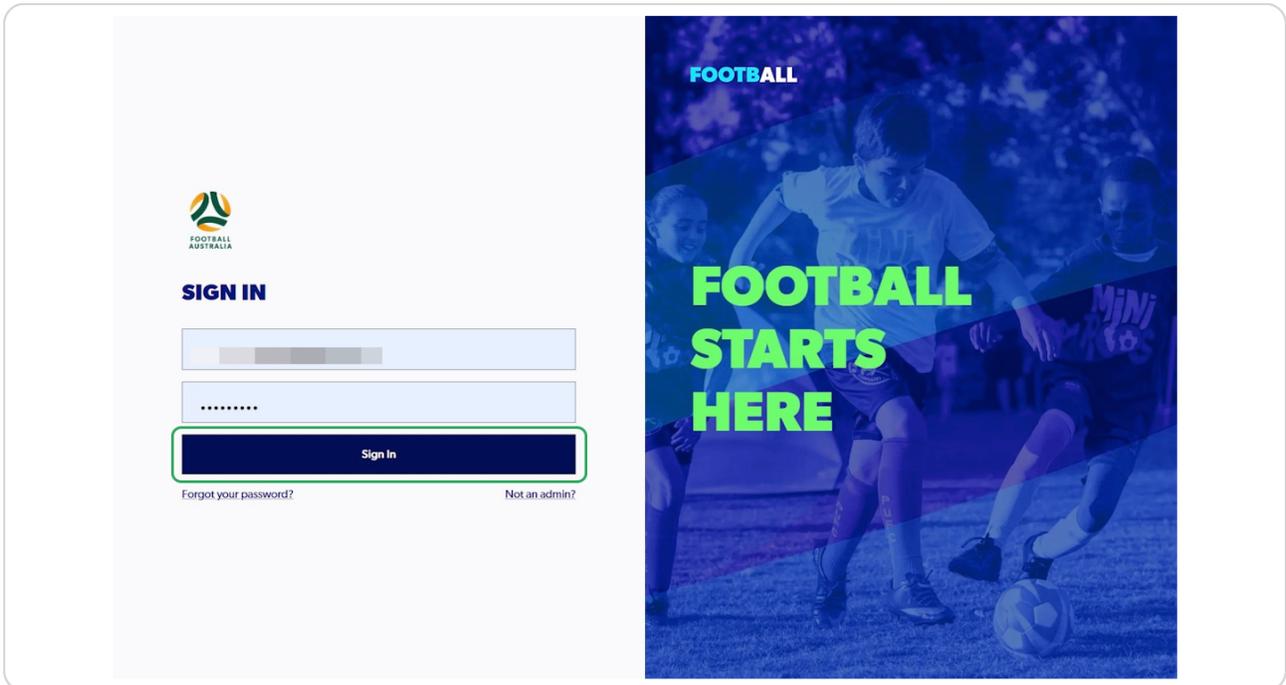


Use this article for assistance with uploading a new WWCC (Working With Children's Check)

STEP 1

Sign in to your PlayFootball Admin account



STEP 2

Click on "Profile"

Home / Registration Types

REGISTRATION TYPES

Search by type name...

Filters 2

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

Profile | Sign out

STEP 3

Click on "Supported Document"

