

### **Yass Football Club**

### **Winter Competition Registration Instructions**

Please follow the below instructions to register to play in a Yass FC team for the winter competition.

PLEASE NOTE: Capital Football are responsible for the development of the registration website and competition organisation, including competition dates. Yass FC have developed this guide to assist you as best we can.

## BEFORE YOU COMMENCE THE REGISTRATION PROCESS, YOU WILL NEED (FOR EACH PLAYER):

JUST BEFORE YOU GET STARTED
You may need some of these documents to complete the participant's registration through the online portal.
Your Credit Card or Debit Card details - If you're paying online
A clear headshot of the participant
The participant will need to provide <b>one</b> of the following documents for approval. The participant may be asked to physically provide the relevant documents for sighting by approved personnel.
The participant's Passport Document
The participant's Drivers License or ID
1 The participant's Dieth Cartificate

- 1. Go to <a href="https://www.playfootball.com.au/">https://www.playfootball.com.au/</a>
- 2. Select one of the following options by clicking on the corresponding image:
  - \* (Re-registering to play this season?': Select this option if you (or your child) have played in the Capital Football competition previously (you will need your previous login details)
  - 'New to football?': Select this option if you do not have an existing PlayFootball account.



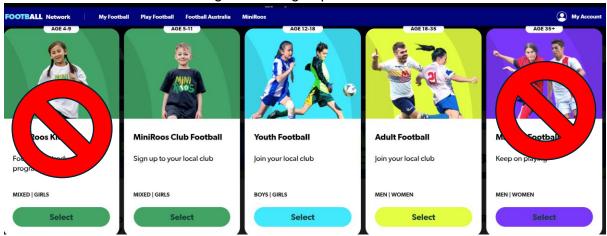


# NOTE: If you select to 're-register' please got to step 10 as you can use your previous account.

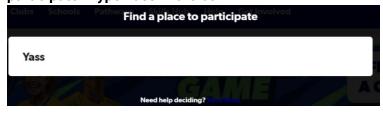
3. Select the group for the first person you're registering.

NOTE: Yass Football Club use the following categories for teams/competitions. Please only select one of these three options:

- MiniRoos Club Football: Yass FC ages for this group are <u>4-11 years</u>
- Youth Football: Yass FC ages are <u>12-18 years</u>
- Adult Football: Yass FC ages for this group are <u>18+</u>



4. After selecting the age group/category above, it will ask you to 'find a club to participate'. Type Yass in the box.



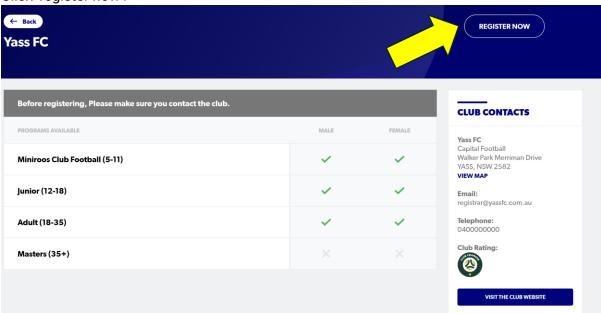
### **Click on Yass FC**



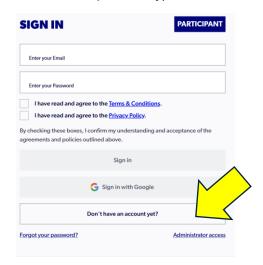


5. You will now be taken to the following page.

IMPORTANT! It will ask you to contact the club before registering. PLEASE IGNORE THAT MESSAGE – you DO NOT need to contact Yass FC before registering. Click 'register now'.



**6.** Click don't have an account yet (this is for people who have not registered with Play Football previously).





7. Complete the online form to create an account using YOUR details. You must include your information, not your child's details. Your child's details will be added at a later stage.

After completing the form, you'll be sent an email from <a href="mailto:accounts@footballnetwork.com.au">accounts@footballnetwork.com.au</a> – You will need to enter the code that was sent to your email.

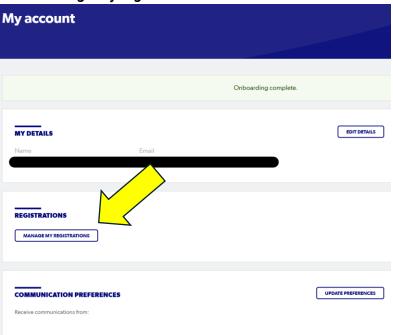
Once you enter the code, it will ask you to confirm your password.

8. You will then be taken to the following page. If you would like to skip this step, click 'COMPLETE' at the bottom of the page.



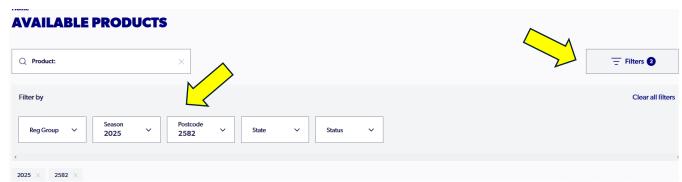


9. The below page will now appear which confirms your account has been created. Click 'manage my registrations'.



- 10. It will now ask you to login again. Login with the account you have just created (or if you've registered with previously)
- 11. 'Available Products' will appear. Ensure the filter is set to the current year, and the postcode '2582'. If the filters don't appear, click 'Filters' in the right corner.

NOTE: The website will be very slow when no filters are applied. It has also been known to 'crash'. If that occurs, you can go back to the home screen on the Play Football website and login via the 'Re-registering to play this season?' button instead.



