

## STEP 1

### Click on "Terms and Conditions Title" and enter a title

The Terms and Conditions for each organisation must be uploaded while creating the registration type or product. Administrators have two methods available to upload their terms and conditions.

**FOOTBALL**

**NEW PRODUCT**

- Step 1 Registration Group ☒
- Step 2 Football Type ☒
- Step 3 Playing Level ☒
- Step 4 Parent Registration Type ☒
- Step 5 Details ☐
- Step 6 Payment Options ☒
- Step 7 Terms & Conditions ☐**
- Step 8 Additional Questions ☐
- Step 9 Review and Publish ☐

**TERMS AND CONDITIONS** [Open Form Preview](#)

**ADD THE MEMBER FEDERATION TERMS AND CONDITIONS FOR THIS PRODUCT**

To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.

Terms and Conditions Title:

Select Terms and Conditions Type:

**DRAG AND DROP A DOCUMENT**

Upload a document from your device

[Show File List](#) [Upload](#)

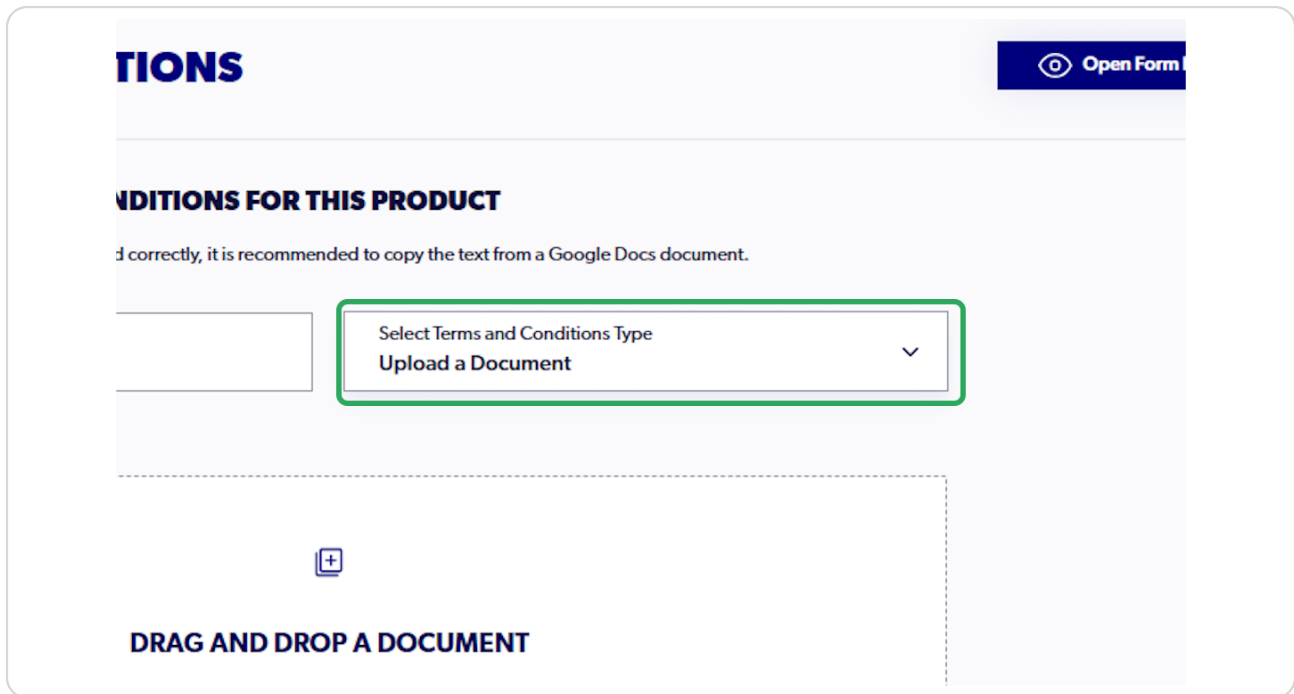
[Back](#) [Next](#)



To complete this step and mark the 'tick' in the progression tracker, it's necessary to fill in all three fields, including entering a title.

