

## STEP 1

### Sign in to your PlayFootball Admin

FOOTBALL  
AUSTRALIA

**SIGN IN**

**Sign In**

[Forgot your password?](#)

[Not an admin?](#)

FOOT  
STAR  
HERE

## STEP 2

### Click on "Registrations"

**FOOTBALL**

**FOOTBALL  
VICTORIA**

REGIST TO ORIGINAL

REGULATORY ADMIN

**Registrations**

People

Approvals 28

Reports

Organisations

Settings

12  
Profile | Sign out

Home / Registration Types

**REGISTRATION TYPES**

Search by type name...

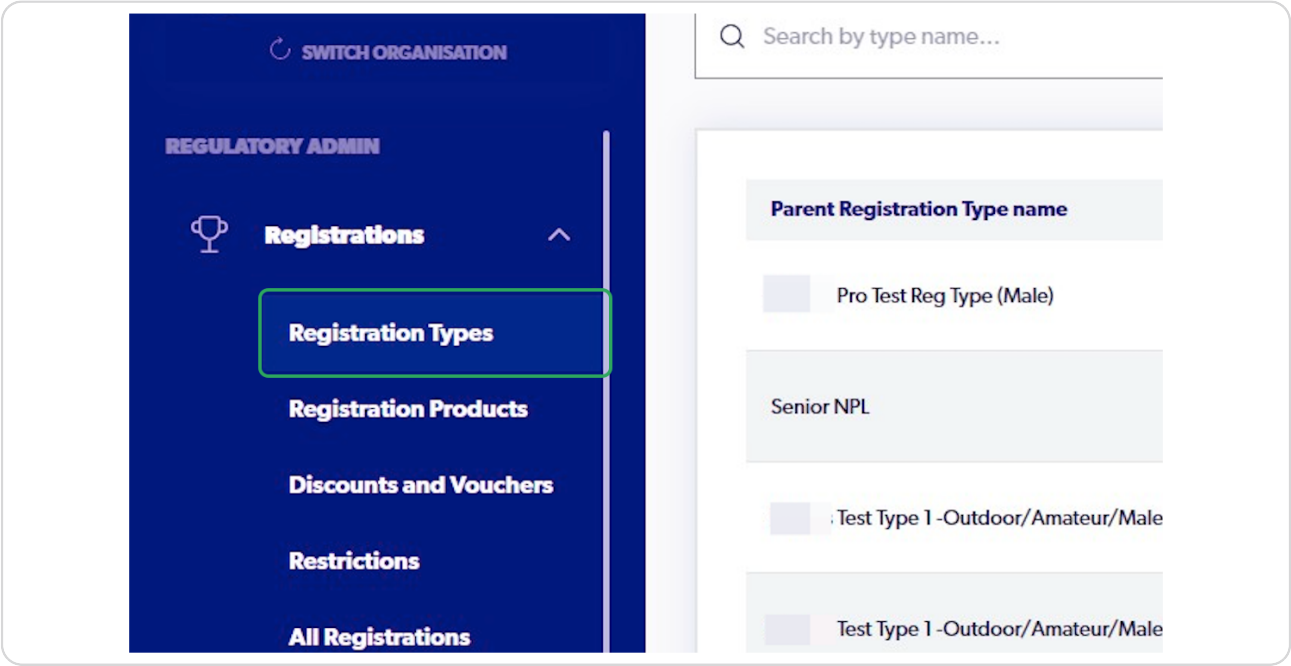
Filters 0

Create New Registration Type

Parent Registration Type name	Playing Level	Registration Type name	Status	Age Group	Gender	No. of Clubs	No. of Enrolments	F
Pro Test Reg Type (Male)	NPL	s Pro Test Reg Type (Male) (copy)	DRAFT	14 - 18	Male		\$	...
Pro Test Reg Type (Male)	NPL	Pro Test Reg Type (Male)	APPROVED	14 - 18	Male		\$	...
Senior NPL	NPL	Senior NPL	APPROVED	15 - 99	Male/Female		\$	...
Test Type 1 - Outdoor/Amateur/Male	ALL	Test (View Full Summary)	DRAFT	12 - 99	Male		\$	...
Test Type 1 - Outdoor/Amateur/Male	ALL	Test (View Full Summary)	APPROVED	12 - 99	Male		\$	...
Test - Male/Club&Regulation Fees Upfront	ALL	Test - Male/Club&Regulation Fees Upfront	DRAFT	7 - 97	Male		\$	...
Test Type 1 - Outdoor/Amateur/Male	ALL	Test Type 1 - Outdoor/Amateur/Male	ARCHIVED	12 - 99	Male		\$	...

