



## 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 2022 season will already have created a Play Football account. This is the account which will need to be used to register for the 2023 Football NSW Competitions.
- If you have not played football in 2022 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>

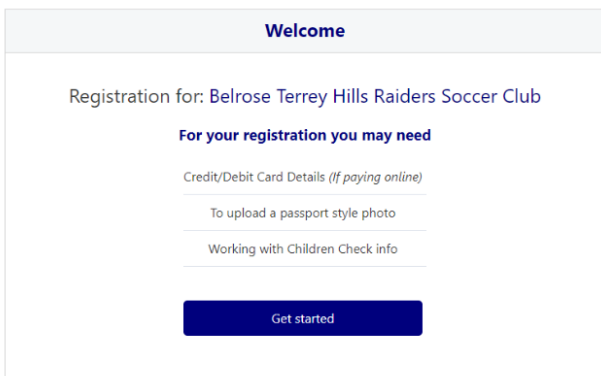
**NOTE: Pictures are for sample use only. Prices are for sample use only.**

# 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'.

**To register to play, you must login with a Football Account.**

MORE INFORMATION



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.

### Sign In

Sign in with  
social account



Email Address \*

Password \*

Having trouble logging in? [Reset password](#)

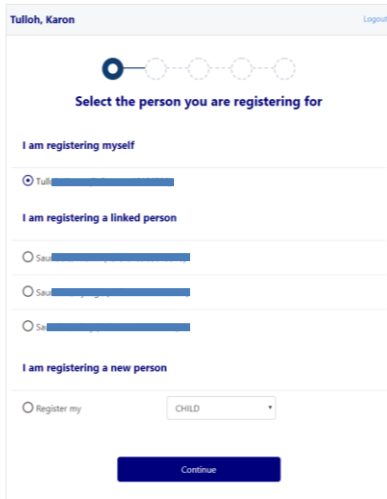
[Click here to Verify your account](#)

**CONTINUE**

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

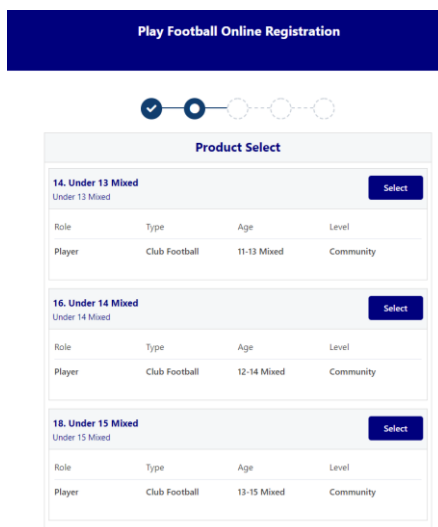
1. Once you have signed into your Play Football account you will be presented with the Play Football Online Registration screen. This will show your own account details, along with any individuals you have linked to your account.



The screenshot shows the registration interface for a user named 'Tulloh, Karon'. It features a progress indicator at the top with four steps, the first of which is active. Below this, the heading 'Select the person you are registering for' is displayed. There are three main sections: 'I am registering myself' with a radio button and a dropdown menu showing 'Tull'; 'I am registering a linked person' with three radio buttons and dropdown menus, all currently empty; and 'I am registering a new person' with a radio button and a dropdown menu showing 'CHILD'. A 'Continue' button is located at the bottom.

- 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 3 – SELECT A PRODUCT



The screenshot shows the 'Product Select' screen. At the top, there is a dark blue header with the text 'Play Football Online Registration'. Below this is a progress indicator with four steps, the second of which is active. The main heading is 'Product Select'. There are three product options, each with a 'Select' button:

- 14. Under 13 Mixed**  
Under 13 Mixed  
Role: Player, Type: Club Football, Age: 11-13 Mixed, Level: Community
- 16. Under 14 Mixed**  
Under 14 Mixed  
Role: Player, Type: Club Football, Age: 12-14 Mixed, Level: Community
- 18. Under 15 Mixed**  
Under 15 Mixed  
Role: Player, Type: Club Football, Age: 13-15 Mixed, Level: Community

1. You will be shown all the 'Products' BTH has on offer, select the relevant product to you. If you are playing both the Mixed and Woman's competition please select the Mixed Competition first and the Women's as the additional product on the next screen.

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

## STEP 4 – PRODUCT DETAILS



Product Details

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. (MWSA U13/W13 - U15/W15)	\$112.50
Belrose Terrey Hills Raiders Soccer Club	\$99.00
* Prices quoted in AUD and include GST of 10%.	
<b>Total</b>	<b>\$248.50</b>

Optional Products

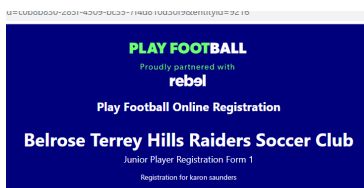
<input type="checkbox"/> RTH Playing Socks L (Aus Shoe 7-11)	RTH Playing Socks	\$15.00
<input type="checkbox"/> RTH Playing Socks M (Aus Shoe 2-7)	RTH Playing Socks	\$15.00
<input type="checkbox"/> RTH Playing Socks S (Aus Shoe 12-2)	RTH Playing Socks	\$15.00
<input type="checkbox"/> RTH Playing Socks XL (Aus Shoe 11-14)	RTH Playing Socks	\$15.00
<input type="checkbox"/> RTH Playing Socks XS (Aus Shoe 5-13)	RTH Playing Socks	\$15.00
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> Dual-Registration Girls U16	Dual-Registration for Girls U16 age groups where your primary registration is in a Saturday mixed age group	\$45.00
<input type="checkbox"/> Dual-Registration Girls U18	Dual-Registration for Girls U18 age groups where your primary registration is in a Saturday mixed age group	\$85.00

- 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.
  - **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 first.
- 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



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

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

# STEP 7 – INTERNATIONAL TRANSFER CERTIFICATE (PLAYERS ONLY) – (ITC)



**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



**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 8 – 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  
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 "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

**PLAY FOOTBALL**  
Proudly partnered with  
**rebel**

Play Football Online Registration

**Belrose Terrey Hills Raiders Soccer Club**  
Junior Player Registration Form 1  
Registration for karon saunders



- 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'.

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



## 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.

Payment	
<b>Details of Purchase</b>	
14. 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



- 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

**Vouchers / Coupons**

Please Select

No Voucher

Active Kids NSW (\$100)

Apply

Marky's Meats

Jims Meats

Pete's coupon 50%

V 50% MASTERCARD

Name on Card \*

Card Number \* CVC/CW \*

Card number CW

Expires \*

MM / YY

Pay Now

- 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](mailto:playfootball.support@ffa.com.au)

## STEP 12 – ONLINE / OFFLINE PAYMENTS

**Pay Online**

We accept VISA and MASTERCARD

Name on Card \*

  
**Card Number \*** **CVC/CVV \***   
**Expires \***  

**Pay Offline**

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

If you choose to pay offline, the processing fee included in the above total (\$8.07) will not apply.

- 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

☑ — ☑ — ☑ — ☑ — ○

**Confirmation**

Thanks Sam, your registration has been accepted.

**Amount Payable:** \$448.00  
An invoice has been sent to ██████████

For enquiries relating to this registration, please contact:

Test Person  
██████████  
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 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](mailto:playfootball.support@ffa.com.au)
- Telephone: 02 8880 7983

## LINKS

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