



A STEP BY STEP GUIDE REGISTRATION GUIDE FOR PLAY FOOTBALL

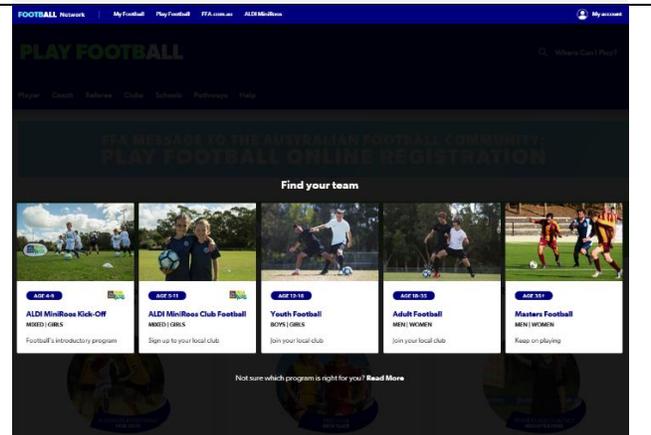
STEP 1:

Use the registration links on our website or social media pages which will bypass step 2 and 3 or go to the Play Football website - www.playfootball.com.au
Select one of the 3 options shown. It doesn't matter which one as you'll be taken to the same page.



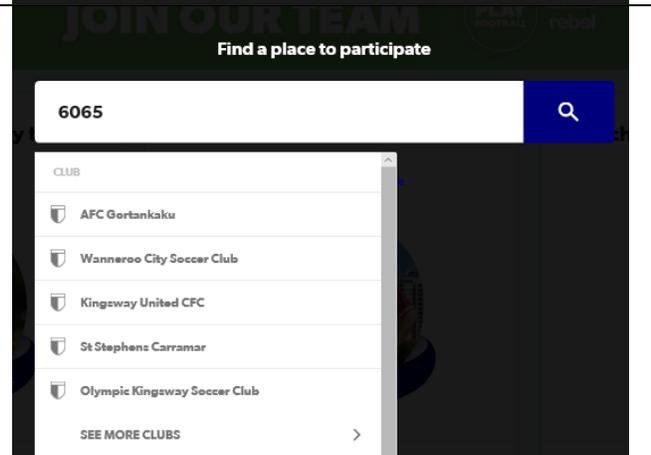
STEP 2:

Select the appropriate age group option.



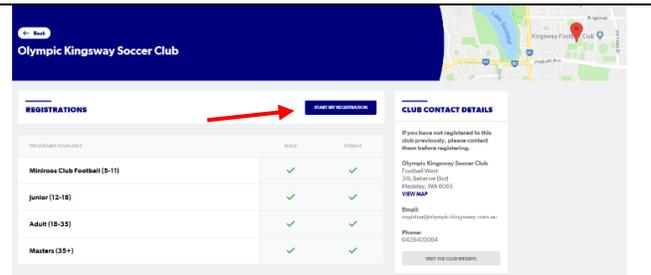
STEP 3:

Enter the Clubs Post Code – 6065 and select “Olympic Kingsway Soccer Club”.



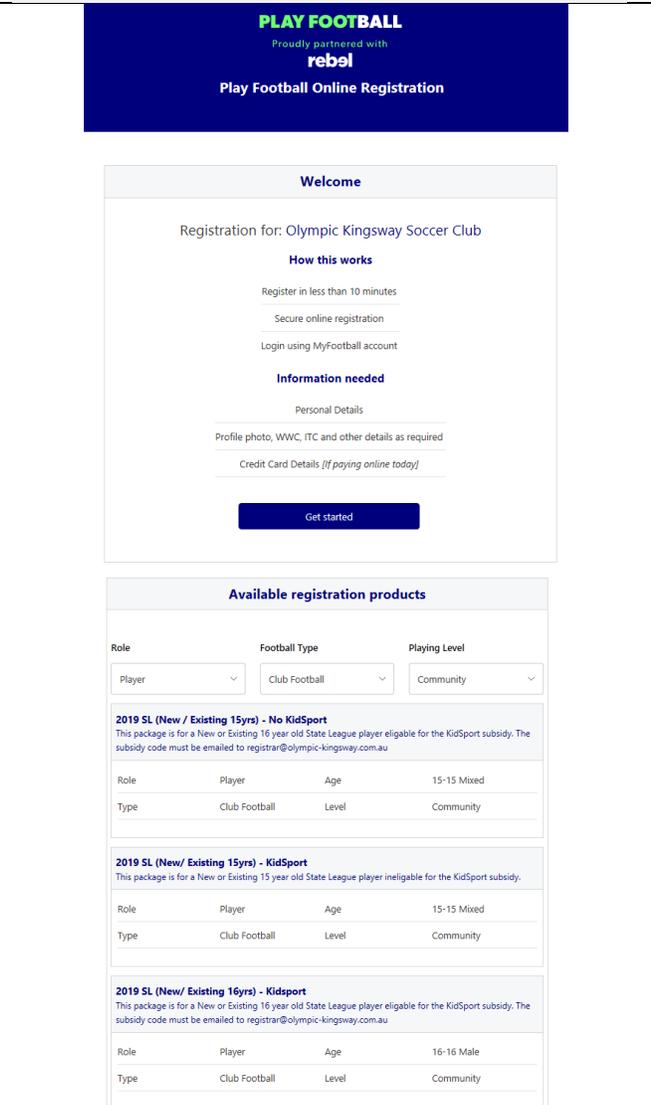
STEP 4.

