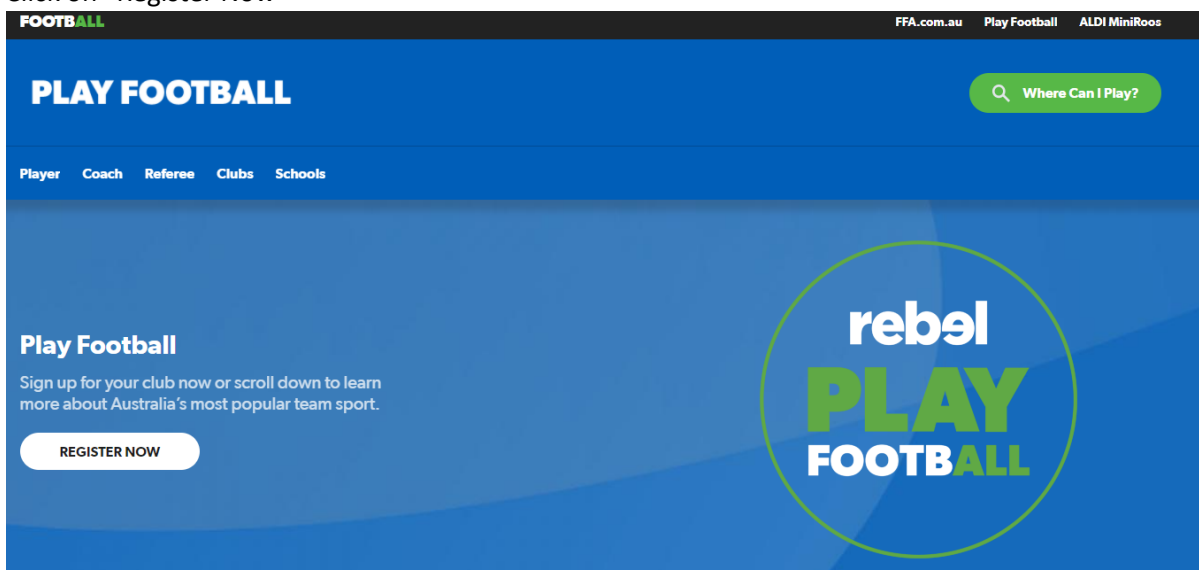


# HOW TO REGISTER ONLINE 2018

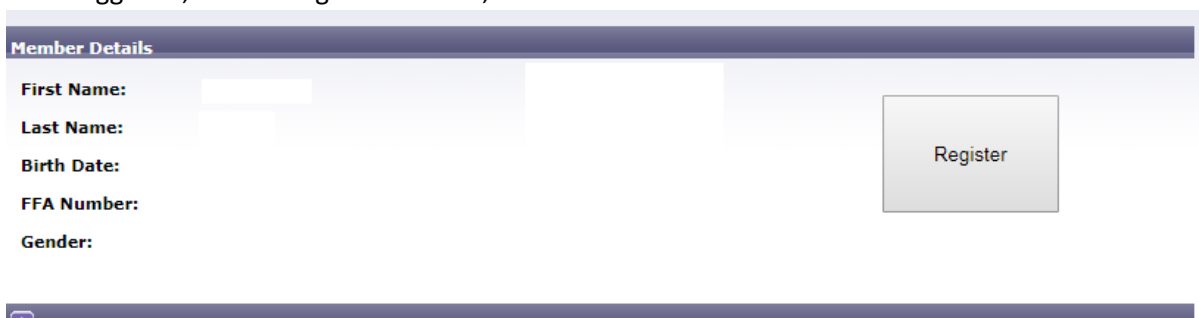
- a) Go to the Play Football website: [www.playfootball.com.au](http://www.playfootball.com.au)
- b) Click on "Register Now"



- c) Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
- d) Login using your FFA number, if you do not know your password, simply enter your email address and click on "Need a Password" box and a new password will be emailed to you.



