



WALKING FOOTBALL

PLAYFOOTBALL SET UP GUIDE

THIS GUIDE IS DESIGNED TO ASSIST PROGRAM LEADS/REGISTRARS IN SETTING UP REGISTRATION TYPES, REGISTRATION PRODUCTS & SIGN-UP FORMS WITHIN PLAYFOOTBALL. THE CONTENTS OF THIS DOCUMENTS WILL INCLUDE ALL LEVELS OF THE HIERARCHY: CLUBS, ASSOCIATIONS/ ZONES/REGIONS AND MEMBER FEDERATIONS.

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 the national registration system, reporting on 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.



REGISTRATION PRODUCTS – CLUB SET UP

A registration product is the item a participant is looking to purchase, the registration product is used to identify what football type or level of competition the participant is looking to participate in. Products are created using a group of variables (age, gender, playing level and price), some variables are predetermined by parent organisations (Associations/Zones/Regions). Club registrars create products that are derived from the registration types that are inherited from their parent organisations. Parent registration types create the restrictions that are used to formulate the competition, these restrictions include age, gender, and governing body fees.

Disclaimers – Terms and Conditions

Menu → Disclaimers → Add new disclaimer

If your club has a set Terms and Conditions that they would like to present to participants during the registration process, they must be added to PlayFootball and linked via the sign up form. Only one set of disclaimers can be added to a single signup form.

The screenshot shows the PlayFootball web application. The top navigation bar has tabs for ORGANISATION, PEOPLE, REGISTRATION (highlighted), TEAMS, COMPETITIONS, WEBSITE, and REPORTS. On the left, a sidebar menu lists various options, with 'Disclaimers' highlighted at the bottom. The main content area is titled 'Disclaimer Page Maintenance' and features a button 'Add new Disclaimer'. Below this is a table with two columns: 'TITLE' and 'EVENT DATE'. The table contains one entry: 'Clubs Terms and conditions' with an event date of '18/09/2019'.

TITLE	EVENT DATE
Clubs Terms and conditions	18/09/2019

Additional Questions – Custom fields management

Menu → People → Custom person list → Custom fields management → Add new custom field

Any additional questions that clubs would like to ask participants should be created before building a signup form.

The screenshot shows the PlayFootball web application. The top navigation bar has tabs for ORGANISATION, PEOPLE (highlighted), REGISTRATION, TEAMS, COMPETITIONS, WEBSITE, and REPORTS. On the left, a sidebar menu lists various options, with 'Custom Fields Management' highlighted at the bottom. The main content area is titled 'Custom Person Field Management' and features a button 'Add New Custom Field'. Below this is a table with two columns: 'FIELD DETAILS' and 'FIELD TYPE'. The table contains two entries: 'Name' with type 'Radio Button List' and 'Description' with type 'Options'. The 'Description' entry has a value of 'Would you like to volunteer?' and options of 'yes, no, maybe'.

FIELD DETAILS	FIELD TYPE
Name	Type
Volunteers	Radio Button List
Description	Options
Would you like to volunteer?	yes, no, maybe

SIGN UP FORM SET UP - CLUB

Menu → Registration → Signup form management → Add registration form → Select FA - Walking Football → Refresh

To start the season setup signup forms must be created first, signup forms will be called on during the registration product build, it's imperative these forms are created first.

Search Menus

Registration Dashboard

Registration Management

De-reg Request

Registration Accounts

Product Management

Signup Form Management

Discount Rules

Signup Form Manager

Add Registration Form Add Other Form

☐ Include inactive forms

Registration Form

TITLE	CATEGORY
Junior Player Registration Form	Registration
Non-Player Registrations	Registration
Senior Player Registration Form	Registration

Select Registration Form

FA - Junior Player Registration Form ▼ **Refresh**

- FA - Junior Player Registration Form
- FA - Senior Player Registration Form
- FA - Non-Player Registrations
- FA - Social Football Basic
- ~~FA - National Leagues - FIFA Connect~~
- FA - Walking Football**

General Settings

Template Name	Walking Football
Form Type	Registration ▼
Title	* Walking Football
Welcome Message	(Not entered) / 0 available character
Confirmation Message	(Not entered) / 0 available character
Status	ACTIVE ▼
Sort order	0
Club Disclaimer	No Disclaimer ▼
Contact Name	* Club admin
Contact Email	* club@football.com.au

Label your signup form in the title section, this label will be called upon during the product build.

