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**PLAY FOOTBALL  
NEW PARTICIPANT  
REGISTRATION GUIDE**  
2020 COMPETITIONS

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# REGISTRATION OVERVIEW

THIS GUIDE IS ONLY FOR NEW PARTICIPANTS WHO HAVE NEVER REGISTERED IN PLAYFOOTBALL PREVIOUSLY.

- The first step in the registration process is to create a Play Football account. Once created this will be where your player details, registration information and history can be found.
- For participants with a previous MyFootballClub account:
  - Will need to create a Play Football account and 'claim' their MyFootballClub account details:
    - When a participant creates a Play Football Account, the details used to create the account will be checked to see if there are any details from MyFootballClub that match. The email address is a key field in the matching process.
    - If there is a match, the participant will need to 'claim' those details as their own and proceed with their registration.
- For participants who are new to Football:
  - Will create a new Play Football account and the relevant profile details will be recorded during the registration process (e.g. address, phone numbers, photo).
- For parents registering on behalf of their children:
  - Parents are to create a separate Play Football account for each member of their family, including themselves. It is recommended that you use the same parent email address for each of the children's accounts.
  - The parent account can then be set up to link each of the children's accounts to the parent account, as the parent account is able to manage all of their family member registrations.

## BEFORE YOU BEGIN

- If you are using a PC/Laptop, ensure you are registering using a supported browser such as Google Chrome or Mozilla Firefox. Currently, Microsoft Edge and Internet Explorer don't display all fields correctly. If you are using an Ipad/Mac iOS is supported, you won't need to use a different browser.
- If applicable, ensure you obtain your Active Kids Voucher from Service NSW before you start the registration for your children, in order to redeem your \$100 voucher – <https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher>
- Ensure you have a valid email address and access to this email account (required at Step 1).
- Ensure you have a passport style photo image ready to upload into your profile (required at Step 7).
- Non-Players over the age of 18 years, will require a valid Working with Children Check number. You can obtain this from the Kids Guardian at the NSW Government website – <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

# STEP 1 – CREATE YOUR PLAY FOOTBALL ACCOUNT

1. Create a Play Football account profile - <https://account.footballnetwork.com.au/register>

**Please Note:** Parents must create their own account first, before creating their child's account (please refer to steps a) – f) below when creating each account).

**Please Note:** Please do **NOT** use the social media sign in options, as these are not fully functional at this point in time.

**Create your Football Account**

Your Football Account is one account that lets you connect with all of the Football Network in Australia.

ALREADY HAVE AN ACCOUNT?

Sign in with social account

First Name \*      Last Name \*

Email Address \*

Create a Password \*

Must be eight or more characters including a mix of upper and lower case letters, a number and a special character

Confirm Password \*

Date of Birth \*

Select date

Receive marketing promotions and special offer emails from Football Federation Australia

**Terms and Conditions \***

FFA respects the privacy of individuals about whom we collect personal information. The personal information that FFA collects from you via the Football Family registration form is collected for the purposes of processing your registration, sending you information about FFA (including information regarding our commercial partners and sponsors and related products and services), information about football matches, tickets and related events, assisting with your enquiries and for other purposes set out in our [Privacy Policy](#).

You acknowledge that the information you provide will be collected by FFA and may be given to third parties (such as Ticketek, IT providers or venue operators) we engage to help us run our business for the purposes outlined above or as required by law. Without your personal details, we can't register you or send you the information you've requested. Our [Privacy Policy](#) tells you more, including how to contact us to access and correct your details or make a complaint.

By signing up, you consent to the collection, use and disclosure of your personal information as described above.

I have read and accept the terms and conditions

**REGISTER**

- a) Enter your first name and last name.

**Please Note:** For children's accounts the name must be the same as the one used for your child's record at Service NSW, to ensure the Active Kids Voucher can be redeemed.

- b) Enter a valid email address.

**Please Note:** For players with a previous MyFootballClub account, ensure you enter the same email address here to enable you to claim your existing profile.

- c) Create a password.

**Please Note:** the password must contain a capital letter, a number and a special character.

- d) Enter your date of birth.

