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

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Registration Period:	2019 •	Registration Date Range:	From To To
Player Name / ID:		Registration Status	All
FFA Number		Registration Mode	All Modes
Registration Group	All Groups	Registration Type	Select 🔻
Affiliates:	Football Federation Australia		
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		Please select bulk action 🗸	Go									
	REG DATE	STATU	JS ENTITY NAME	PLAYER FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS		
	26/09/2018	•	18 m	223.2	18 A.		М	Player	Club Football	Community		8	0
	25/09/2018	•	100		0.571	1.11 C	F	Player	Club Football	Community		0	0
	25/09/2018	•	100.0	10.0	1 I	10.4	F	Player	Club Football	Community		0	0
	25/09/2018	•	1002	- 0.5	8 m e -	$\mathbb{P}^{n} \mapsto \mathbb{P}^{n}$	М	Player	Club Football	Community		8	0
	25/09/2018	•	1981		2000 C	н., -	М	Player	Club Football	Community		8	0

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	ſ	Approve Registration	~	Go										
			Please select bulk action												
	REG DATE	STA	Approve Registration		PLAYER	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL	COMP LEVEL	SUB		
		_	Decline Registration								TTPE		STATUS		
	26/09/2018	1	Generate ID Card				-	100	М	Player	Club Football	Community		0	0
	25/09/2018		Chelsea FC				al des	-30+	F	Player	Club Football	Community		0	0
*	25/09/2018		Chelsea FC				all the	-	F	Player	Club Football	Community			
	25/09/2018		Chelsea FC				10 M	$\mathbf{z}_{i} \in \mathbf{z}_{i}$	М	Player	Club Football	Community		0	0
-	25/09/2018	•	Chelsea FC				10.00		м	Player	Club Football	Community			
	24/09/2018		FFA Test Club				1 1 M 1 M		М	Player		Community		0	0
-	24/09/2018		FFA Test Club				e eller -	e	М	Referee			Approval required		
•	21/09/2018		Carlton Rovers FC				0.000	800 B	М	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 Deregistered 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.