BELROSE TERREY HILLS SOCCER CLUB

THIS GUIDE IS ONLY FOR RETURNING PLAYERS WHO HAVE REGISTERED IN PLAYFOOTBALL

- Players that participated in outdoor football during the 2021 season will already have created a Play Football account. This is the account which will need to be used to register for the 2022 Football NSW Competitions.
- If you have not played football in 2021 and have NOT created a Play Football account, DO NOT PROCEED further. Please refer to NEW PLAYER REGISTRATION GUIDE.

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 you $100 voucher – https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher
- 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

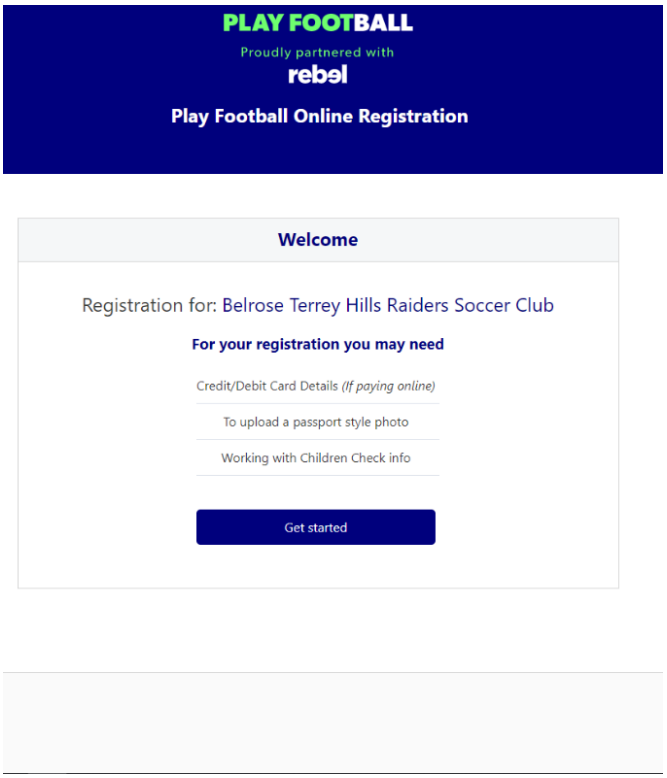
NOTE: Pictures are for sample use only. Prices are for sample use only.

STEP 1 – REGISTER WITH BTH

1. Open Belrose Terrey Hills Soccer Club online registration form –

- BTH RAIDERS registration

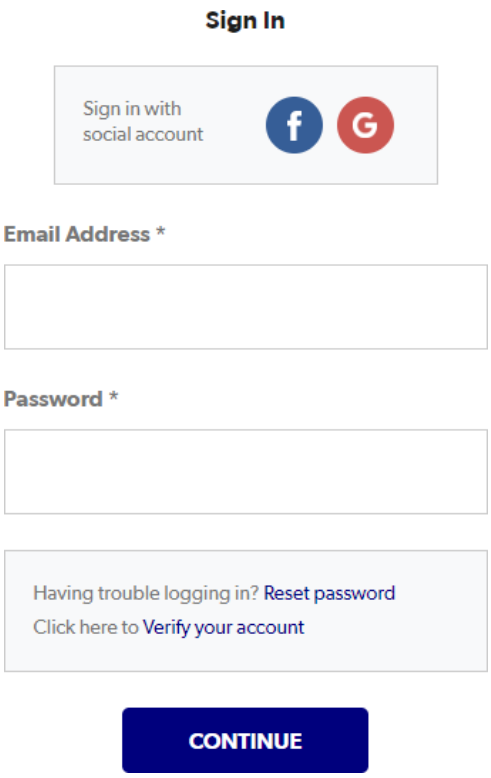
2. Click 'Get Started' to commence your registration.



3. Click *'I already have a Football Account'*.

Note: If you do not have a Football Account, please refer to the NEW PLAYER GUIDE for further instructions on how to register.