Select the 'START MY REGISTRATION' button.



STEP 5.

This page shows you an entire list of all the registration packages if you scroll down. It is information only. There are also 3 fields to filter the package information. Ignore this and select the "Get started" button.

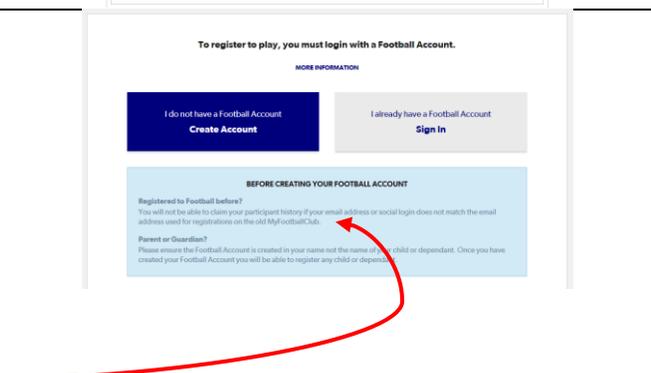


STEP 6:

You will need to complete this step:

- If you are a parent registering a child under 18 years of age this year; and
- if you have not created an account in this system yet.

Make sure you read "BEFORE CREATING YOUR FOOTBALL ACCOUNT" information shown in the light blue box below and choose carefully.



STEP 7:

If you are creating a Parent account ensure you provide your details and not your childs.

After entering you details at the bottom of this page select "I have read and accept the terms and conditions" then press Register. You will be emailed a code to confirm the account is created.

The screenshot shows a registration form with the following fields and sections:

- First Name *** and **Last Name ***: Two input fields for the parent's name.
- Email Address ***: An input field for the parent's email address.
- Create a Password ***: An input field for a new password, with a note below it: "Use 8 or more characters with a mix of upper and lower case letters & numbers."
- Confirm Password ***: An input field to confirm the password.
- Date of Birth ***: A dropdown menu labeled "Select date".
- Marketing and Terms:** A checked checkbox for "Receive marketing promotions and special offer emails from Football Federation Australia" and a section for "Terms and Conditions *".
- Privacy Policy:** A small text block explaining data collection and privacy.
- Consent:** A checked checkbox for "I have read and accept the terms and conditions".
- REGISTER**: A blue button at the bottom.

STEP 8.

Enter the code and you should be taken to this page, where you select the person you are registering.

The screenshot shows a selection screen with the following elements:

- Logout**: A link in the top right corner.
- Progress Indicator:** A series of five circles, with the first one filled, indicating the current step.
- Select the person you are registering for**: The main heading.
- I am registering myself**: A radio button option.
- I am registering a linked person**: A radio button option with two blurred names below it.
- I am registering a new person**: A radio button option.
- Register my**: A radio button option with a dropdown menu set to "CHILD".
- Link this participant to my account**: A checked checkbox.
- Information:** A grey box with an info icon and text: "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).".
- Continue**: A blue button at the bottom.

STEP 9.

Now enter your child's details.

*NB: if your child played last year enter their first & last names, DOB and the email address used to register them last year to search for their FFA number. If you've changed your email address the system will not find the FFA# and playing history. Instead it will create a new FFA#.

Product Select: should be - Player/ Club Football/ Community in the drop downs.

Scroll through the list below and select the correct fee package and Team Preference.

Basic Participant Details

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

First Name
Childs First Name

Last Name
Childs Last Name

Email Address
Parents email address here.

