

Registration Manager - Association

An Association can register people from its list of people or in its affiliated clubs' people list.

An Association should perform registrations 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 forms 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](#)).

Selecting a player for registration management

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					
Q 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	REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS
☐	26/09/2018							M	Player	Club Football	Community	i eye
☐	25/09/2018							F	Player	Club Football	Community	i eye
☐	25/09/2018							F	Player	Club Football	Community	i eye
☐	25/09/2018							M	Player	Club Football	Community	i eye
☐	25/09/2018							M	Player	Club Football	Community	i eye

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												

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.