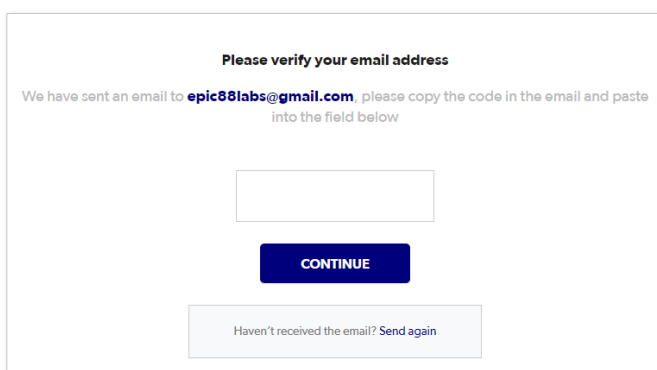
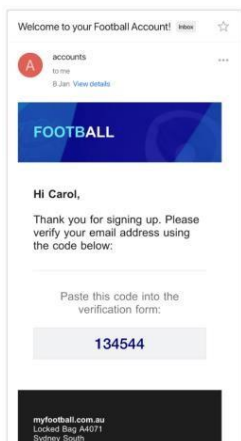
**Please Note:** for children's accounts, this date must be the same as the one used for your child's record at Service NSW to ensure the Active Kids Voucher can be redeemed.

- e) Read the terms and conditions and check the box accepting the terms and conditions.

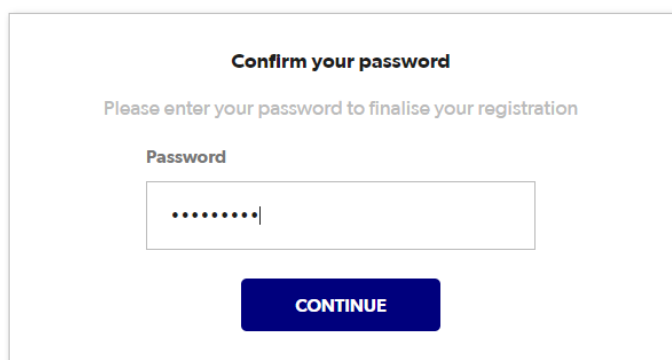
- f) Click 'Register'.

**Please Note:** An email will be sent to your email address with a code for you to verify the address.

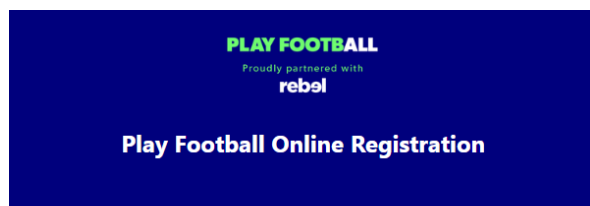
2. Verify your Account by entering the code provided in your email from Play Football into the verify screen.



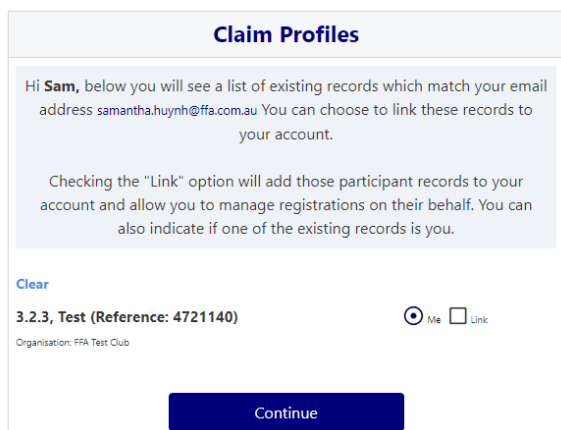
3. Re-enter your password.



4. If your profile details match to an existing MyFootballClub account, claim your profile.



**Please Note:** For parents who have used the email address for each of their children's records, claim all of your children's records during this step. Please ensure you indicate which record belongs to 'YOU', and which ones are to be linked to your account.



**Please Note:** For parents who have used different email addresses for each of their children, you may link those profiles at a later stage during the registration process.

5. Select any communication options to add to your profile (these are optional) and click 'Save and Continue'. The Play Football home screen should display.