- e) Start Registration
- f) Once logged in, select "Register" button;



- g) Update relevant contact details if necessary and also check your photo is an accurate representation of you, it needs to be a close head shot similar to a passport photo

- h) On the next screen select **Lourdes Soccer Club (Club)** in the Step 1 field...you may get a message that says “No Package Available” as below, please click OK and then go back to the field in step 1 and re-type **Lourdes Soccer Club (Club)** and the field should reset accordingly and allow you to proceed to Step 2

- i) Step 2: Select Registration as “Player”, “Coach” or “Volunteer” (relevant for team managers and other volunteers within the club)
- j) Step 3: Select the correct Registration Package that applies for your age as at 31 December 2018 or alternatively “Coach/Manager/Volunteer”
- k) Click the “Add Package” button., You will be asked to confirm if the last registration for this player was overseas, select Yes or No and “Confirm”. You should now see the package you selected listed below

- l) Click the Next button at the bottom of the screen.
- m) Read and acknowledge the all Terms and Conditions then click Next.
- n) You will be then taken to the Payment screen **\*\*\*NOTE, PLEASE TAKE CARE IF YOU ARE REGISTERING PRIOR TO 31<sup>ST</sup> JANUARY IF YOU WISH TO APPLY FOR THE ACTIVE KIDS \$100 REBATE AS PART OF YOUR 2018 REGISTRATION FEES IT NEEDS TO BE DONE NOW IN THE PURCHASE ADDITIONAL ITEMS SECTION**

### [Purchase Additional Items](#)

- o) As part of your registration you can also purchase shorts & socks if required, to do this select each item to add to your registration;
- **For Registrations Prior 31 January 2018 & if you wish to Redeem your Active Kids Rebate then please select the \$100 Deferred Payment Add On to reduce the registration fee by \$100. This is done at the Invoice Screen by clicking ‘Additional Items’ and selecting the \$100 option**

- For Registrations After 31 January 2018 & if you wish to Redeem your Active Kids Rebate then enter your unique ID number (refer to [www.service.nsw.gov.au](http://www.service.nsw.gov.au) to apply) at the Invoice Screen and your registration fee will be reduced by \$100

Payment
Log-Out

CONTACT DETAILS
SELECT REGISTRATION
TERMS & CONDITIONS
PAYMENT
ADDITIONAL QUESTIONS
FINISH

Club Name : Lourdes Soccer Club  
 Role : Player  
 Package : Under 13 Male (Born 2005)

**Package Amount (AU\$) 220.00**

**Step 1 - Additional Items**

Purchase additional items There are optional additional items offered by this club for purchase

Selected Additional Items						
Description	Category	Associated Club	Price	Qty	Amount	
✖ \$100 Deferred P...	\$100 Deferred Payment	Football NSW	-100.00	1	-100.00	

Page 1 of 1 (1 items)

**Amount Add-ons(AU\$) : -100.00**

**Step 2 - Payment**

**Amount Total (AU\$) : 120.00**

Select Pay Online to pay now using your credit card. Please note, this may incur an additional transaction fee.

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Select Manual Payment at Club if you do not want to pay online. An invoice will be sent to your email. Some clubs may ask you to take the invoice to your club as proof of registration.

- p) Click on “Pay Online” to pay online with a credit card (VISA or MasterCard, note online payment only available **after** 31<sup>st</sup> January to ensure all those wishing to redeem the active kids are not deemed ineligible due to errors in their application), or select “manual payment at club” if you want to pay at one of our information days. An invoice will be emailed to you, please remember to bring your invoice with you to one of our Information days to make your payment
- q) Answer the Additional Questions section where relevant
- r) Your registration should now be complete awaiting confirmation at club level, you’r screen should look similar to below

Finish
Log

CONTACT DETAILS
SELECT REGISTRATION
TERMS & CONDITIONS
PAYMENT
ADDITIONAL QUESTIONS
FINISH

**Registration Submitted**

Your registration is now recorded and is **awaiting approval by the Club registrar**. Please contact the Club for more information about the season or any questions regarding your registration.

Remember to keep your personal details up to date especially any changes to your email address.

**Lourdes Soccer Club**

PO Box 545 SEVEN HILLS New South Wales 1730  
 P : 61 (0) 4 98741378 E : registrar@lourdessoccer.com W : www.lourdessoccer.com

\*\*REMEMBER NSW ACTIVE KIDS PROGRAM COMMENCES 31st JANUARY 2018\*\* Payment accepted via online gateway or EFT as below: Bank: CBA BSB: 062452 Account: 28020636 Account Name: Lourdes Soccer Club Inc Include player name(s) in payee details \*\*PAYMENT MUST BE MADE BY 9TH MARCH 2018\*\* Please contact the club registrar with any questions regarding payment at registrar@lourdessoccer.com or 0498 741 378.

**Payment must be made in full (after your \$100 discount for eligible 4.5 to 18 year school aged children) prior to 9<sup>th</sup> March 2018 to ensure you are eligible to play in Round 1.**

Bank: CBA

BSB: 062452

Account: 28020636

Account Name: Lourdes Soccer Club Inc

Include player name(s) in payee details