



BELROSE TERREY HILLS SOCCER CLUB

THIS GUIDE IS ONLY FOR NEW PLAYERS WHO HAVE NEVER REGISTERED IN PLAYFOOTBALL.

- The first step in the registration process is to **create a Play Football account**. Once created this will be where your player details, registration information and history can be found.
- For participants with a previous MyFootballClub account:
 - Will need to create a Play Football account and 'claim' their MyFootballClub account details:
 - When a participant creates a Play Football Account, the details used to create the account will be checked to see if there are any details from MyFootballClub that match. The email address is a key field in the matching process.
 - If there is a match, the participant will need to 'claim' those details as their own and proceed with their registration.
- For participants who are new to Football:
 - Will create a new Play Football account and the relevant profile details will be recorded during the registration process (e.g. address, phone numbers, photo).
- For parents registering on behalf of their children:
 - Parents are to create a separate Play Football account for each member of their family, including themselves. It is recommended that you use the same parent email address for each of the children's accounts.
 - The parent account can then be set up to link each of the children's accounts to the parent account, as the parent account is able to manage all of their family member registrations.

BEFORE YOU BEGIN

- If you are using a PC/Laptop, ensure you are registering using a supported browser such as Google Chrome or Mozilla Firefox. Currently, Microsoft Edge and Internet Explorer don't display all fields correctly. If you are using an Ipad/Mac iOS is supported, you won't need to use a different browser.
- If applicable, ensure you obtain your Active Kids Voucher from Service NSW before you start registration for your children, in order to redeem your \$100 voucher – <https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher>
- Ensure you have a valid email address and access to this email account (required at Step 1).
- Ensure you have a passport style photo image ready to upload into your profile (required at Step 7).
- Non-Players over the age of 18 years (Coaches and Managers) will require a valid Working with Children Check number. You can obtain this from the Kids Guardian at the NSW Government website – <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

NOTE: Pictures are for sample use only. Prices are for sample use only.

STEP 1 – CREATE YOUR PLAY FOOTBALL ACCOUNT

1. Create a Play Football account profile - <https://account.footballnetwork.com.au/register>

Please Note: Parents must create their own account first, before creating their child's account (please refer to steps a) – f) below when creating each account).

Please Note: Please do **NOT** use the social media sign in options, as these are not fully functional at this point in time.

The screenshot shows a registration form titled "Create your Football Account". It includes a sub-header "Your Football Account is one account that lets you connect with all of the Football Network in Australia." and a link "ALREADY HAVE AN ACCOUNT?". There are two social media sign-in options (Facebook and Google+). The form contains several required fields: "First Name *", "Last Name *", "Email Address *", "Create a Password *", "Confirm Password *", and "Date of Birth *". Below these fields, there is a checkbox for "Receive marketing promotions and special offer emails from Football Federation Australia" and a section for "Terms and Conditions *". At the bottom, there is a "REGISTER" button.

- a) Enter your first name and last name.

Please Note: For children's accounts the name must be the same as the one used for your child's record at Service NSW, to ensure the Active Kids Voucher can be redeemed.

- b) Enter a valid email address.

Please Note: For players with a previous MyFootballClub account, ensure you enter the same email address here to enable you to claim your existing profile.

- c) Create a password.

Please Note: the password must contain a capital letter, a number and a special character.

- d) Enter your date of birth.

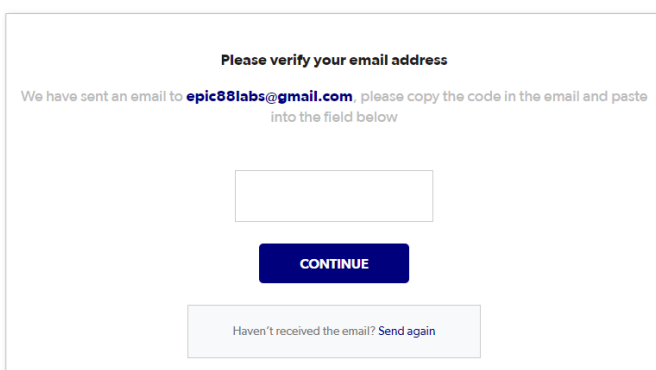
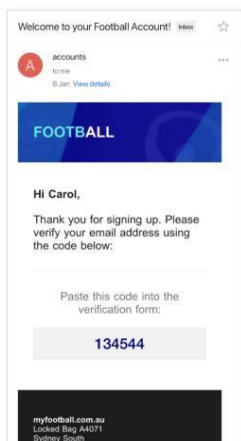
Please Note: for children's accounts, this date must be the same as the one used for your child's record at Service NSW ensure the Active Kids Voucher can be redeemed.