**Please Note:** you are now signed into your account, see top right of screen



## STEP 2 – PROFILE PHOTO

1. Hover over your name on the top right of the screen (as per image above) and select 'My Account'. Under 'Registrations' select 'Manage my Registration'.

**Please Note:** If you are registering your child, you will need to hover over your name on the top right of the screen and click on the drop down under 'linked records' and then select the child you are registering.

2. Under the photo box, select 'edit your public profile' and then participants will need to upload a photo by clicking 'select profile image'.

**Please Note:** The photo uploaded will need to meet the image guidelines specified and will also appear on your Play Football account. Basic photo editing tools are also available to crop or rotate the image.

3. Click the save image button (first icon above your photo – disc).
4. Click 'save' and a confirmation message will appear at the top of the screen advising 'Item(s) updated successfully'.

## STEP 3 – REGISTER TO A CLUB

1. Open your club's online registration form, for example:

- [Football South Coast Referees – Click Here](#)

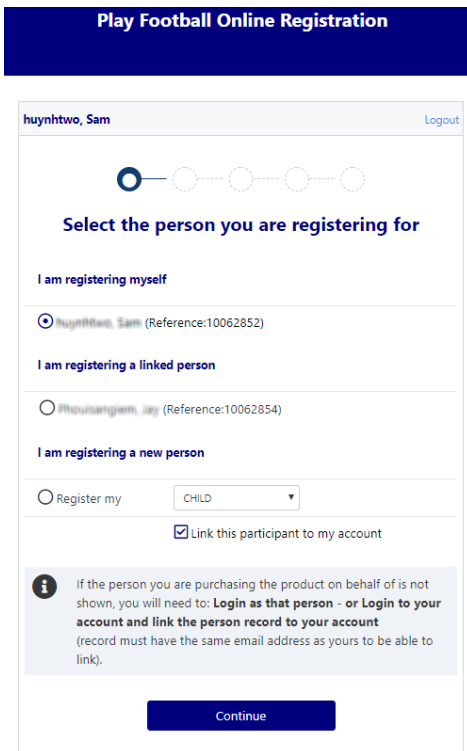
2. Click 'Get Started' to commence your registration.

The screenshot shows the 'PLAY FOOTBALL' online registration interface. At the top, it says 'Proudly partnered with rebel' and 'Play Football Online Registration'. The main content area is titled 'Welcome' and 'Registration for: APIA Leichhardt Tigers FC'. It includes sections for 'How this works' (Register in less than 10 minutes, Secure online registration, Login using MyFootball account) and 'Information needed' (Personal Details, Profile photo, WWC, ITC and other details as required, Credit Card Details). A 'Get started' button is visible. Below this is a section for 'Available registration products' with dropdown menus for Role, Football Type, and Playing Level. A specific product is listed: 'Coach - U16 Boys' for the '2019 NRL NSW Youth / 2019 NPL 2 NSW Youth / 2019 FNSW Association Youth League'. The product details table is as follows:

Role	Coach	Age	16-19 Mixed
Type	Club Football	Level	ALL

## STEP 4 – SELECT THE PARTICIPANT

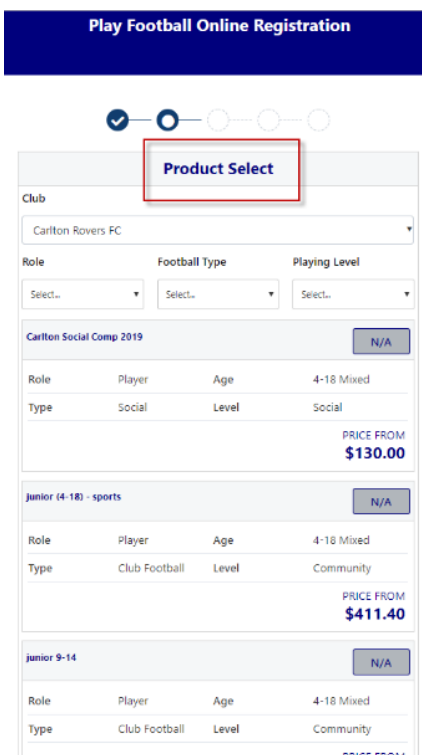
1. Sign into your Play Football account (if not already logged in) and you will be presented with the Play Football Online Registration screen. This will show your own account details, along with any individuals you have linked to your account.