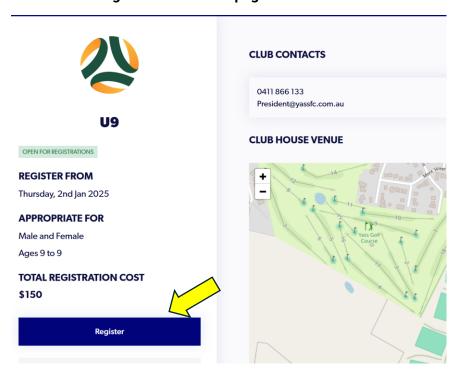


NOTE: Players are to be registered in the corresponding age group for the age they turn in 2025. For example, if your child turns 9 in 2025, then you select the Under 9s option (U9).

# 12. Click 'details' next to the 'age group'/'competition' that suits the person you are registering.

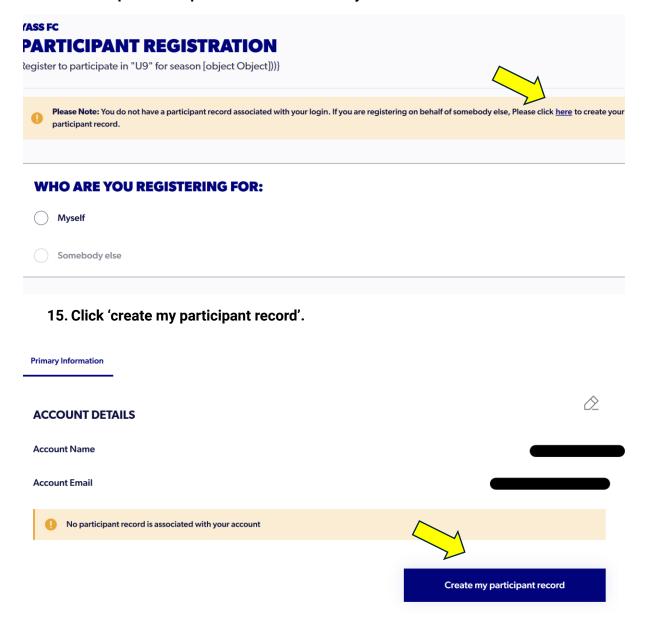


### 13. Click 'register' on the next page





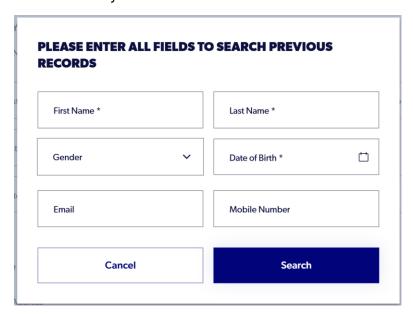
14. Click 'please click HERE' if you are registering for someone else (e.g. your child). NOTE: If you have already added participant details previously (e.g. prior years) you can skip these steps and tick the 'somebody else' box.





16. Enter the players details (it will search to ensure there are no previous records for that person.

You only need to enter their name and date of birth.



17. The process will differ slightly depending on if the person has played previously.

If the person has played in the competition previously, the following will appear — click 'use record'. This will then prompt you to enter a code that was sent to your email. It will then take you to a page where you complete the details for the participant. PLEASE CHECK ALL DETAILS EVEN IF THE PERSON HAS PLAYED PREVIOUSLY. There have been errors transferring information across from previous years. Click 'save' at the bottom of the page.





If the person is new to playing, the following will appear – click 'create new'. Complete the form for the player. You must include all required information.



Press SAVE at the bottom of the page. After saving the details, it MAY ask you to verify your email again by sending you a new code. This will link the person to your account.

18. You will now be prompted to complete the registration form (which may differ slightly for each age group). The first page requires you to accept the terms and conditions.

This page will not allow you to progress until you have clicked on each of the Terms and Conditions. They will change to green once you have clicked on them (there are three).

# REVIEW YOUR CLUB AND ASSOCIATION'S TERMS AND CONDITIONS Acceptance of these Terms and Conditions, and Disclaimers is required in order to complete your player registration. Yass FC By continuing with this registration you agree to abide by the Yass FC Code of Conduct at all training, games and YFC events. All registration fees must be paid in full prior to taking the field. Review Football Australia's Terms and Conditions (Football Australia Participant T&Cs) Review Capital Football's Terms and Conditions (T&C for CF) Review Yass FC's Terms and Conditions, and Disclaimers I confirm I wish to opt into marketing communication from the following organisations: Yass FC Capital Football Football Australia



Complete each page of the registration form as prompted by the website.

### IMPORTANT! Team requests can be added under this question on the form:

Do you have any player/team requests? (we cannot always guarantee these movements, however we will do our best to accommodate)
Your Answer

In the box, you can list the names of other players that you would like your child (or yourself) to be grouped with. We will use this information when assigning teams.

If you forget to add this information during registration, you must email <a href="mailto:president@yassfc.com.au">president@yassfc.com.au</a> as soon as possible otherwise we can not guarantee your child will be placed with their friends.

19. At the end of the registration, you will be prompted to pay. There are 3 payment options available (these options are set by Capital Football).

Option 1: All fees paid upfront

Option 2: Only pay for the regulation fees today and then contact Yass FC to pay the club fees. SELECT THIS OPTION IF YOU HAVE AN ACTIVE KIDS VOUCHER. You will need to email <a href="mailto:treasurer@yassfc.com.au">treasurer@yassfc.com.au</a> to use your voucher.

Option 3: Schedule 4 payments – details of the payment plan will be listed on the website and differ depending on which age group you've selected.

20. Once complete, you can click to register another player.



Please contact <u>registrar@yassfc.com.au</u> if you have any questions about the registration process.