

Willoughby Dalleys Football Club - Self Registration Guide – 2019
MAA/M35/Mixed Juniors/Coaches/Volunteers/Team Managers



Note: Before you commence the registration process, please make sure you have a passport type photo (jpeg format). For those of you wishing to use an Active Kids voucher (Juniors), please make sure you obtain this before you register as it cannot be applied afterwards.

The new registration system does not work in conjunction with Internet Explorer...please use Google Chrome or another browser.

MAA Registrations are split over 2 products:

- MAA – Players Aged 16-18 (requires parents to complete registration);
- MAA – Players Aged 19+.

Please select the correct product to avoid errors.

Please follow the following instructions to register online for our club in 2019:

1. Create a Football Account:

- a) Go to the website: <https://account.footballnetwork.com.au/register>
- b) Enter your First Name, Last Name, new Password, Email & Date of Birth (not your child's details but your own)
- c) Accept all the Terms & Conditions
- d) You will now receive an email from footballnetwork.com.au providing you with a verification code.
- e) Enter your verification code in your new football-account to complete the setup.

2. Log into your Football Account:

- a) Log into your football-account at <https://account.footballnetwork.com.au/register> using your email and password
- b) Click on the "Register" button
- c) Welcome to Play Football Online Registration, click on "Get Started"
- d) Select participant you are Registering (myself, Linked Person or New Person) and "Continue"
- e) Select [Willoughby Dalleys FC](#) in "Club" textbox provided
- f) Select Product:

Players: Role = "Players". Football Type = "Club Football". Playing Level = "Community". Then select the correct age division (example: [MAA \(Players Aged 16-18\)](#) / [MAA \(Players Aged 19+\)](#) / [M35](#) / [U06 Mixed](#) / [U07 Mixed](#) / [U08 Mixed](#) / [U09 Mixed](#) / [U11 Mixed](#) / [U12 Mixed](#) / [U13 Mixed](#))

Team Managers (U6 to U13) : Role = Team Manager. Leave Football Type & Playing Level blank. Select Team Manager U6's-U13's.

Team Managers (Seniors): Role = "Volunteer". Leave Football Type & Playing Level blank. Select Volunteer.

Coaches: Role = "Coach". Leave Football Type & Playing Level blank. Select Coach

Committee Members: Role = "Volunteer". Leave Football Type & Playing Level blank. Select Volunteer.

- g) Product details – add / change, and then click "Continue".

- Players in U6's this year should select the [U06's Team Players Jersey 2019](#) (\$40).
 - Players in U7's this year should select the [U07's Team Players Jersey 2019](#) (\$40).
 - Players in U12's this year should select the [U12's Team Player's Jersey 2019](#) (\$40).
- h) Update the Registrants personal and contact details, and then click "Continue"
 - i) Upload your new profile Photo "Select Profile Image", browse from your device, and then click "Continue". Make sure your ID photo is recent and appropriate. Photos must be a portrait passport style photo (not landscape) from the shoulders up with no hats or sunglasses. Please rotate and/or crop the photo if required (this can be done when loaded before you save).
 - j) International Transfer Clearance – Answer questions accordingly to proceed.
 - k) Review your order, if you need to modify your product selection or details, select "Modify" in the appropriate section to do so.
 - l) Acknowledgement Terms & Conditions – Click on the "Check Box" Read and Acknowledge all Terms and Conditions by selecting Accept All T&C's displayed and then click "Continue"
 - m) Payment Options Screen – Apply the Active Kids Rebate Voucher (if applicable & you have a voucher code from Service NSW). You will now see the selected add-on item in the invoice screen and you will notice that your registration invoice has been reduced by \$100.
 - n) Choose the "Pay Offline" to complete the payment for your registration. You will receive an invoice to the email address listed on the registrants Registration. The EFT banking details are shown on the tax invoice. Regrettably, WDFC does not accept credit card payments.
 - o) Confirmation message, select "Finished" or "Perform another Registration".

Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc. EFT Banking details for Willoughby Dalleys FC are shown below:

Account Name: Willoughby Dalleys Football Club

Rego Fee Type:	BSB:	Account:
Men's All Age Rego Fees (MAA1)	032090	312994
Men's Over 35's Rego Fees (M351, M352)	032090	414130
Junior Mixed Rego Fees (U6's-U13's)	032090	378264

Remember to insert your FFA Number & Players Surname in the transfer description reference field (example: 12345678 Smith).

NB: Payment must be made before a registration can be accepted.

3. Where do I go if I need help with my registration?

If you have any trouble with your registration you can use the following resources to help you:

- Email the Club Secretary at secretary@wdfc.com.au, detailing the problem.
- Visit the Help page on the Play Football website <https://support.playfootball.com.au/support/home>
- Call FFA Support Centre (02) 8880 7983 if you are having problems (Monday to Friday 10am to 5pm).