The screenshot shows the 'Play Football Online Registration' interface. At the top, it says 'huyntwo, Sam' with a 'Logout' link. Below is a progress indicator with four steps, the first being active. The main heading is 'Select the person you are registering for'. There are three radio button options: 'I am registering myself' (selected), 'I am registering a linked person', and 'I am registering a new person'. Under 'I am registering myself', there is a radio button for 'huyntwo, Sam (Reference:10062852)'. Under 'I am registering a linked person', there is a radio button for 'Phouisangam, Jay (Reference:10062854)'. Under 'I am registering a new person', there is a radio button for 'Register my' with a dropdown menu set to 'CHILD'. Below these is a checkbox for 'Link this participant to my account' which is checked. An information icon and text state: 'If the person you are purchasing the product on behalf of is not shown, you will need to: Login as that person - or Login to your account and link the person record to your account (record must have the same email address as yours to be able to link)'. At the bottom is a 'Continue' button.

- If you are registering yourself select your name and click 'continue'.
- If you are registering a 'linked' person select the relevant participant and then click 'continue'.
- If you are registering a new person, select and indicate who you are registering, then click 'continue'.

## STEP 5 – SELECT A PRODUCT



The screenshot shows the 'Play Football Online Registration' interface. At the top, it says 'huyntwo, Sam' with a 'Logout' link. Below is a progress indicator with four steps, the second being active. The main heading is 'Product Select'. There is a dropdown menu for 'Club' set to 'Carlton Rovers FC'. Below are three dropdown menus for 'Role', 'Football Type', and 'Playing Level', all set to 'Select...'. There are three product listings, each with a table of details and a price from:

Carlton Social Comp 2019			
Role	Player	Age	4-18 Mixed
Type	Social	Level	Social
PRICE FROM \$130.00			

Junior (4-18) - sports			
Role	Player	Age	4-18 Mixed
Type	Club Football	Level	Community
PRICE FROM \$411.40			

junior 9-14			
Role	Player	Age	4-18 Mixed
Type	Club Football	Level	Community
PRICE FROM			

1. You will be shown all the 'Products' your club has on offer, select the relevant product to you.

**Please Note:** If you are UNSURE of which product to select speak with your club directly.

## STEP 6 – PRODUCT DETAILS

Play Football Online Registration  
Carlton Rovers FC  
Senior Registration Form  
Registration for Sam huythiao

Product Details

Photo Test - Seniors \$408.00

Includes fees to:

Football Federation Australia (Photo Test - Seniors)	\$33.00
Football NSW (Photo Test - Seniors)	\$50.00
FNSW - St. George Football Association Incorporated (Photo Test - Seniors)	\$85.00
Carlton Rovers FC	\$240.00

\* Prices quoted in AUD and include GST of 10%.

Total \$408.00

Team Preference

Variations

I am a student (tertiary)

Optional Products

<input type="checkbox"/> Socceroos Scarf	Socceroos Scarf	\$20.00
<input type="checkbox"/> Carlton FC polo shirt	Green Carlton FC polo shirt	\$40.00

Update Shopping Cart

Continue

- This section outlines the breakdown of the fees, that are included within the 'Product' selection.
- If an optional product is to be purchased select the product and then select 'Update Shopping Cart', which will refresh the screen with and provide a new total value.

**Please Note:** Participants must ensure they qualify for a student discount, as this affects the insurance coverage provided when you play. Clubs/Associations are required to verify participants who indicate they are a tertiary student.

## STEP 7 – PARTICIPANT DETAILS

- Participants will be shown a details screen, please update all of your details making sure all fields marked with \* are completed.

## STEP 8 – PROFILE PHOTO CONFIRMATION

PLAY FOOTBALL  
Proudly partnered with  
rebel

Play Football Online Registration  
Carlton Rovers FC  
Senior Registration Form  
Registration for Sam huythiao

- Your photo from Step 2 will appear here, please click 'continue'.

