



FOOTBALL
AUSTRALIA

WALKING FOOTBALL

MANUAL REGISTRATION GUIDE

THIS GUIDE IS DESIGNED TO ASSIST A PROGRAM LEAD/REGISTRAR TO REGISTER WALKING FOOTBALL PARTICIPANTS WHO HAVE COMPLETED A WALKING FOOTBALL MANUAL REGISTRATION FORM.

To set up the registration Type/product, please refer to the Walking Football PlayFootball set up guide.

You will require a Football Account to complete a self-registration. If you require access to the PlayFootball administration portal, please contact your local association, member federation or club registrar for assistance.

Why is it important to register participants on PlayFootball?

The objectives of the National Registration Regulations are to:

1. Promote, develop and protect the game of football in Australia in all its forms for participants of all abilities and skill;
2. Ensure football is regulated in a consistent and coordinated manner across the states, territories, districts, zones, and clubs;

It is also important that participants are registered in PlayFootball to ensure they're covered by insurance.

It is vital that participant data is collected through PlayFootball, reporting this data is crucial to show Government the continued success and for the long-term sustainability of the program.

Whilst also providing Football Australia, stakeholders, and the community with data for future grant funding opportunities.

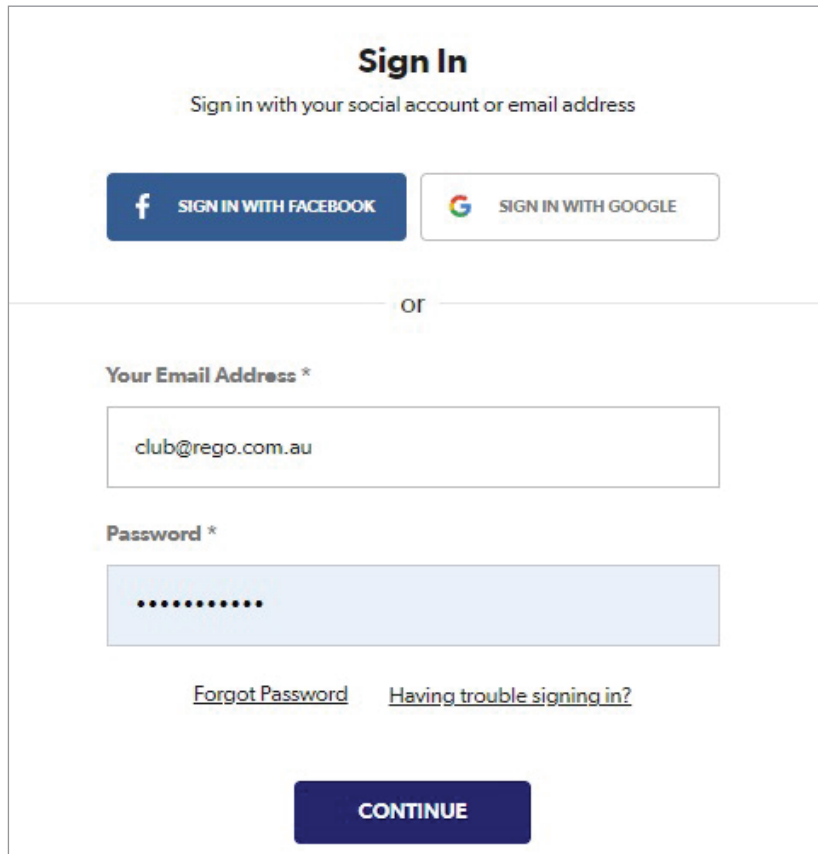


1. FOOTBALL ACCOUNT – LOGIN

First, log into your Play Football account using the link below. Make sure that you log into your Football account using the original method that you created your account with using either your email address & password or using your social login.

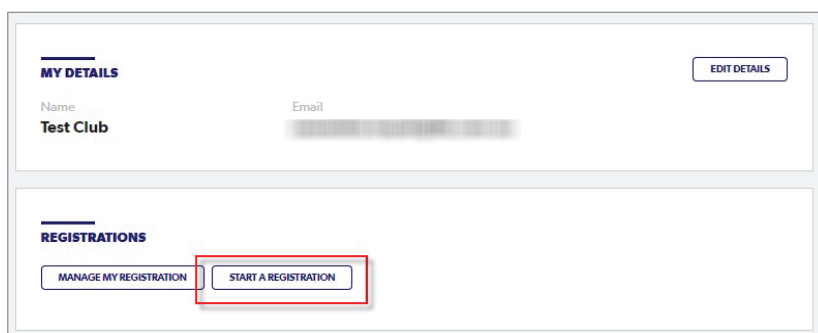
For program leads and registrars its advised that a football account is created separate from your personal football account, this should be created using your work or football club email address.