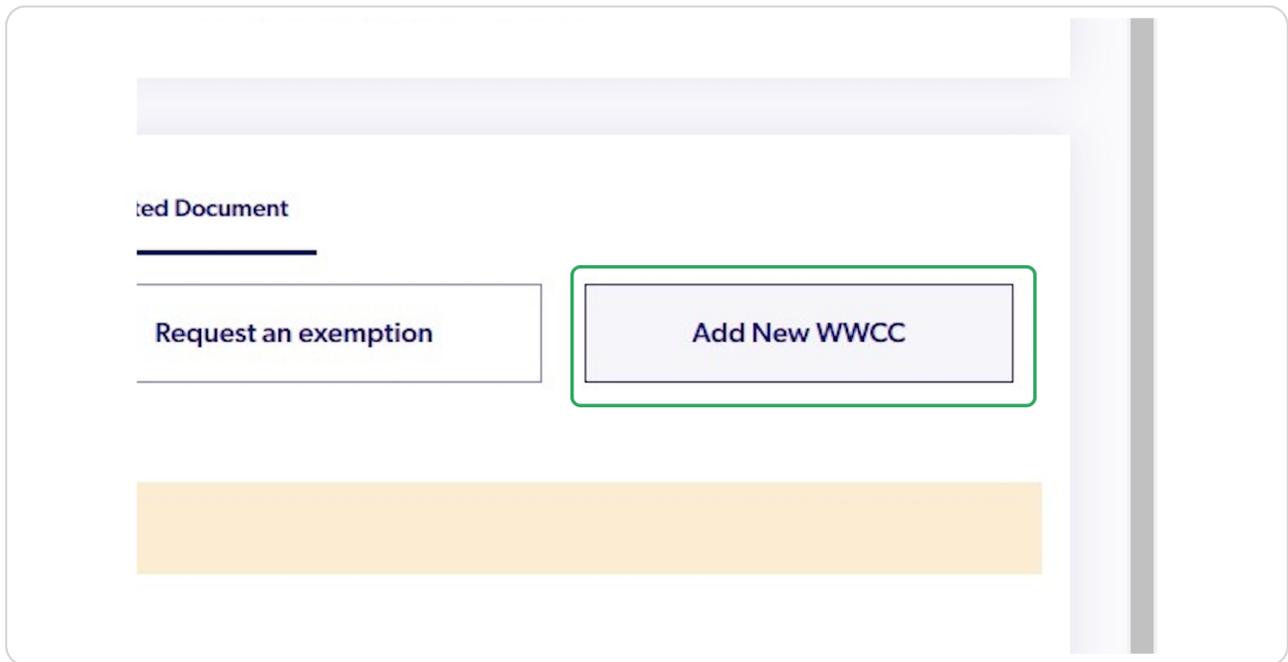
SCRIPTS

Email Address

Participants Organisational Roles **Supported Document**

STEP 4

Click on "Add New WWCC"



STEP 5

Enter the details and Click on "Next"

The screenshot displays a "PERSONAL DETAILS" form. On the left is a dark blue sidebar with the "FOOTBALL" logo and "MANAGEMENT INVITE" text. The sidebar contains two steps: "Step 1 Personal Information" (marked with a green checkmark) and "Step 2 Add valid wwcc" (marked with a radio button). At the bottom of the sidebar are links for "Help & getting started" and "Profile | Sign out". The main form area is titled "PERSONAL DETAILS" and "LET'S START WITH YOUR DETAILS". It includes input fields for "First Name", "Middle Name (Optional)", "Last Name", "Date of Birth", and "Gender (Optional)" (set to "Female"). Below these is a section for "Please enter your address" with fields for "Street Address" (Address line 1 and 2), "Suburb", "Postcode" (2000), and "State" (New South Wales). At the bottom of the form are "Cancel" and "Next" buttons, with the "Next" button highlighted by a green border.

STEP 6

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

The screenshot shows the 'Add valid wwcc' step of the 'Football Management Invite' process. The left sidebar contains the 'FOOTBALL MANAGEMENT INVITE' header and a progress indicator with 'Step 1 Personal Information' marked as complete and 'Step 2 Add valid wwcc' as the current step. The main content area is titled 'Enter your working with children check details:' and includes a dropdown for 'Select a state' (New South Wales), a 'Document type' field (WWCC), and a 'Type of Check' dropdown (Paid: Hobby). Below this is the 'Enter document details:' section with fields for 'Card number' (WWC123), 'Issue date' (01/09/2023), and 'Expiry date' (30/09/2026). A section titled 'Upload your working with children check based on the information you provided above.' contains a button labeled 'Upload a Working with Children Check Document' with a plus icon. A red error message 'Document is required' is visible. A blue information box provides guidelines for the document: 'Please ensure that your photo meets the following guidelines.' with bullet points: 'Is a valid Working with Children Check', 'Is clear, legible and with appropriate lighting', 'Is under 5MB in size', and 'Is either a PDF, PNG or JPG file type'. At the bottom are 'Back' and 'Submit' buttons.

STEP 7

Click on "Submit"

The screenshot shows the 'Submit' step of the 'Football Management Invite' process. The left sidebar is identical to Step 6, but 'Step 2 Add valid wwcc' is now marked as complete. The main content area is titled 'Upload your working with children check based on the information you provided above.' and features a 'Working with children check document Preview' section with a soccer ball icon and a 'Change' button. Below this is the same blue information box with guidelines as in Step 6. A note states: 'Note that it is the requestor's obligation to confirm whether an exemption applies by referring to your relevant jurisdiction website.' There is a checkbox labeled 'Apply exemption from document upload' which is currently unchecked. At the bottom are 'Back' and 'Submit' buttons, with the 'Submit' button highlighted with a green border.

PLAY FOOTBALL