PLAY FOOTBALL ADMIN

FOOTBALL
FEDERATION
AUSTRALIA

Registration Management

Topics Covered

Registration Products

Menu: Registration>Product Management > Add Registration Product

- A Registration Product is a means of categorising registrations into a specific group and defining the fee that must be paid when a player is registered. When a club registrar creates a derived Registration Product they must select the parent Registration Type from which the new Product will inherit. The Parent Type will determine the broadest possible age restrictions for the new product and all the fees your parent associations must pay to the National Governing Body for each player registered.
- Products represent the items that participants will be able to purchase through an online payment form
- There are 2 types of product available:
  - Registration Product - Designed for taking online registrations
  - Member Product - Useful for listing optional extras and physical items

NOTE: Select the Parent Type Relevant to the Registration Type you are creating. i.e. Age group. The Registration Type you are inheriting is a Master Type, some fields are not editable.
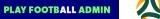
- Multiple Registration products can be created individually using the same Parent Organisation's Registration Type

Field	Field Description
Active	Determines whether or not the Registration Type is active. (Types that are no longer in use should be made inactive)
Age Range	Validation criteria. Setting the minimum and maximum age that is eligible for this registration type
Allow Inherit	Determines whether or not child organisations can create derived Registration Types using this Registration Type
Default Fee	The fee that must be paid to current organisation for every person that is registered with this Registration Type (or a Registration Type that inherits from this Registration Type)
Description	A specific description of the Registration Type
Financial Type	Financial / Non-Financial
Name	The name of the Registration Type
Registration Business Rules	Discounting Secondary: Participants registered multiple times to this type will only pay once per period Discounting Conversion (All): Previous registrations against other types for this org will offset the cost of this registration Discounting Conversion (Group): Previous registrations against other types (in this group only) for this org will offset the cost of this registration
Registration Type Group	Club Football – Community Grassroots & Grassroots outdoor Competitions. Other Players – Any other registration types that do not fall into the other categories. Programs – SAP, MiniRoos, Kick-off… Non-Playing Roles- Suitable for non-competitive registration types e.g. volunteers, parents…
Age From	The minimum age of a member that this fee will apply to
Age To	The maximum age of a member that this fee will apply to
Fee	The price of registration for members who fall within this age range
Tax Rate	The rate of tax that applies to this fee (This will be included in the total)

How to Create or Edit a Registration Product

Click **Add New Product** to create a new product or the **Edit** icon to edit an existing item

Product Management ?

⊕ Add Registration Product   ⊕ Add Other Product

Registration Products   Other Products

Parent Organisation
ALL

Reg Period   Football Type   Playing Level   Role
2019   ALL   ALL   ALL   Filter

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Registration Product Build- Club

Registration Products allow clubs to select '**Registration Type**' which the parent Associations have preset the relevant Fees set for the age group of registrants. i.e. Juniors & Senior Fees.

Menu: Registration >**Product Management** > **Add Registration Product** > (Registration Settings) **Select Parent Organisation** (Your Association) > **Select Registration Type** (Governing Body Fees will be displayed) > **Add Club Fees** > **Select Discount Rule**> **Select Signup Process**

Note: Selecting your Parent Association will pre-fill certain fields.

STEP 1.

Product Management ⑦

⊕ Add Registration Product   ⊕ Add Other Product

STEP 2.

Registration Product Edit ⑦

↩ Back to Registration Product Management

Name

[   ]

Select **Parent Association**

Registration Settings

Parent Organisation
[FFA Test Assoc   ⌄]

Registration Period
[2019 - SH ⌄]

Parent Association '**Registration Type**'

Registration Type
[NPL Junior - SH [13-17, MX]   ⌄]

Role   Football Type   Playing Level
Player   **Club Football**   **NPL**

Governing body Fees of the selected 'Registration Type'

Governing Body Fees	Range
Football Federation Australia	$500.00
FFA Test State	$400.00
FFA Test Assoc	$300.00
Total	**$1200.00**

Your organisation is liable to pay for all Governing Body fees listed here. Where the participant pays online the fees may automatically be taken out and disbursed in the amounts described. Otherwise, your organisation will be required to settle these amounts on a periodic basis via invoice. FFES MAY VARY WITH AGE, GENDER, PROF STATUS

Show Detail

Pricing

Enter **Club fee** for Age group

Club Fee
[$0.00]

Governing Body Fees   Total Fee
$1200.00 $1,200.00-$1,200.00

☐ Allow Professional

☐ Enable discounting

Select the pre-created Club '**Discount Rule**'

Discount Rules
[Select Discount...   ▾]

Maximum Discount Against Club Fee
[$0.00]

Details

Description
[   ]

☑ Active

Select **Signup Form**

Signup Process
[Main Reg form   ⌄]

Number available
[   ]
Leave blank to indicate an unlimited number available

Signup Restrictions

Age From   Age To   Required Gender
[13]   [17]   [Mixed   ⌄]

Age restrictions for the selected age group

Available From Date/Time   Available To Date/Time
[   ] 📅 🕐   [   ] 📅 🕐

[Cancel]   [**Save**]

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Member Product Build

Click **Add New Product** to create a new product or the **Edit** icon to edit an existing item

- Name the product on offering

- Add a description

- Add Price

- Available from-until; making the item available between the set Dates

Product Build Management

- Organisations can review the products they have built under the product management menu. Clubs/Associations/Member Federations will need to review and edit there products yearly.
- Registration Types and Products are perpetual, all Clubs/Associations/Member Federations need to do is edit existing products for the new upcoming season.

Product Management ?

➕ Add Registration Product   ➕ Add Other Product

| Registration Products | Other Products |

Parent Organisation

| ALL ▼ |

Reg Period	Football Type	Playing Level	Role	
2019 ▼	ALL ▼	ALL ▼	ALL ▼	**Filter**

☐ Show Inactive Products

TITLE	CATEGORY	PURCHA	PRODUCT TYPE	AVAIL. UNTIL	STATUS	EDIT	DELETE
junior 10-13	Registration	0	Subscription		Active	✏️	🗑️
junior 4-9	Registration	0	Subscription		Active	✏️	🗑️

Product Management ?

➕ Add Registration Product   ➕ Add Other Product

| Registration Products | Other Products |

☐ Show Inactive Products

TITLE	CATEGORY	PURCHA	PRODUCT TYPE	AVAIL. UNTIL	STATUS	EDIT	DELETE
Shorts		0	Item	Mar 1 2019 12:00AM	Active	✏️	🗑️
Socks		0	Item	Closed	Active	✏️	🗑️

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