Profile Photo

Photo image guidelines - please ensure

- Photo is a passport-style image
- Head faces camera directly with full face in view
- No hats or sunglasses are to be worn in the photo
- Photo was taken within the last 12 months
- Photo is clear and legible with appropriate lighting
- Under 5 MB in size
- File type of PNG or JPG

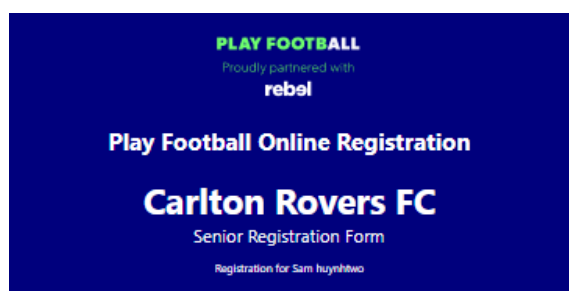
Please Note: any inappropriate photos may result in your registration being declined

Select Profile Image

Continue



# STEP 9 – INTERNATIONAL TRANSFER CERTIFICATE (PLAYERS ONLY)



**International Transfer Clearance**

Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?\*

Select

Select

Yes

No

I have never registered to play Football before



**International Transfer Clearance**

Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?\*

No

What Was the Country of Your Last Registration?\*

Select...

Name of Your Previous Club?\*

What Was the Year of Your Last Registration?\*

Select...

Continue

- Participants will be asked to identify whether their last registration was with a Football club overseas or in Australia.
    - If your last registration was with an Australian club then select 'YES'.
    - If your last registration was with an Overseas club select 'NO'.
- Please Note:** This will prompt the participant to continue through the ITC process.
- If you have never played football before, please select this option.

- If required to complete the ITC process, please complete the fields marked with an \*.
- Once you have completed your registration, an ITC request will then be sent through to Football Federation Australia.

# STEP 10 – WORKING WITH CHILDREN CHECK (NON-PLAYERS)

- Non-Players (Referees/Coaches/Managers/Volunteers) will be asked to identify whether they have a current Working with Children Check (WWC).
  - If you have a valid WWC then select 'YES'.
  - Select NSW Office of the Children's Guardian.
  - Enter your WWC number, expiry date and type "Paid" or "Volunteer".
- If do not have a valid Working with Children accreditation, then select 'NO'.

**Please Note:** your registration cannot proceed without a valid or in-progress WWC.

- Click the link to be taken to the Office of the Children's Guardian and fill in the form to apply for an NSW Working with Children Check registration. Once submitted, you will receive an email confirmation with an application number. Enter this number into the registration form.

**Please Note:** The Working with Children Check is free for 'Volunteers'.

**Please Note:** If you are unsure if you require a Volunteer or Paid WWC, please check with your club.

# STEP 11 – REVIEW YOUR ORDER AND T&C'S



**Review your order**

Please confirm your order details are correct.

Shopping cart	Modify
Photo Test - Seniors	\$408.00
Carlton FC polo shirt	\$40.00
Processing Fee	\$8.07
Note - The processing fee displayed above only applies to purchases made online by credit card.	
<b>Total</b>	<b>\$456.07</b>

Participant Details	Modify
First Name	Sam
Middle Name	
Known As	

International Transfers	Modify
International Transfers Clearance Required	Yes

In order to register, each participant must agree to comply with the Terms and Conditions including any incorporating documents such as the FFA Statutes, National Code of Conduct and Spectator Code of Behaviour.

I have read and agree to comply with the [Terms & Conditions](#). If the person being registered is under 18, I confirm that I am their parent/legal guardian.

I confirm I wish to opt into marketing communications from the following organisations:

- Football Federation Australia
- Football NSW
- FNSW - St. George Football Association Incorporated
- Carlton Rovers FC

[Continue](#)

- Participants will have the chance to review their order at this step and it is important participants review and edit any details if required.
- To edit any of the sections select 'Modify' against the relevant section.
- The Terms & Conditions will also appear at this step. Please tick the box, and a pop-up with the Terms and Conditions will appear.
- Once you have reviewed your details and the Terms & Conditions, please click 'continue'.