- e) Read the terms and conditions and check the box accepting the terms and conditions.

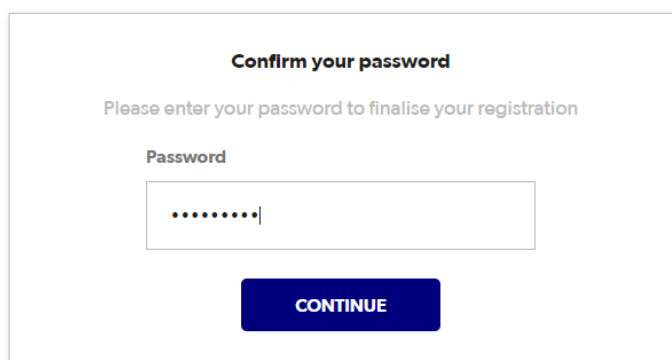
- f) Click 'Register'.

Please Note: An email will be sent to your email address with a code for you to verify the address.

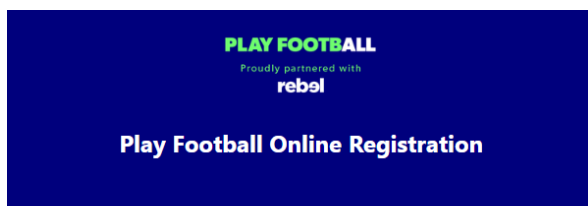
2. Verify your Account by entering the code provided in your email from Play Football into the verify screen.



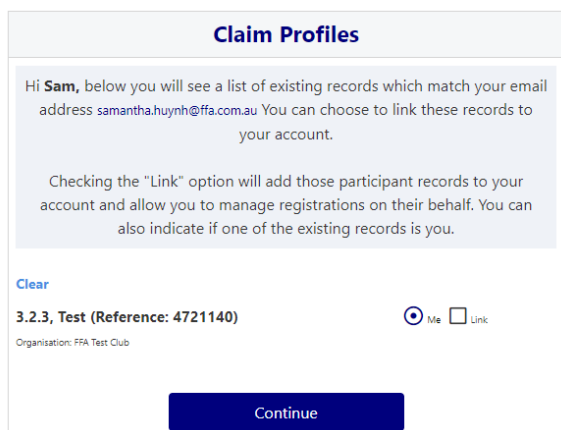
3. Re-enter your password.



4. If your profile details match to an existing MyFootballClub account, claim your profile.



Please Note: For parents who have used the email address for each of their children's records, claim all of your children's records during this step. Please ensure you indicate which record belongs to 'YOU', and which ones are to be linked to your account.



Please Note: For parents who have used different email addresses for each of their children, you may link those profiles at a later stage during the registration process.

5. Select any communication options to add to your profile (these are optional) and click 'Save and Continue'. The Play Football home screen should display.

Please Note: you are now signed into your account, see top right of screen



STEP 2 – PROFILE PHOTO

1. Hover over your name on the top right of the screen (as per image above) and select 'My Account'. Under 'Registrations' select 'Manage my Registration'.

Please Note: If you are registering your child, you will need to hover over your name on the top right of the screen and click on the drop down under 'linked records' and then select the child you are registering.

2. Under the photo box, select 'edit your public profile' and then participants will need to upload a photo by clicking 'select profile image'.

Please Note: The photo uploaded will need to meet the image guidelines specified and will also appear on your Play Football account. Basic photo editing tools are also available to crop or rotate the image.