## STEP 2

Click on "Select Terms and Conditions Type"



The screenshot shows a web form titled "TERMS AND CONDITIONS". In the top right corner, there is a blue button with a magnifying glass icon and the text "Open Form". Below the title, the section is labeled "TERMS AND CONDITIONS FOR THIS PRODUCT". A note states: "If entered correctly, it is recommended to copy the text from a Google Docs document." There are two input fields. The first is a text box. The second is a dropdown menu with a green border, containing the options "Select Terms and Conditions Type" and "Upload a Document", with a downward arrow icon. Below these fields is a dashed-line box for document upload, containing a plus icon in a square. At the bottom of this box, the text "DRAG AND DROP A DOCUMENT" is displayed.



The file type of a document must be a **PDF**. The system does not support Word documents or other methods.

### STEP 3


## Select your "Terms and Condition Type"

**TERMS AND CONDITIONS FOR THIS PRODUCT**

correctly, it is recommended to copy the text from a Google Docs document.

Select Terms and Conditions Type  
Upload a Document ^

Copy & Paste  
Upload a Document



**DRAW AND DROP A DOCUMENT**

[Upload a document from your device](#)



The options for the "Terms and Condition Type" include 'Copy and Paste' text from a document or 'Drag and drop/Upload' from your device

## STEP 4

### Click on "Upload"

**FOOTBALL**

**NEW PRODUCT**

- Step 1 Registration Group ✓
- Step 2 Football Type ✓
- Step 3 Playing Level ✓
- Step 4 Parent Registration Type ✓
- Step 5 Details ✓
- Step 6 Payment Options ✓
- Step 7 Terms & Conditions ○
- Step 8 Additional Questions ✓
- Step 9 Review and Publish ○

2 Help & getting started

Super Admin Profile | Sign out

**TERMS AND CONDITIONS** [Open Form Preview](#)

**ADD THE CLUB TERMS AND CONDITIONS FOR THIS PRODUCT**

To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.

Terms and Conditions Title  
tt

Select Terms and Conditions Type  
Copy & Paste

test

Show File List **Upload**

Back Next

**!** To proceed through this step, a **title for the terms and conditions** must be added

## STEP 5

Select "Next" to progress to the next step

The screenshot shows the 'TERMS AND CONDITIONS' step of a 9-step process. The left sidebar lists steps 1 through 9, with steps 1-7 marked as complete (green checkmarks) and step 9 as pending (empty circle). Step 7, 'Terms & Conditions', is highlighted. The main content area is titled 'TERMS AND CONDITIONS' and includes a sub-header 'ADD THE MEMBER FEDERATION TERMS AND CONDITIONS FOR THIS PRODUCT'. Below this, a note states: 'To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.' A text input field contains 'T/C title here' followed by a file icon and the text 'file-1693808187075.html'. An 'Add More' button is positioned below the input field. At the top right, there is a link 'Open Form Preview'. At the bottom, 'Back' and 'Next' buttons are visible.

## STEP 6

**Terms and Conditions – Review. Click on "edit" to adjust the Terms and Conditions at the organisations**

Review and Publish allows administrators to review any steps including the terms and conditions

The screenshot displays the 'Review and Publish' interface. It features a table of settings on the left and a table of Terms and Conditions in the center. The 'TERMS AND CONDITIONS' table is highlighted with a green border. Below it is the 'ADDITIONAL QUESTIONS' section.

|                               |   |
|-------------------------------|---|
| Time Exceptions               | Not Provided  |
| Gender Exceptions             | Not Provided  |
| Breakdowns                    | Uniform : \$50,Field Hire : \$50,Match fees : \$100 |
| Exemptions                    | Not Provided  |
| Amateur player payment option | All Fees Upfront                                    |

| TERMS AND CONDITIONS    |          | <a href="#">Edit</a> |
|-------------------------|----------|----------------------|
| Football Australia T&Cs | Provided |                      |
| Member Federation T&Cs  | Provided |                      |
| Association T&Cs        | Provided |                      |
| Club T&Cs               | Provided |                      |

| ADDITIONAL QUESTIONS                  |            | <a href="#">Edit</a> |
|---------------------------------------|------------|----------------------|
| <b>Standard Questions</b>             |            |                      |
| First Name, Middle Name and Last Name | ShortText  |                      |
| Date of Birth and Gender              | Selections |                      |
| Home address                          | ShortText  |                      |
| Nationality and Country of Birth      | Selections |                      |

**PLAY FOOTBALL**