Sign in to your Football account here → <https://account.footballnetwork.com.au/>



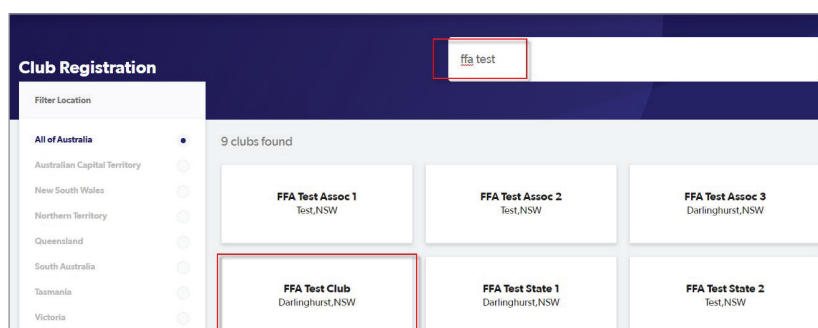
The 'Sign In' form is titled 'Sign In' with the subtitle 'Sign in with your social account or email address'. It features two social login buttons: 'SIGN IN WITH FACEBOOK' and 'SIGN IN WITH GOOGLE'. Below these, separated by an 'OR' divider, are fields for 'Your Email Address *' (containing 'club@rego.com.au') and 'Password *' (masked with dots). There are links for 'Forgot Password' and 'Having trouble signing in?'. A large blue 'CONTINUE' button is at the bottom.

Once logged in, "click start a registration.



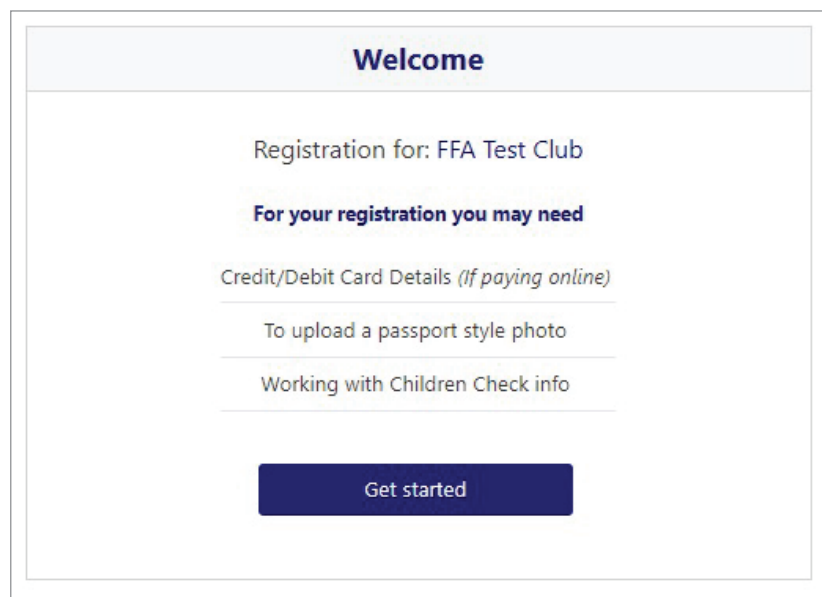
This section shows the user's profile and registration options. The 'MY DETAILS' section includes 'Name' (Test Club) and 'Email' (club@rego.com.au), with an 'EDIT DETAILS' button. The 'REGISTRATIONS' section has two buttons: 'MANAGE MY REGISTRATION' and 'START A REGISTRATION', with the latter highlighted by a red box.

Then type the name of the club the participant needs to be registered to.



The 'Club Registration' page shows a search bar with 'ffa test' entered. A sidebar on the left lists Australian states and territories. The main area displays '9 clubs found' in a grid. The clubs listed are: FFA Test Assoc 1 (Test,NSW), FFA Test Assoc 2 (Test,NSW), FFA Test Assoc 3 (Darlinghurst,NSW), FFA Test Club (Darlinghurst,NSW) - highlighted with a red box, FFA Test State 1 (Darlinghurst,NSW), and FFA Test State 2 (Test,NSW).