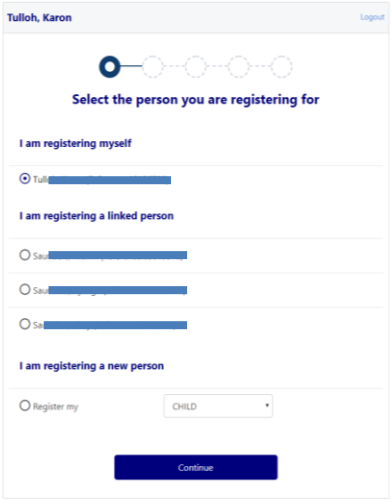
4. Access your account using your registered email address and password.



Note: If you cannot remember which email address you used to create your account, please contact Play Football Support on 8880 7983. DO NOT CREATE ANOTHER ACCOUNT.

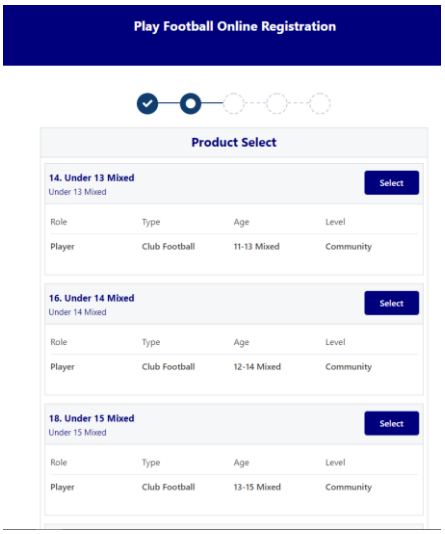
STEP 2 – SELECT THE PARTICIPANT

1. Once you have signed into your Play Football account 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 a 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'.

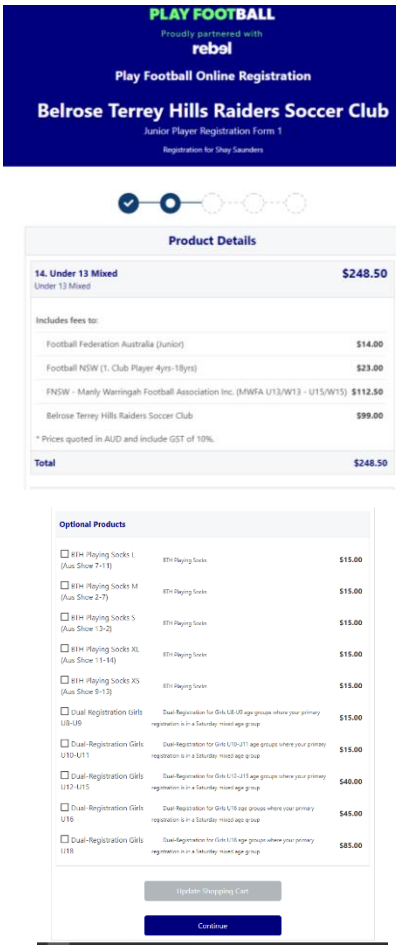
STEP 3 – SELECT A PRODUCT



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

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

STEP 4 – PRODUCT DETAILS



- This section outlines the breakdown of the fees, that are included within the 'Product' selection.

- If an optional product is to be purchased select the product and then select 'Update Shopping Cart', which will refresh the screen with and provide a new total value.

- Please make sure you tick any extra merchandise if required. (Jerseys are provided to ALL players. Under 6 fees include jersey, shorts and socks)

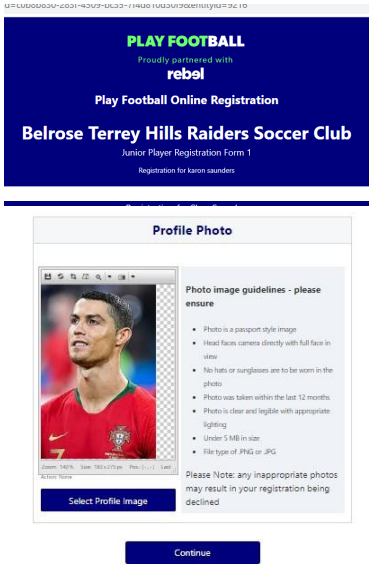
- **DUAL REGISTRATION AGE**. If you are qualified to play for both mixed (Saturdays) and women's (Sundays), please tick the appropriate product. Please make sure you register under Mixed Team.

NOTE: Prices are sample use only.