A welcome message can be a generic message letting participants know they're registering with the Club for Walking Football. This welcome will only display if the direct URL for this form is shared to your participants.

Confirmation message will appear at the end of the registration, confirming they have completed registration.

Set the status to **active**, this will allow the sign-up form to be selected during the registration product build

Add your prefilled disclaimers.

Enter the details of the contact person – this information will default to the user who is creating the form.

Payment Settings	
Payment Gateway (Online Payments) ⓘ	FFA PAYMENTS FFA PAYMENTS [FA]* ▼
Allow Offline Payment	<input type="checkbox"/> Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Automatically add processing fee	<input checked="" type="checkbox"/> Pass on transaction fee to user Fixed Charge: AUD 0.00 plus Variable Charge: 1.1% of transaction amount
Offline Payment Description	(Not entered) / 0 available character
Currency format	\$
Tax Description	GST
Tax rate (%)	10.0
Options	<input checked="" type="checkbox"/> Display payment split information if possible

Allowing offline payment – for Walking Football, you may be taking payments per session, you will need to tick this to allow participants to register without paying online.

One payment method must be selected to be able to save your form. If you would like to accept online payments, you will need to register and complete the online request form. This form is located under **'registration → bank account details → request update'**.

Offline Payment Description – can be a brief outline about how you organise offline payments per session.

Personal Fields	
Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms. *If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.	
Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Name Known As	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>
<input type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input type="checkbox"/> School	<input type="checkbox"/>
<input checked="" type="checkbox"/> Country of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Nationality	<input checked="" type="checkbox"/>
<input type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>

Fields can be adjusted to be mandatory, or to add in extra options. Fields with a 'lock icon' cannot be removed and are mandatory fields set by Football Australia.

Other Fields

Use the scroll bar at the end of the section to scroll horizontally.

Available Fields

Custom Fields [BFC]

→

←

Selected Fields

Field	Mand. Display Name Field	Group Name
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You can add your pre-created additional questions custom questions here as required.

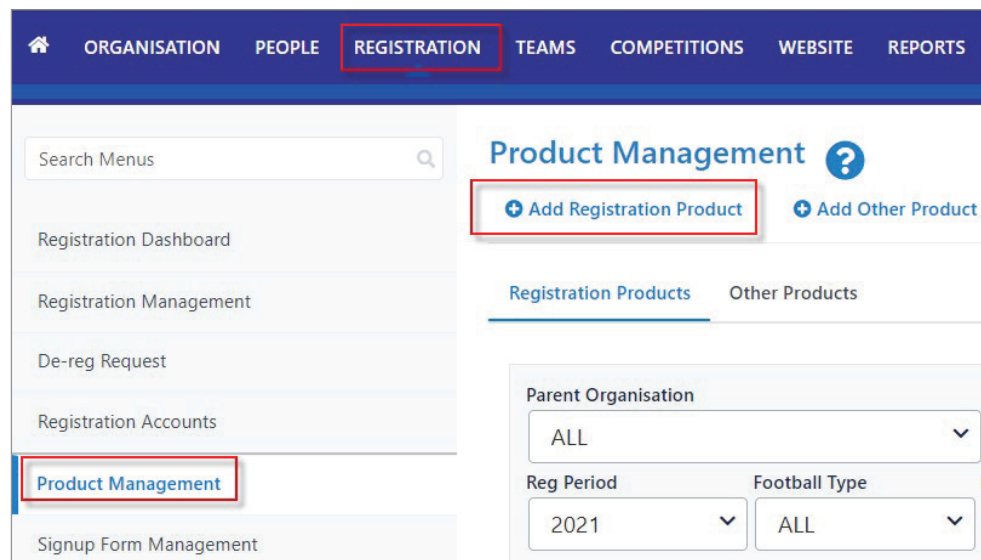
You can leave optional products & team select settings blank and save.