Click on "Get Started"



Welcome

Registration for: FFA Test Club

For your registration you may need

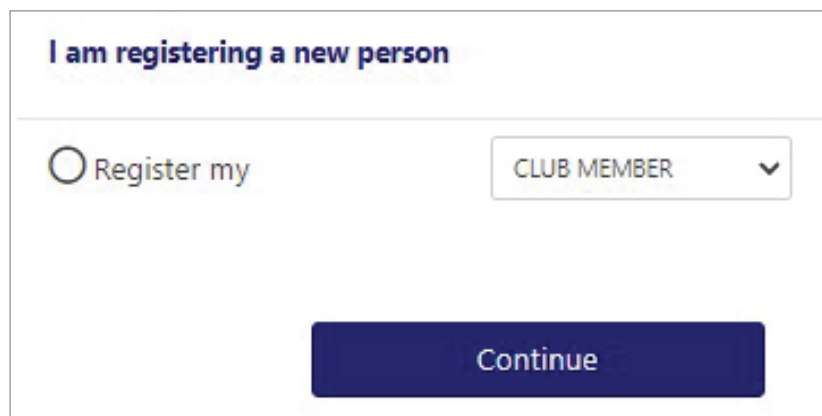
Credit/Debit Card Details *(If paying online)*

To upload a passport style photo

Working with Children Check info

Get started

You will then have the option to register yourself, as we are registering on behalf of a participant, at the bottom please select the "I am registering a new person" option, change to "club member" then click continue.

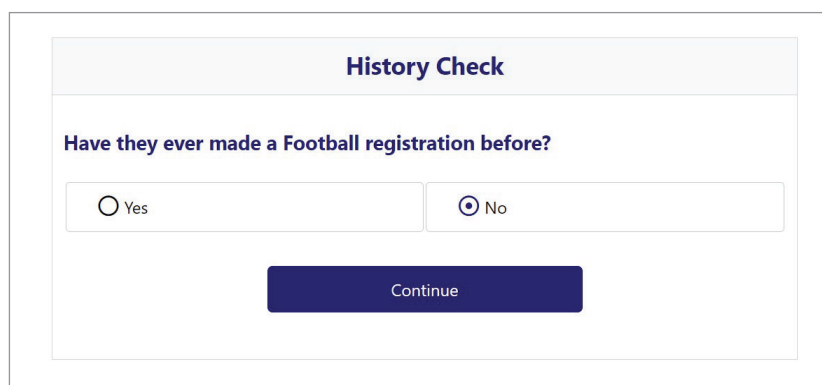


I am registering a new person

☐ Register my CLUB MEMBER ▼

Continue

Given the participant has completed a manual registration form, there is a good chance they do not exist in PlayFootball, so click "no".



History Check

Have they ever made a Football registration before?

☐ Yes ☒ No

Continue

Fill in the Participant details & click search.

We will use these details to check for an existing record.

First Name

Last Name

Email Address

Date of Birth

DD-MM-YYYY

Gender

Select... ▾

IF the participant does exist in PlayFootball (as per next screenshot below), refer to “2. Linking an existing profile in PlayFootball admin”, found further down this doc.

Playing History Found

We have found some previous registrations that appear to also be yours. Please select any of the registrations below that you believe to be yours.

IF the participant does not exist in PlayFootball you will get the following.

The details you have entered do not match any existing records. **Continue** to create new participant.

Continue

Click “continue” to create a new participant record.

Select the correct registration product.

Walking Football

Walking Football.

Select

Role	Type	Age	Level
Player	Social	18-100 Mixed	Social

Then click continue to the “participant details” page.

Complete the compulsory fields in the participants details page using the information provided on the Manual Registration form and click “continue”.

Review the registration details, read the terms and conditions and click the relevant tick boxes and click “continue”, then select submit on the final page.

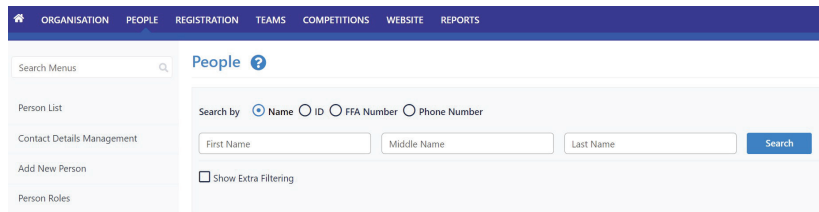
You have now successfully manually registered a Walking Football participant.

The participants FFA number will be listed at the end of the registration and on the invoice that is sent to the nominated email address.

