

Willoughby Dalleys Football Club - Self Registration Guide – 2024
Players (MAA/M35/Miniroos/Juniors)/Coaches/Team Managers
/Volunteers/Committee Members



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

- 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 2023 to check if there are positions available. For more info refer to www.wdfc.com.au

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

- **WDFC will no longer be accepting Active Kids Vouchers for the 2024 Season.**

- **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 lose all your playing history.**

- **MAA Premier League Registrations are split over 2 products:**
 - MAA Premier League – Players Aged 16-18 (requires parents to complete registration);
 - MAA Premier League – Players Aged 19+.

Please select the correct product to avoid errors.

Please follow the following instructions to register online for our club in 2024:

1. **Create a Football Account (if you do not have a PlayFootball account from the 2023 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 Premier League (Players Aged 16-18) / MAA Premier League (Players Aged 19+) / M35 / U08 Mixed Miniroos (Saturday Comp) / U09 Mixed Minirooms (Saturday Comp) / U10 Mixed Minirooms (Saturday Comp) / U10 Girls Minirooms (Sunday Comp) / U11 Mixed Minirooms (Saturday Comp) / U11 Girls Minirooms (Sunday Comp) / U12 Mixed Juniors (Saturday Comp) / U12 Mixed Juniors (Saturday Comp))

Team Managers: select **Team Manager**

Coaches: select **Coach**

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

Committee Members: select **Committee Member & the appropriate Sub Role (President, Vice-President, Secretary, Treasurer, Other)**

- e) Product details – add / change, and then click “Continue”.
- All Miniroo & Junior Players should select the appropriately sized **Players Jersey (\$32.50)** and **Players Shorts (\$NIL)**.
- 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) 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.
- l) 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
Miniroo & Junior Rego Fees (U8's-U13's)	032090	378264

Remember to insert your FFA Number & Player’s 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, detailing the problem.