STEP 5 – PARTICIPANT DETAILS

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

STEP 6 – PROFILE PHOTO CONFIRMATION

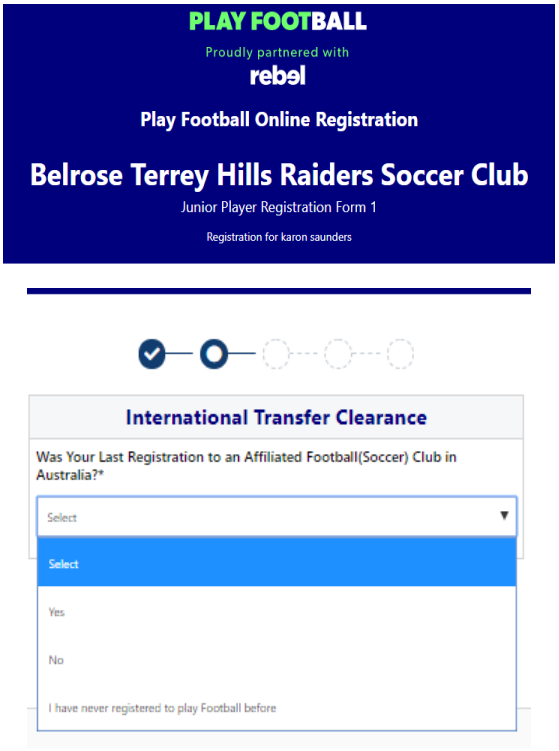


- Your photo from Step 2 will appear here, please click 'continue'.

- Please make sure your photo is a PORTRAIT PHOTO.
  <u>All other photos will not be accepted</u>

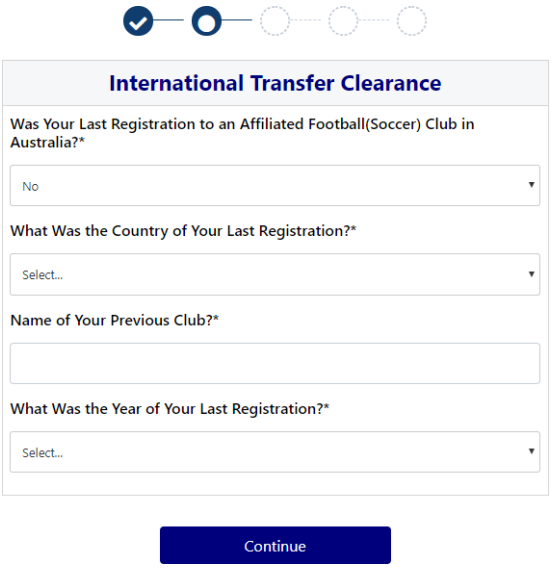
STEP 7 – INTERNATIONAL TRANSFER CERTIFICATE

(PLAYERS ONLY) – (ITC)



- 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'.

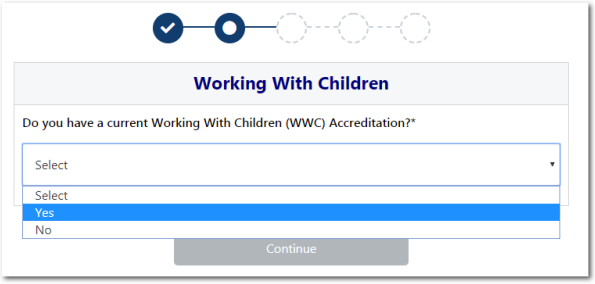
    Please Note: *This will prompt the participant to continue through the ITC process.*
  - If you have never played football before, please select this option.