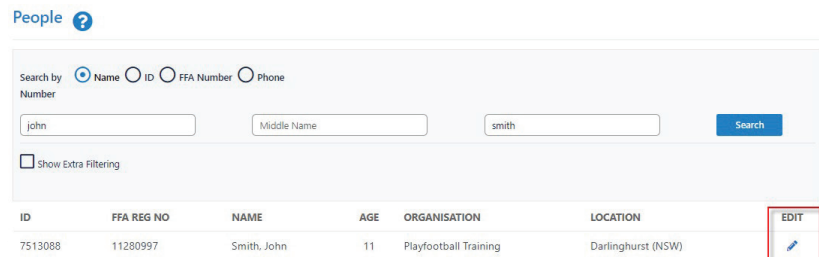
You can now log into PlayFootball admin and approve the registered participant, by clicking on the registration tab & display registrations.

2. LINKING AN EXISTING PROFILE IN PLAYFOOTBALL ADMIN

If the participant exists in PlayFootball, the simplest way to link them is to login to PlayFootball admin portal. Search for yourself under “People” of your club/association.

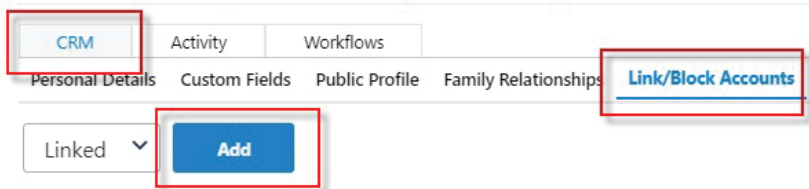


Click “edit” (pencil icon).




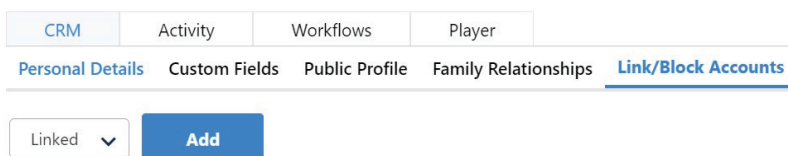
Only ‘Primary account holders’ have the adding feature, if you are not the primary user at your club, please contact that user.

Person Edit: Player, Football (ID: 7511855)

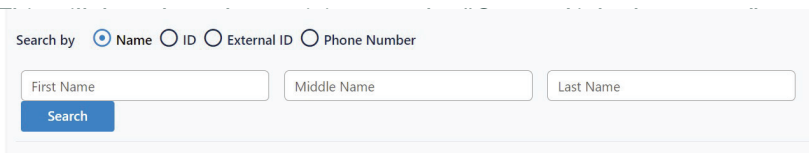


Current Linked Accounts

ID	NAME	EMAIL	ACTIONS
7511856	Test, Playfootball	testplayfootball@yopmail.com	



Then click on “Add”, on the “Link/Block accounts” tab, then using the information provided, search for them, click the blue plus sign next to their details.



Go back to PlayFootball, following the initial process, instead of clicking on “I am registering a new person”, click on “I am registering a linked person”.

I am registering a linked person

Select that linked participant and follow the registration process through, by selecting the Walking Football registration product.

Walking Football

Walking Football.

Select

Role	Type	Age	Level
Player	Social	18-100 Mixed	Social



3.UNLINKING PARTICIPANTS FROM YOUR PLAYFOOTBALL ACCOUNT

There are two ways to unlink a participant from your profile.

Option 1

1. Login at <https://user.playfootball.com.au/> then

PLAY FOOTBALL

PARTICIPANT PORTAL

Samsupport Account

FFA Test Club

My Details

Registration

Payments

Teams

Log out

Linked Participants

You can **link** accounts that use your Login email (such as other family members) by searching for other records to Link.
You can **unlink** accounts that are no longer required to be linked (such as children who have their own email address) by selecting Unlink on a linked account.

PARTICIPANT ID	NAME	SPORT	PRIMARY USER
		Football	<div><div></div><div>Unlink...</div></div>
		Football	<div><div></div><div>Unlink...</div></div>
4743053	Account, Samsupport	Football	<div><div></div><div>Unlink...</div></div>

2. Click link/unlink user from the dropdown
3. Select the participant to unlink, click “unlink, then the second option is “unlink this person record from your account”.

Option 2

1. Login to PlayFootball admin.
2. Search for yourself/club account under “People”
3. Click edit next to your name
4. Go to “Link/Block accounts”
5. Then click the bin icon next to the participant you wish to unlink.





WALKING FOOTBALL