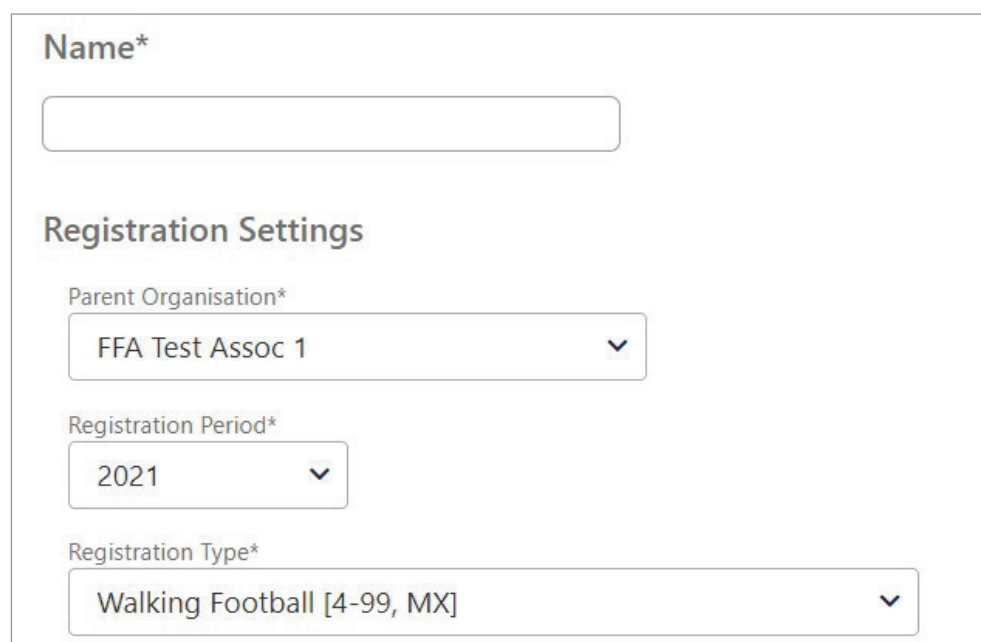
PRODUCT SET UP - CLUB

To create a registration product clubs will need to call on the parent 'registration type' that has been inherited down. Registration types include all relevant governing body fees related to walking football.

Menu → Registration → Product Management → Add Registration Product → (registration settings) Select Parent Organisation (your association) → Select Registration Type (governing body fees displayed) → Add Club Fees → Select Sign Up Form (Ensure you use the Walking Football Sign up form).



The screenshot shows the 'Product Management' section of a web application. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION' (highlighted with a red box), 'TEAMS', 'COMPETITIONS', 'WEBSITE', and 'REPORTS'. On the left sidebar, 'Product Management' is highlighted with a red box. The main content area is titled 'Product Management' and features two buttons: '+ Add Registration Product' (highlighted with a red box) and '+ Add Other Product'. Below these buttons are tabs for 'Registration Products' and 'Other Products'. The 'Registration Products' tab is active, showing a form with the following fields: 'Parent Organisation' (dropdown menu with 'ALL' selected), 'Reg Period' (dropdown menu with '2021' selected), and 'Football Type' (dropdown menu with 'ALL' selected).



The screenshot shows the 'Registration Settings' form. It has a 'Name*' field at the top, which is currently empty. Below this are three dropdown menus: 'Parent Organisation*' (with 'FFA Test Assoc 1' selected), 'Registration Period*' (with '2021' selected), and 'Registration Type*' (with 'Walking Football [4-99, MX]' selected).

Name your registration product, select your parent association, then the Walking Football registration type. The name added here is what participants will be searching for during the self-registration process.