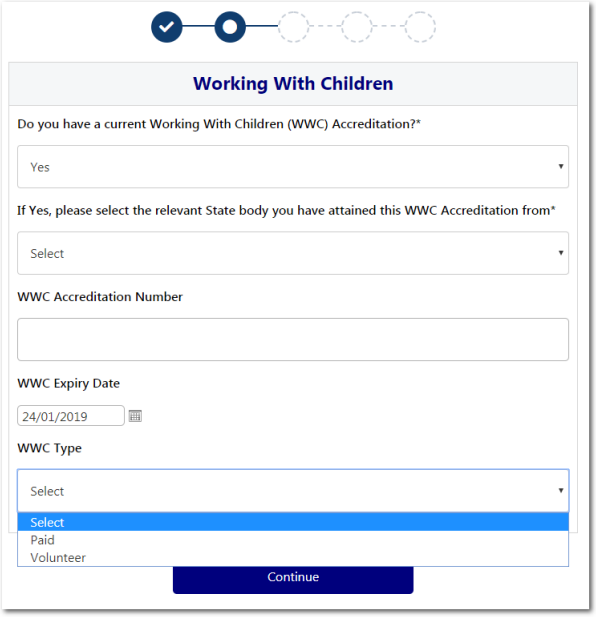


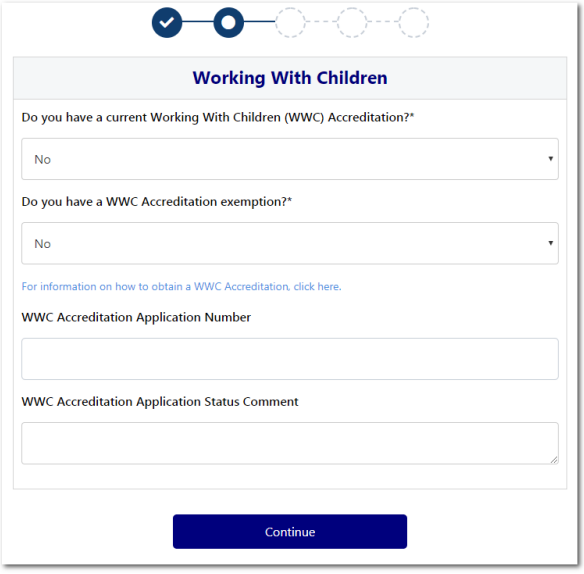
- If required to complete the ITC process, please complete the fields marked with an*.

- Once you have completed your registration, an ITC request will then be sent through to Football Federation Australia.

STEP 8 – WORKING WITH CHILDREN CHECK
(NON-PLAYERS)







- 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'.

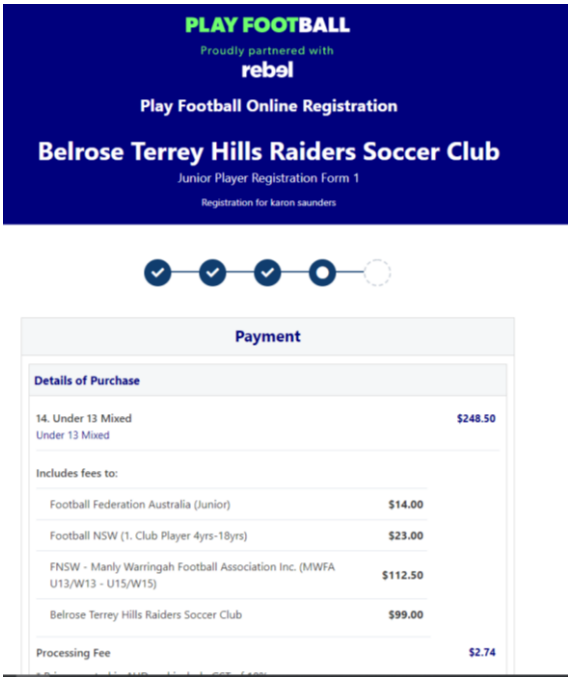
Please Note: *your registration cannot proceed without a valid or in-progress WWC.*

- 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'.

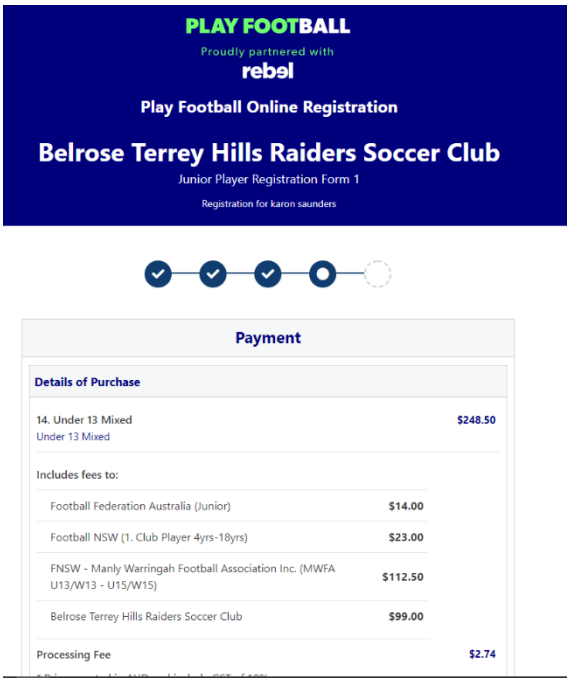
Please Note: *If you are unsure* if you require a Volunteer or Paid WWC, please check with BTH.