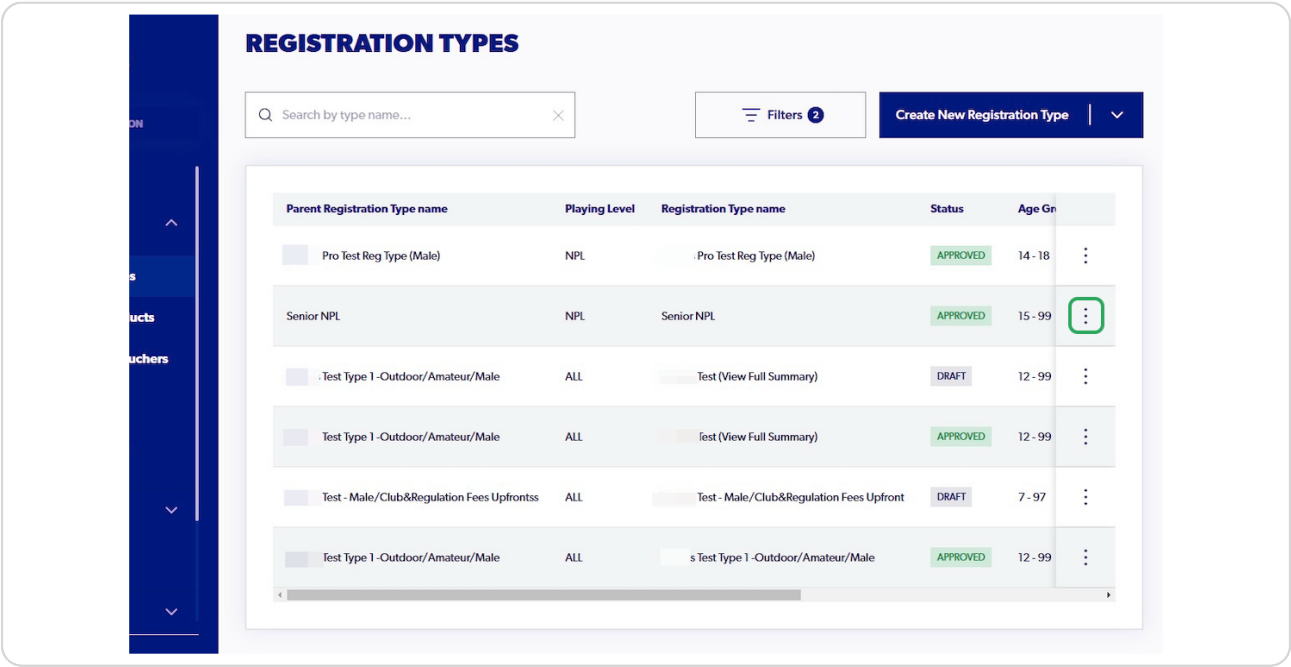
STEP 3

Select Registrations and Click on Registration Types



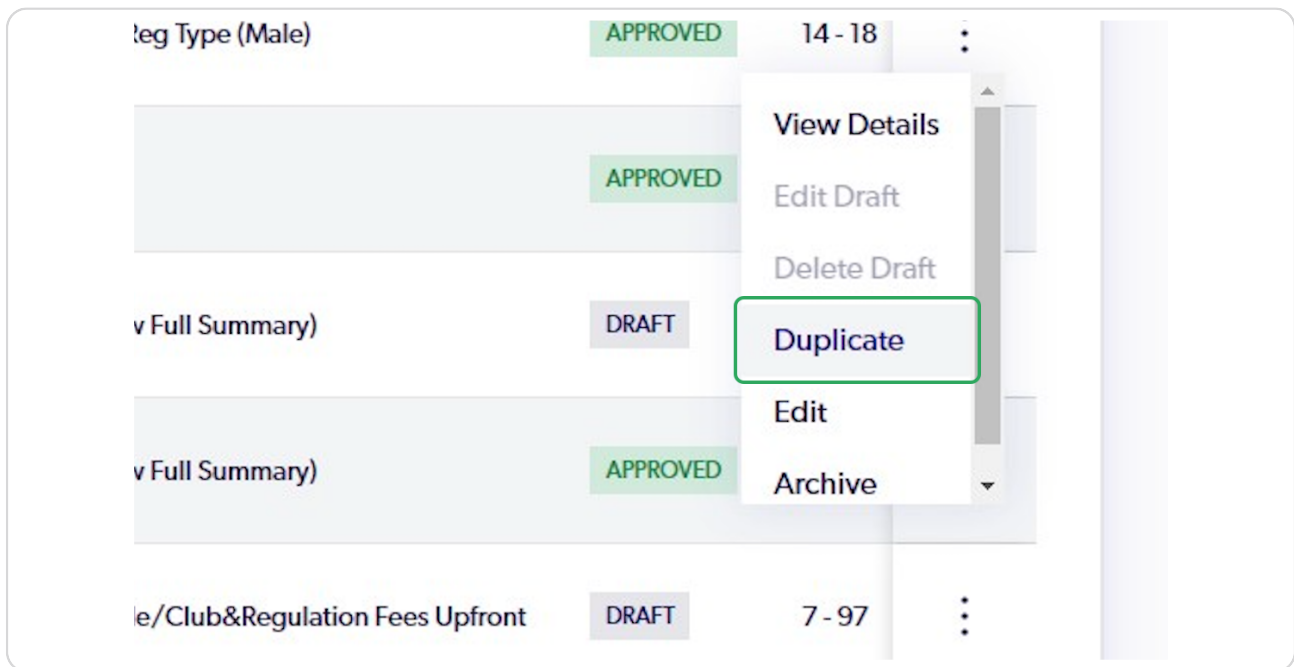
STEP 4

Click on the Three Dots next to the appropriate Registration Type



## STEP 5

### Select Duplicate

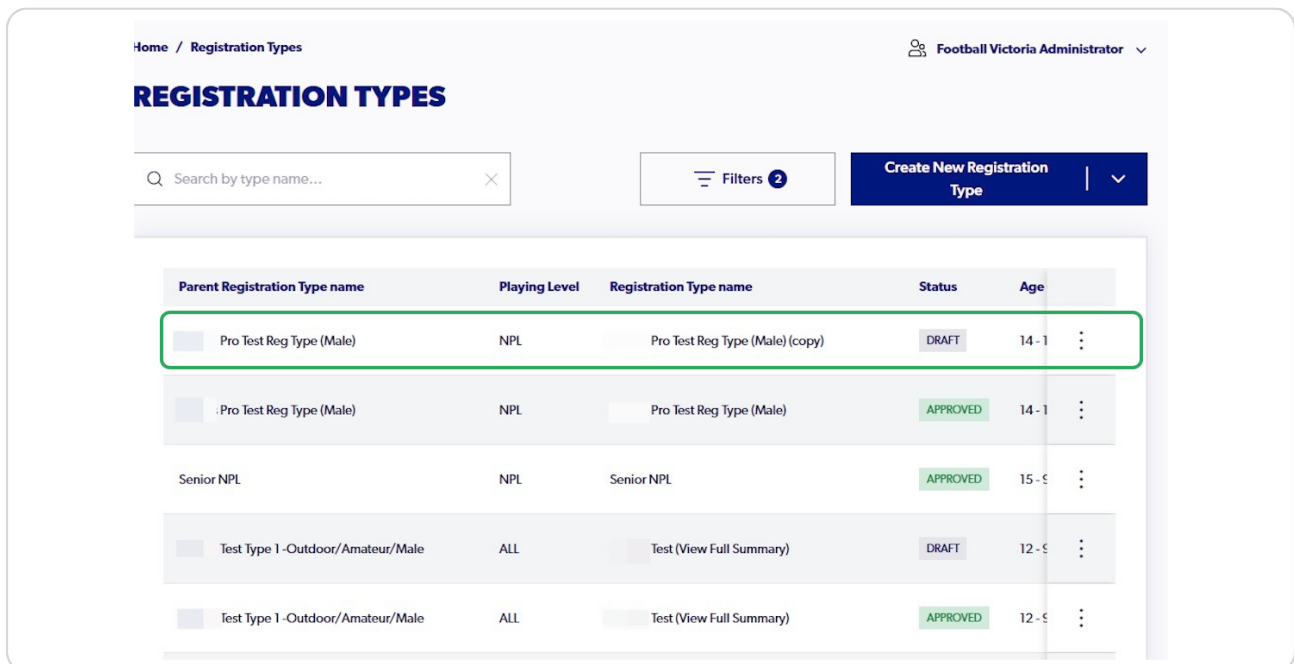


A screenshot of a web application showing a list of registration types. A context menu is open over one of the items, displaying options: View Details, Edit Draft, Delete Draft, Duplicate (highlighted with a green border), Edit, and Archive. The list items include details like 'Reg Type (Male)', 'APPROVED', '14 - 18', and 'DRAFT'.

Registration Type Name	Status	Age Range	Actions
Reg Type (Male)	APPROVED	14 - 18	View Details, Edit Draft, Delete Draft, Duplicate, Edit, Archive
Test Type (View Full Summary)	DRAFT		
Test Type (View Full Summary)	APPROVED		
Test Type (View Full Summary)	DRAFT		

## STEP 6

### You will be able to view the Duplicated Registration Type



A screenshot of the 'REGISTRATION TYPES' page. The page shows a table with columns: Parent Registration Type name, Playing Level, Registration Type name, Status, and Age. A new entry, 'Pro Test Reg Type (Male) (copy)', is highlighted with a green border, showing a 'DRAFT' status. The page also includes a search bar, a filters button, and a 'Create New Registration Type' button.

Parent Registration Type name	Playing Level	Registration Type name	Status	Age
Pro Test Reg Type (Male)	NPL	Pro Test Reg Type (Male) (copy)	DRAFT	14 - 18
Pro Test Reg Type (Male)	NPL	Pro Test Reg Type (Male)	APPROVED	14 - 18
Senior NPL	NPL	Senior NPL	APPROVED	15 - 19
Test Type 1 - Outdoor/Amateur/Male	ALL	Test (View Full Summary)	DRAFT	12 - 14
Test Type 1 - Outdoor/Amateur/Male	ALL	Test (View Full Summary)	APPROVED	12 - 14

**PLAY FOOTBALL**