Role Player	Football Type Social	Playing Level Social										
<table border="1"> <thead> <tr> <th>Governing Body Fees</th> <th>Range</th> </tr> </thead> <tbody> <tr> <td>Football Australia</td> <td>\$0.00</td> </tr> <tr> <td>FFA Test State 1</td> <td>\$0.00</td> </tr> <tr> <td>FFA Test Assoc 1</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total \$0.00-\$0.00</td> </tr> </tbody> </table> <p>*See 'Show Details' for full age based price breakdowns</p>		Governing Body Fees	Range	Football Australia	\$0.00	FFA Test State 1	\$0.00	FFA Test Assoc 1	\$0.00	Total \$0.00-\$0.00		<p>Your organisation is liable to pay for all Governing Body fees listed here. Where the participant pays online, the fees may automatically be taken out and disbursed in the amounts described. Otherwise, your organisation will be required to settle these amounts on a periodic basis via invoice. FEES MAY VARY WITH AGE, GENDER, PROF STATUS, STUDENT STATUS and SECONDARY DISCOUNTING.</p> <p>Show Detail</p>
Governing Body Fees	Range											
Football Australia	\$0.00											
FFA Test State 1	\$0.00											
FFA Test Assoc 1	\$0.00											
Total \$0.00-\$0.00												

Pricing

Your organisation Fee*	Governing Body Fees	Total Fee
\$0.00	\$0.00-\$0.00	\$0.00-\$0.00

Governing Body fees will be pre-filled based on the registration type you have selected. Your organisation fee is the amount the club will be charging.

☐ Make this a 'zero' cost product (you pay governing body fees)

☐ Enable discounting

Discount Rules
 Select Discount...

Maximum Discount Against Club Fee ⓘ
 \$0.00

Details

Description

☒ Active

Signup Process*
 Walking Football

Enter a description – this description will be presented to participants during the registration process.

Select 'Active'

Ensure you select the Walking Football Sign up form which you created earlier.

(This sign-up form asks for data which is helpful to ensure the continued sustainability of the program)

Signup Restrictions and settings

☐ Allow Professional signups
☐ Requires Working with Children Workflow

Age From:
 Age To:
 Required Gender:

Available From Date/Time:
 Available To Date/Time:

Max number purchases:
 Leave blank to indicate an unlimited number available

☐ Enable wait listing where max number of purchases is reached

Set an age range if required. The age range must be within the age set by your parent organisation if your age range falls outside the product will not be able to be saved.

Set availability dates as required, once the 'available to' date has been reached this product will automatically be removed from the self-registration product list.

Finally, select save.



REGISTRATION TYPE SET UP – ASSOCIATIONS & MEMBER FEDS

In the first instance, this set up should be handled by the Online Services team at either State or Association level.

Program Leads at these levels should request additional training from either their State or Association Online Services team, to become well versed in this area.

Registration Type – Association.

Registration types are created by parent organisation and are inherited down, Associations must stay within the age and gender restrictions set by the parent organisation.

Details

Reg Type Group

Non Club Football Players

Parent Type

4. Walking Football Player [FNSW PLAYER age: 18]

Name

Walking Football Player

Description

Walking Football Player

Reg Type Status

Active

Classification

Role

Player

Football

Social

Playing Level

Social

Restrictions

Age From

4

Age To

99

Gender

Mixed

Governing body fees will be pre-filled based on the registration type you have inherited. To add a fee at an Association level, select 'add price', if you are charging \$0 this will need to be called out as per the example below.

10

Pricing

Registration Period

2021

Reg Type Dates

As per registration period

Governing Body Fees

Range

Football Australia \$0.00

FFA Test State 1 \$0.00

Total \$0.00

Your organisation is liable to pay for all Governing Body fees listed here. Where the participant pays online, the fees may automatically be taken out and disbursed in the amounts described. Otherwise, your organisation will be required to settle these amounts on a periodic basis via invoice. FEES MAY VARY WITH AGE, GENDER, PROF STATUS, STUDENT STATUS and SECONDARY DISCOUNTING.

Show Detail

Add Price

FROM AGE	TO AGE	GENDER	FEE	SECONDARY FEE	ACCOUNT CODE
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4	99	MX	0.00	0.00	
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Fee variation professional

\$0.00

Fee variation student

\$0.00

Fee variation current member

\$0.00

☒ Discounting Secondary:

Participants registered multiple times to this type will only pay once per period

If you would like to discuss set up specific to Walking Football, I am more than happy to provide guidance or assist in any way, I can be reached at Trevor.Huxley@footballaustralia.com.au



WALKING FOOTBALL