Date of Birth
DD-MM-YYYY Childs D.O.B here.

Gender
 Male Female Unspecified

Search

Product Select

Club
Olympic Kingsway Soccer Club

Role
Player

Football Type
Club Football

Playing Level
Community

This image is an example.

The juniors Team Preferences will show a list of age groups (i.e. U6, U7, U8, etc.)

Progress indicator: 1 of 4 steps completed.

Product Details

AMATEURS/ MASTERS (New Player) \$465.00
This package is for a new Amateurs/ Masters player requiring the team kit.

Includes fees to:

Football Federation Australia (Senior)	\$33.00
Football West (Football West Seniors)	\$128.27
Olympic Kingsway Soccer Club	\$303.73

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

Total \$465.00

Team Preference

AMATEURS
MASTERS
SOCIAL

I am a student (tertiary)

Next; Enter your child's details here, including emergency contact information.

Progress indicator: 1 of 4 steps completed.

Participant Details

Title
Ms

First Name*
Olympia

Middle Name

Last Name*
Kingsway

Known As

Gender*
 Male Female Unspecified

Date of Birth*
01-02-2000

STEP 10.

A Profile Photo must be uploaded here or you cannot proceed.

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

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



International Transfer Certificate

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

Select

Yes

No - my last registration was overseas

I have never registered to play Football before

Continue

STEP 11.

Almost there. Choose the correct option in this drop-down and press continue.

STEP 12.

Review your order, making sure all the information provided is correct.

Review your order

Please confirm your order details are correct.

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.

If this registration form is being completed on behalf of another person, I confirm that I have provided that person (or, if that person is a child, I have provided their parent or legal guardian) with a copy of the Terms and Conditions and they have read and agreed to comply with them.

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

Football Federation Australia

Football West

Olympic Kingsway Soccer Club

Continue

STEP 13.

***NB:** If you have selected a KidSport package. **Do Not** select KidSport in the Voucher/ Coupons list and **Do Not** enter the code you have been provided. Unfortunately, this is currently a glitch in the system. Instead please email the KidSport code to registrar@olympic-kingsway.com.au

Either Pay Online through this Play Football registration system;

Or, Pay Offline via bank transfer to the club account. Ensuring that you add the FF# and Surname for the registrar to reconcile the payment and approve the registration.

Payment

Details of Purchase

AMATEURS/ MASTERS (New Player)	\$465.00
This package is for a new Amateurs/ Masters player requiring the team kit.	
Includes fees to:	
Football Federation Australia (Senior)	\$33.00
Football West (Football West Seniors)	\$128.27
Olympic Kingsway Soccer Club	\$303.73
Processing Fee	\$8.37

Note - The processing fee displayed above only applies to purchases made online by credit card.
* Prices quoted in AUD and include GST of 10%.

Total \$473.37

Vouchers / Coupons

Please select
No Voucher
KidSport

Apply

Pay Online

We accept VISA and MASTERCARD

Name on Card *

Card Number * CVC/CVV *

Card number CVV

Expires *

MM / YY

Pay Now

Pay Offline

Offline Payment of fees can be made at the club by Credit Card which is subject to a 2.03% transaction charge. Cash payment is also acceptable at the club with 0.00% transaction fee or alternatively via EFT/bank transfer to the Club Bank Account details are as follows:

Account Name: Olympic Kingsway Sports Club Inc
BSB: 066166
Account: 1008 8471
Reference: FFA # and Surname

*Please ensure that you include your FFA # and Surname so that we are able to reconcile your payment. Overlooking this will create unnecessary issues.

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 (\$8.37) will not apply.

Submit and Pay Later

Once completed you will receive an invoice or confirmation via e-mail.

Confirmation

Thanks Olympic, your registration has been accepted.

Amount Payable: \$465.00
Offline Payment of fees can be made at the club by Credit Card which is subject to a 2.03% transaction charge. Cash payment is also acceptable at the club with 0.00% transaction fee or alternatively via EFT/bank transfer to the Club Bank Account details are as follows:

Account Name: Olympic Kingsway Sports Club Inc
BSB: 066166
Account: 1008 8471
Reference: FFA # and Surname

*Please ensure that you include your FFA # and Surname so that we are able to reconcile your payment. Overlooking this will create unnecessary issues.

An invoice has been sent to admin@olympic-kingsway.com.au.

For enquiries relating to this registration, please contact:

Denis Defontaine
Olympic Kingsway Soccer Club
registrar@olympic-kingsway.com.au

Done!