3. Click the save image button (first icon above your photo – disc).
4. Click 'save' and a confirmation message will appear at the top of the screen advising 'Item(s) updated successfully'.

STEP 3 – REGISTER FOR BTH

1. Open Belrose Terrey Hills Soccer club's online registration form –

- [BTH RAIDERS registration](#)

2. Click 'Get Started' to commence your registration.



Welcome

Registration for: Belrose Terrey Hills Raiders Soccer Club

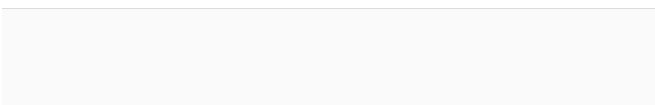
For your registration you may need

[Credit/Debit Card Details \(if paying online\)](#)

[To upload a passport style photo](#)

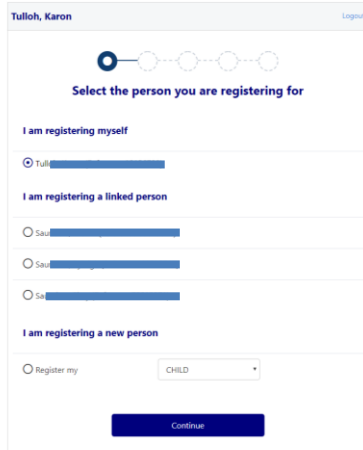
[Working with Children Check info](#)

[Get started](#)



STEP 4 – SELECT THE PARTICIPANT

1. Sign into your Play Football account (if not already logged in) and you will be presented with the Play Football Online Registration screen. This will show your own account details, along with any individuals you have linked to your account.

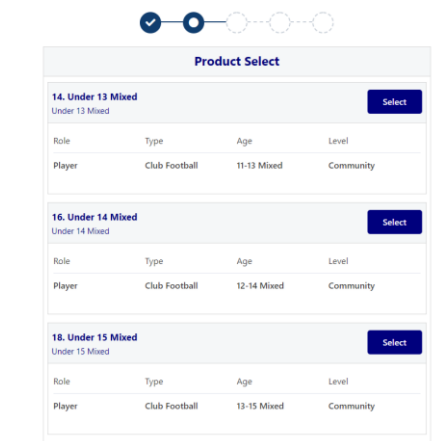


- If you are registering yourself select your name and click 'continue'.
- If you are registering a 'linked' person select the relevant participant and then click 'continue'.
- If you are registering a new person, select and indicate who you are registering, then click 'continue'.

STEP 5 – SELECT A PRODUCT



1. You will be shown all the 'Products' that BTH has on offer for your age group, select the relevant product to you.



Role	Type	Age	Level
Player	Club Football	11-13 Mixed	Community

Role	Type	Age	Level
Player	Club Football	12-14 Mixed	Community

Role	Type	Age	Level
Player	Club Football	13-15 Mixed	Community

Please Note: If you are UNSURE of which product to select speak with BTH.

STEP 7 – PRODUCT DETAILS



Product Details

14. Under 13 Mixed **\$248.50**

Under 13 Mixed

Includes fees for:

Football Federation Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$23.00
FNSW - Manly Warringah Football Association Inc. (M/WFA U13/W13 - U15/W15)	\$112.50
Belrose Terrey Hills Raiders Soccer Club	\$99.00
Total	\$248.50

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

Optional Products

- M/H Playing Socks L (Aus Shoe 7-11) 8th Playing Socks \$15.00
- M/H Playing Socks M (Aus Shoe 2-7) 8th Playing Socks \$15.00
- M/H Playing Socks S (Aus Shoe 13-2) 8th Playing Socks \$15.00
- M/H Playing Socks XL (Aus Shoe 11-14) 8th Playing Socks \$15.00
- M/H Playing Socks XS (Aus Shoe 5-12) 8th Playing Socks \$15.00
- Dual-Registration Girls U8-U9 Dual-Registration for Girls U8-U9 age groups where your primary registration is in a Saturday mixed age group \$15.00
- Dual-Registration Girls U10-U11 Dual-Registration for Girls U10-U11 age groups where your primary registration is in a Saturday mixed age group \$15.00
- Dual-Registration Girls U12-U15 Dual-Registration for Girls U12-U15 age groups where your primary registration is in a Saturday mixed age group \$40.00
- Dual-Registration Girls U16 Dual-Registration for Girls U16 age groups where your primary registration is in a Saturday mixed age group \$45.00
- Dual-Registration Girls U18 Dual-Registration for Girls U18 age groups where your primary registration is in a Saturday mixed age group \$85.00

Update Shopping Cart

Continue

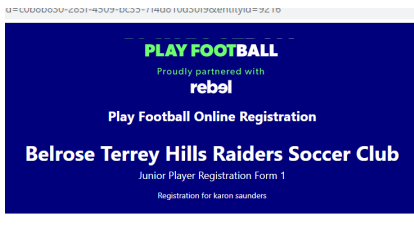
- This section outlines the breakdown of the fees, that are included within the 'Product' selection.
- Please make sure you enter the correct TEAM PREFERENCE from drop down options.
- Please make sure you tick any extra merchandise if required.
- **DUAL REGISTRATION AGE.** If you are qualified to play for both mixed (Saturdays) and women's (Sundays), please tick the appropriate product. You must register in Mixed team NOT womens team.

NOTE: Prices are sample use only.

STEP 7 – PARTICIPANT DETAILS

- Participants will be shown a details screen, please update all your details making sure all fields marked with * are completed.

STEP 8 – PROFILE PHOTO



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

- Your photo from Step 2 will appear here, please click 'continue'.
- Please make sure your photo is a PORTRAIT PHOTO.
- **All other photos will not be accepted.**

STEP 9 – INTERNATIONAL TRANSFER CERTIFICATE (PLAYERS ONLY)



Progress indicator: 1st step checked, 2nd step active, 3rd, 4th, 5th steps unselected.

International Transfer Clearance

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

Select

Select

Yes

No

I have never registered to play Football before

Progress indicator: 1st step checked, 2nd step active, 3rd, 4th, 5th steps unselected.

International Transfer Clearance

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

No

What Was the Country of Your Last Registration?*

Select...

Name of Your Previous Club?*

What Was the Year of Your Last Registration?*

Select...

Continue

- Players will be asked to identify whether their last registration was with a Football club overseas or in Australia.
 - If your last registration was with an Australian club then select 'YES'.
 - If your last registration was with an Overseas club select 'NO'.

Please Note: This will prompt the participant to continue through the ITC process.

 - If you have never played football before, please select this option.
-
- If required to complete the ITC process, please complete the fields marked with an *.
 - Once you have completed your registration, an ITC request will then be sent through to Football Federation Australia.

STEP 10 – WORKING WITH CHILDREN CHECK (NON-PLAYERS)

Working With Children

Do you have a current Working With Children (WWC) Accreditation?*

Select

Select

Yes

No

Continue

Working With Children

Do you have a current Working With Children (WWC) Accreditation?*

Yes

If Yes, please select the relevant State body you have attained this WWC Accreditation from*

Select

WWC Accreditation Number

WWC Expiry Date

24/01/2019

WWC Type

Select

Paid

Volunteer

Continue

Working With Children

Do you have a current Working With Children (WWC) Accreditation?*

No

Do you have a WWC Accreditation exemption?*

No

[For information on how to obtain a WWC Accreditation, click here.](#)

WWC Accreditation Application Number

WWC Accreditation Application Status Comment

Continue

- Non-Players (Coaches/Managers/Volunteers) will be asked to identify whether they have a current Working with Children Check (WWC).
 - If you have a valid WWC then select 'YES'.
 - Select NSW Office of the Children's Guardian.
 - Enter your WWC number, expiry date and type "Paid" or "Volunteer".

- If do not have a valid Working with Children accreditation, then select 'NO'.

Please Note: your registration cannot proceed without a valid or in-progress WWC.

- Click the link to be taken to the Office of the Children's Guardian and fill in the form to apply for a NSW Working with Children Check registration. Once submitted, you will receive an email confirmation with an application number. Enter this number into the registration form.

Please Note: The Working with Children Check is free for 'Volunteers'.

Please Note: If you are unsure if you require a Volunteer or Paid WWC, please check with BTH.

STEP 11 – REVIEW YOUR ORDER AND T&C'S



Payment	
Details of Purchase	
14. Under 13 Mixed Under 13 Mixed	\$248.50
Includes fees to:	
Football Federation Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$23.00
FNSW - Manly Warringah Football Association Inc. (MWFA U13/W13 - U15/W15)	\$112.50
Belrose Terrey Hills Raiders Soccer Club	\$99.00
Processing Fee	\$2.74

- Participants will have the chance to review their order at this step and it is important participants review and edit any details if required.
- To edit any of the sections select 'Modify' against the relevant section.
- The Terms & Conditions will also appear at this step. Please tick the box, and a pop-up with the Terms and Conditions will appear.
- Once you have reviewed your details and the Terms & Conditions, please click 'continue'.

STEP 12 – PAYMENT



Payment	
Details of Purchase	
14. Under 13 Mixed	\$248.50
Under 13 Mixed	
Includes fees to:	
Football Federation Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$23.00
FNSW - Manly Warringah Football Association Inc. (MWFA U13/W13 - U15/W15)	\$112.50
Belrose Terrey Hills Raiders Soccer Club	\$99.00
Processing Fee	\$2.74

- The product fee breakdown is displayed along with any discounts or additional products the participant has selected.

Please Note: If you are UNSURE if you have selected the correct product, please speak with BTH directly.



- If you have selected an INCORRECT product, select one of the blue circles at the top of the page to go back in the process to select the correct product.

STEP 12A – ACTIVE KIDS VOUCHER

- NSW participants who have a valid Active Kids Voucher can enter the voucher details to redeem its value.
- Select the Active Kids Voucher from the dropdown and enter the Active Kids Voucher number then select 'Apply'.
- This will be verified as a valid code by Service NSW. If the code cannot be used, or an error displays make a note of the error and contact – playfootball.support@ffa.com.au

STEP 12B – ONLINE / OFFLINE PAYMENTS

Pay Online

We accept VISA and MASTERCARD

Name on Card *

Card Number * **CVC/CVV ***

Card number	CVV
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Expires *

Pay Offline

An invoice for the amount payable will be emailed to you.

- The payment option is:
 - Online – Visa or Mastercard payments (Payments are to be made in FULL)

Please Note: if there is an issue with payment options available to you, please speak with BTH directly.

STEP 13 – CONFIRMATION/ PERFORM ANOTHER REGISTRATION

☑ — ☑ — ☑ — ☑ — ○

Confirmation

Thanks Sam, your registration has been accepted.

Amount Payable: \$448.00
An invoice has been sent to [REDACTED]

For enquiries relating to this registration, please contact:

Test Person
[REDACTED]
test@test.com

[Show Raw Disburse XML \(TEST only\)](#)

- A confirmation message will display indicating your registration has been completed and sent to the club. An email will also be sent to your email address with invoice details of your transaction.
- Your registration will be pending approval by bth. Once BTH activates your registration you are officially registered for the season with that club.
- The system indicates two ways to end the registration process:
 - 'Finished Registration' will take you back to your Play Football account screen.
 - 'Perform another Registration' will take you back to step 3, where you can repeat this process for a linked person, or a new person.

SUPPORT CONTACTS

FFA Play Football Support Centre

- Hours of Operation: Monday to Friday 10am – 5pm AEST
- Email: playfootball.support@ffa.com.au
- Telephone: 02 8880 7983

LINKS

Create a Play Football Account	https://account.footballnetwork.com.au/register
Login to your Play Football Account	https://account.footballnetwork.com.au/
FFA Support Portal	https://support.playfootball.com.au/support/home
Active Kids Voucher	https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher
Working with Children Check	https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check