STEP 9 – REVIEW YOUR ORDER AND T&C'S



- 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 10 – PAYMENT

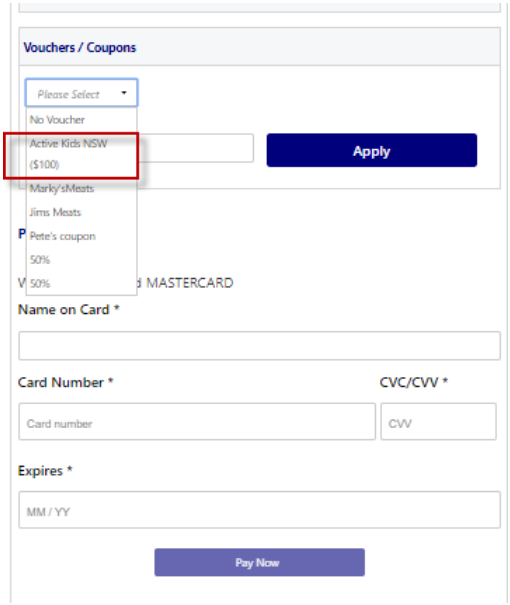


- The product fee breakdown is displayed along with any discounts or additional products the participant has selected.

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

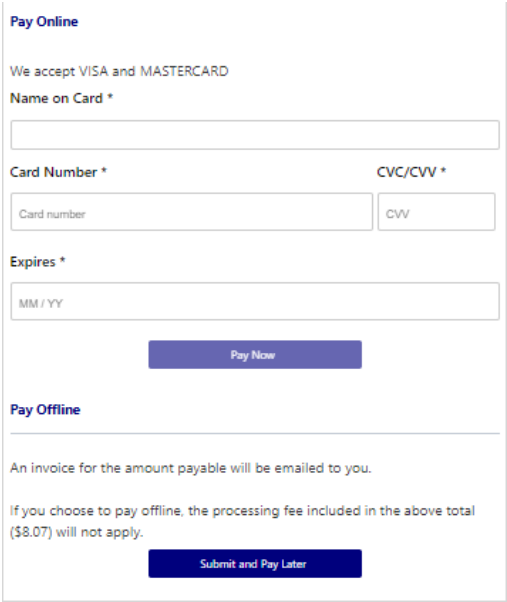
- If you have selected an INCORRECT product, select one of the blue circles at the top of the page to go back in the process to select the correct product.

STEP 11 – 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

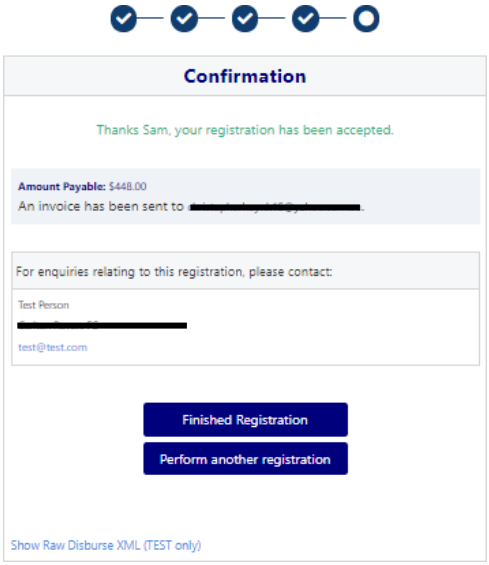
STEP 12 – ONLINE / OFFLINE PAYMENTS



- The payment options are:
  - 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



- 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 the club. 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