification:** Fields for POS ID and Type (National).
- Primary Contact Person:** A dropdown menu for Name (Tina).
- Payment Information:** Fields for Bank Account Name (Test), BSB Number (123123), and Account Number (123123).

At the bottom of the form, there are two buttons: "Cancel" and "Save All Changes". A small note below the Type field reads: "See anything locked/details incorrect? Please contact [Play Football Support](#) here to get them updated."

The interface includes a sidebar on the left with the Football Australia logo and navigation links: Registrations, People, Approvals, Reports, and Organisations. The Organisations section is currently selected, showing "Manage Organisations" and "Manage My Organisation" options. The bottom of the sidebar has a "Settings" link and a "Profile | Sign out" button.

STEP 6

Click on Save All Changes

PAYMENT INFORMATION

Bank Account Name

BSB Number

123

Account Number

321

Change organisation payment method? Please complete this [form](#)

Cancel

Save All Changes

**PLAY FOOTBALL**