



# HARBORD FOOTBALL CLUB

## A GUIDE FOR PLAYER REGISTRATION IN 2024

- Players that participated after the 2019 season will already have created a **PlayFootball** account. This is the account which will need to be used to register for the upcoming season.
- If you or your child have not resistered before and have NOT created a Play Football account, please see the **NEW PLAYER REGISTRATION** section below.

## BEFORE YOU BEGIN

- If you are using a PC/Laptop, ensure you are registering using a supported browser such as **Google Chrome** or **Mozilla Firefox**. Currently, *Microsoft Edge and Internet Explorer* don't display all fields correctly. If you are using an Ipad/Mac iOS is supported, you won't need to use a different browser.
- If applicable, ensure you obtain your **Active Kids Voucher** from Service NSW **before you start** registration for your children, in order to redeem any possible discount–  
<https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher>
- Non-Players over the age of 18 years (COACHES AND MANAGERS) will require a valid Working with Children Check number. You can obtain this from the Kids Guardian at the NSW Government website – <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

**NOTE: Pictures are for sample use only. Prices are for sample use only.**

## REGISTER WITH HARBORD F.C.

If you already have a **Playfootball** account from 2020 or later, (for yourself or family) and are familiar with the process, click straight through to the Harbord F.C. registration pages on this button below:

Register for Harbord F.C.

# NEW PLAYER REGISTRATION

If you have never created a Play Football account (for yourself or family), please follow the steps below:

## STEP 1 – CREATE YOUR PLAY FOOTBALL ACCOUNT

1. Create a Play Football account profile - <https://account.footballnetwork.com.au/register>

**Please Note:** Parents must **create their own account first**, before creating their child's account (please refer to steps a) – f) below when creating each account).

**Please Note:** Please do **NOT** use the social media sign in options, as these are not fully functional and have user issues.

The screenshot shows the 'Create your Football Account' registration page. At the top, it says 'Your Football Account is one account that lets you connect with all of the Football Network in Australia.' Below this, there is a section for 'ALREADY HAVE AN ACCOUNT' with 'