


Registration Manager - State Body

State body can register in bulk those who exist in member organisation's people list or in its affiliated associations and clubs' people list.

State body should perform registration in bulk only if they have received registration fees in full and should maintain an independent log of payment record for account settlement purposes.

Online registration or self registration through online form is the recommended method in all cases.



- Players are **not automatically registered** for associations the club is affiliated with. Registration is a separate process to the creation of the player record (within the person list).
- To be registered, Players must:
 - already exist on the club's person list (see [Creating a Person record](#)) and
 - be assigned with a PLAYER Role (see [Assigning Person roles](#)).

Registration Management

Registration Period: 2019

Registration Date Range: From To

Player Name / ID:

Registration Status: All

FFA Number

Registration Mode: All Modes

Registration Group: --All Groups--

Registration Type: Select...

Affiliates: Football Federation Australia

☒ Include registrations for affiliated orgs
















Settlement Type: ☒ Manual ☒ Automatic

DISPLAY REGISTRATIONS

1. Use the person filter options to find a particular player, or multiple players, within the player list.
2. Click **Search** to display player list results.

Bulk Action

Please select bulk action... Go

| | REG DATE | STATUS | ENTITY NAME | PLAYER ID | FFA ID | PLAYER NAME | DOB | GENDER | ROLE | FOOTBALL TYPE | COMP LEVEL | SUB STATUS |
|--------------------------|------------|-------------------------------------------------------------------------------------|-------------|-----------|--------|-------------|-----|--------|--------|---------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 26/09/2018 |  | | | | | | M | Player | Club Football | Community |   |
| <input type="checkbox"/> | 25/09/2018 |  | | | | | | F | Player | Club Football | Community |   |
| <input type="checkbox"/> | 25/09/2018 |  | | | | | | F | Player | Club Football | Community |   |
| <input type="checkbox"/> | 25/09/2018 |  | | | | | | M | Player | Club Football | Community |   |
| <input type="checkbox"/> | 25/09/2018 |  | | | | | | M | Player | Club Football | Community |   |

1. Select one or more individual players from the list using the **Select** checkbox on the left of the player's name in the player list. Select the **Select All (current page)** checkbox to select all players displayed on the screen.
2. Optionally use the **Quick Filter** to filter the player list further.

 The registration status of a player is displayed. Registered players are highlighted as a visual cue.

Registering a player

Bulk Action

Approve Registration

Please select bulk action...

Approve Registration

Decline Registration

Generate ID Card

Go

| <input type="checkbox"/> | REG DATE | STA | PLAYER ID | FFA ID | PLAYER NAME | DOB | GENDER | ROLE | FOOTBALL TYPE | COMP LEVEL | SUB STATUS | | |
|-------------------------------------|------------|-----|-------------------|--------|-------------|-----|--------|---------------|---------------|-------------------|------------|-------------------|---------------------|
| <input type="checkbox"/> | 26/09/2018 | | | | | | M | Player | Club Football | Community | | i | eye |
| <input type="checkbox"/> | 25/09/2018 | | Chelsea FC | | | | F | Player | Club Football | Community | | i | eye |
| <input checked="" type="checkbox"/> | 25/09/2018 | | Chelsea FC | | | | F | Player | Club Football | Community | | | |
| <input type="checkbox"/> | 25/09/2018 | | Chelsea FC | | | | M | Player | Club Football | Community | | i | eye |
| <input checked="" type="checkbox"/> | 25/09/2018 | | Chelsea FC | | | | M | Player | Club Football | Community | | | |
| <input type="checkbox"/> | 24/09/2018 | | FFA Test Club | | | | M | Player | | Community | | i | eye |
| <input checked="" type="checkbox"/> | 24/09/2018 | | FFA Test Club | | | | M | Referee | | Approval required | | | |
| <input checked="" type="checkbox"/> | 21/09/2018 | | Carlton Rovers FC | | | | M | Team Official | Club Football | Community | | | |

1. Select one or more players to register using the step [Selecting a Player for Registration Management](#) above.
2. Select **Register** as the Action in the dropdown list.
3. Click the **Perform Action** button.
4. The Register Participants screen will display.
5. Select the Registration Type from the dropdown list.
6. Select the Registration Period from the dropdown list.
7. Click **Register Participants** button to save changes.



Optional additional Mandatory Fields

An association can determine that some of the player details fields are mandatory before the registration is accepted. If this is the case, a note at the top of the screen will appear indicating **"This association has the following mandatory fields:"** followed by a list of those fields. A registration will fail if the required additional mandatory fields are not present for that player.

Editing registration details

The registration record of a player can be edited by [Selecting a Player for Registration Management](#) and clicking the **Edit** link for that player.

The fields that can be modified are the registration number itself (that is defaulted to the player's ID number when the registration record is created) and the comment in the registration record.

Removing a registration

If a player is registered by mistake, it is possible to completely remove (i.e. delete) the registration.

Select the player registration (see the [Selecting a Player for Registration Management](#) above) and click the **Remove** button. If a player has not played any games in grades for the applicable association the registration will be removed. If one or more games have been played, the player will be De-registered instead (see below).

De-registering a player

To de-register a player who no longer plays within an association, select the player registration (see the [Selecting a Player for Registration Management](#) above) and click the **De-Register** button.

The Registration is not deleted, but the Registration status is set to DE-REGISTERED. The system records the date that this occurs.