## STEP 12 – PAYMENT



Payment	
<b>Details of Purchase</b>	
Photo Test - Seniors	\$408.00
Includes fees to:	
Football Federation Australia (Photo Test - Seniors)	\$33.00
Football NSW (Photo Test - Seniors)	\$50.00
FNSW - St. George Football Association Incorporated (Photo Test - Seniors)	\$85.00
Carlton Rovers FC	\$240.00
Carlton FC polo shirt Green Carlton FC polo shirt	\$40.00
Processing Fee	\$8.07
<small>Note - The processing fee displayed above only applies to purchases made online by credit card. * Prices quoted in AUD and include GST of 10%.</small>	
<b>Total</b>	<b>\$456.07</b>



- The product fee breakdown is displayed along with any discounts or additional products the participant has selected.

**Please Note:** If you are UNSURE if you have selected the correct product, please speak with your club directly.

- If you have selected an INCORRECT product, select one of the blue circles at the top of the page to go back in the process to select the correct product.

## STEP 12A – ACTIVE KIDS VOUCHER

- NSW participants who have a valid Active Kids Voucher can enter the voucher details to redeem its value.
- Select the Active Kids Voucher from the dropdown and enter the Active Kids Voucher number then select 'Apply'.
- This will be verified as a valid code by Service NSW. If the code cannot be used, or an error displays make a note of the error and contact – [playfootball.support@ffa.com.au](mailto:playfootball.support@ffa.com.au)

## STEP 12B – ONLINE / OFFLINE PAYMENTS

**Pay Online**

We accept VISA and MASTERCARD

Name on Card \*

  
**Card Number \*** **CVC/CVV \***

Card number	CVV
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**Expires \***

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**Pay Offline**

An invoice for the amount payable will be emailed to you.

If you choose to pay offline, the processing fee included in the above total (\$8.07) will not apply.

- The payment options available to participants are set by each individual Club.
  - Online – Visa or Mastercard payments (Payments are to be made in FULL)
  - Offline – Ability to submit your registration and pay later, according to the payment requirements set by the club.

**Please Note:** if there is an issue with payment options available to you, please speak with your club directly.

## STEP 13 – CONFIRMATION/ PERFORM ANOTHER REGISTRATION

● — ● — ● — ● — ○

**Confirmation**

Thanks Sam, your registration has been accepted.

**Amount Payable:** \$448.00  
An invoice has been sent to christopherhuynh15@yahoo.com.au.

For enquiries relating to this registration, please contact:

Test Person  
Carlton Rovers FC  
test@test.com

[Show Raw Disburse XML \(TEST only\)](#)

- A confirmation message will display indicating your registration has been completed and sent to the club. An email will also be sent to your email address with invoice details of your transaction.
- Your registration will be pending approval by the club. Once your club activates your registration you are officially registered for the season with that club.
- The system indicates two ways to end the registration process:
  - 'Finished Registration' will take you back to your Play Football account screen.
  - 'Perform another Registration' will take you back to step 3, where you can repeat this process for a linked person, or a new person.

# SUPPORT CONTACTS

## FFA Play Football Support Centre

- Hours of Operation: Monday to Friday 10am – 5pm AEST
- Email: [playfootball.support@ffa.com.au](mailto:playfootball.support@ffa.com.au)
- Telephone: 02 8880 7983

## FNSW Online Services Department

- Hours of Operation: Monday to Friday 9am – 5pm AEST
- Email: [onlineservices@footballnsw.com.au](mailto:onlineservices@footballnsw.com.au)
- Telephone: 02 8814 4450

## LINKS

Create a Play Football Account	<a href="https://account.footballnetwork.com.au/register">https://account.footballnetwork.com.au/register</a>
Login to your Play Football Account	<a href="https://account.footballnetwork.com.au/">https://account.footballnetwork.com.au/</a>
FFA Support Portal	<a href="https://support.playfootball.com.au/support/home">https://support.playfootball.com.au/support/home</a>
Active Kids Voucher	<a href="https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher">https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher</a>
Working with Children Check	<a href="https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check">https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check</a>