

**Willoughby Dalleys Football Club - Self Registration Guide – 2020**  
**Players (MAA/M35/Miniroos/Mixed Juniors)/Coaches/Team**  
**Managers/Volunteers/Committee Members**



**Note:** Before you commence the on-line registration process, please make sure you have:

- a 2020 Active Kids voucher number (Juniors U6's to U13's) if you wish to redeem this against your child's registration. This cannot be applied afterwards;
- a passport type photo (jpeg format only) for Juniors U12+, Men's All Age, Men's Over 35's, Coaches, Team Managers & Volunteers;
- a current Working with Children (WWC) number for all Coaches, Team Managers & Volunteers;
- contacted the Club's relevant Age Coordinator if you/your child did not play for the Club in 2019 to check if there are positions available. For more info refer to [www.wdfc.com.au](http://www.wdfc.com.au)
  
- **The new registration system does not work in conjunction with Internet Explorer...please use Google Chrome or another browser.**
  
- **If you have forgotten your password just request to Reset Password. You will need to use the same email address that you did last year to register. Please do NOT create a new account as you will be issued a new FFA and loose all your playing history.**
  
- **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 2020:

- 1. Create a Football Account (if you do not have a PlayFootball account from the 2019 season, otherwise go to step 2):**
  - a) Go to the website [Willoughby Dalleys FC Registration Page](#) or go to the website <https://playfootball.com.au> and search for "Willoughby Dalleys FC"
  - b) Click "Get Started"
  - c) Select "I do not have a Football Account- Create Account"
  - d) Enter your First Name, Last Name, new Password, Email, Date of Birth (not your child's details but your own) and choose a Password
  - e) Accept all the Terms & Conditions
  - f) You will now receive an email from footballnetwork.com.au providing you with a verification code.
  - g) Enter your verification code in your new football-account to complete the setup.
- 2. Log into your Football Account:**
  - a) Go to the website [Willoughby Dalleys FC Registration Page](#) or go to the website <https://playfootball.com.au> and search for "Willoughby Dalleys FC"
  - b) Log into your Football Account using your email and password
  - c) Select participant you are Registering (myself, Linked Person or New Person) and select "Continue"
  - d) Select the relevant registration product:

**Players:** select the correct age division (MAA (Players Aged 16-18) / MAA (Players Aged 19+) / M35 / U06 Mixed / U07 Mixed / U08 Mixed / U09 Mixed / U10 Mixed / U12 Mixed)

**Team Managers:** select **Team Manager**

**Coaches:** select **Coach**

**Age Coordinators:** select **Volunteer** (Sub role="Other")

**Committee Members:** select **Committee Member**

- e) Product details – add / change, and then click “Continue”.
- Players in U6’s this year should select the appropriately sized **Players Jersey 2020** (\$42).
  - Players in U12’s this year should select the appropriately sized **Players Jersey 2020** (\$42).
  - New Players (U6’s to U13’s) who did not play for the Club in 2019 should select the appropriately sized **Players Jersey 2020** (\$42)
- f) Update the Registrants personal and contact details, and then click “Continue”
- g) Upload your new profile Photo “Select Profile Image”, browse from your device, and then click “Continue”. Make sure your ID photo is recent, appropriate and in jpeg format. 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).
- h) International Transfer Clearance – Answer questions accordingly to proceed.
- i) Review your order, if you need to modify your product selection or details, select “Modify” in the appropriate section to do so.
- j) 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”
- k) Payment Options Screen – Input the Active Kids Rebate Voucher code (if applicable & you have a voucher code from Service NSW) and select “Apply”. 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.
- l) 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.
- m) 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

<b>Rego Fee Type:</b>	<b>BSB:</b>	<b>Account:</b>
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:

- 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).
- Email the Club Secretary at [secretary@wdfc.com.au](mailto:secretary@wdfc.com.au), detailing the problem.