


Use this article for assistance with uploading a new WWCC (Working With Children's Check)

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## STEP 1

### Sign in to your PlayFootball Admin account




**SIGN IN**

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Sign In


[Forgot your password?](#)[Not an admin?](#)



STEP 2

Click on "Profile"

FOOTBALL

 FQ - FOOTBALL GOLD COAST LTD

SWITCH ORGANISATION

REGULATORY ADMIN

- Registrations
- People
- Approvals96
- Reports
- Organisations
- Settings

ProfileSign out

Home / Registration Types

FQ - Football Gold Coast Ltd Administrator

REGISTRATION TYPES

Search by type name...

Filters2


Create New Registration Type

Parent Registration Type name	Playing Level	Registration Type name	Status	Age Group	Gender	
Senior NPL (MF Sub)	NPL	Senior NPL (MF Sub)	APPROVED	15 - 99	Male,Female	
FQ Junior 11-17 Years	Community	Test_type_FQ Junior 11-17 Years	APPROVED	4 - 12	Male,Female,Mixed	
FQ Senior	Community	FQ Senior_test	DRAFT	15 - 99	Male,Female	
FQ Senior	Community	FQ Senior	DRAFT	4 - 12	Male,Female	
Senior Community - LACH	Community	Senior Community - LACH	APPROVED	15 - 99	Female,Male	
FQ Senior	Community	FQ Senior_test	DRAFT	15 - 99	Male,Female	
FQ Senior	Community	FQ Senior Exceptions	APPROVED	15 - 99	Male,Female	
FQ Senior NPL	NPL	FQ Senior NPL	APPROVED	15 - 18	Male,Female	

STEP 3

Click on "Supported Document"

SCRIPTS

 Email Address

Participants

Organisational Roles

Supported Document

## STEP 4

Click on "Add New WWCC"

The screenshot shows a web interface with a light blue header. Below the header, there is a section titled "ted Document" with a blue underline. Underneath, there are two buttons: "Request an exemption" and "Add New WWCC". The "Add New WWCC" button is highlighted with a green rectangular border. Below these buttons is a large yellow rectangular area. On the right side of the interface, there is a vertical grey bar.

## STEP 5

Enter the details and Click on "Next"

The screenshot shows a web interface for "PERSONAL DETAILS". On the left is a dark blue sidebar with the "FOOTBALL" logo and "MANAGEMENT INVITE" text. It lists two steps: "Step 1: Personal Information" (marked with a green checkmark) and "Step 2: Add valid wwcc" (marked with a circle). At the bottom of the sidebar are links for "Help & getting started", "Profile | Sign out", and a home icon. The main content area is titled "PERSONAL DETAILS" and "LET'S START WITH YOUR DETAILS". It contains several input fields: "First Name", "Middle Name (Optional)", "Last Name", "Date of Birth" (with a calendar icon), "Gender (Optional)" (a dropdown menu showing "Female"), "Street Address" (with a "Search for your address" link), "Address line 1", "Address line 2", "Suburb", "Postcode" (with "2000" entered), and "State" (a dropdown menu showing "New South Wales"). At the bottom of the form are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a green rectangular border.

## STEP 6

Enter all the details and click on "Upload a WWCC Document"

**FOOTBALL**  
**MANAGEMENT INVITE**

Step 1  
Personal Information ✓

Step 2  
Add valid wwcc ○

Enter your working with children check details:

Select a state  
New South Wales

Document type  
WWCC

Type of Check  
Paid: Hobby

Enter document details:

Card number  
WWC123

Issue date  
01/09/2023

Expiry date  
30/09/2026

Upload your working with children check based on the information you provided above.

**Upload a Working with Children Check Document** +

Document is required

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

Back Submit

## STEP 7

Click on "Submit"


**FOOTBALL**  
**MANAGEMENT INVITE**

Step 1  
Personal Information ✓

Step 2  
Add valid wwcc ✓

Upload your working with children check based on the information you provided above.

**Working with children check document Preview**



Change

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

Please Note: Any inappropriate photos may result in your registration being declined.

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

Back **Submit**

**PLAY FOOTBALL**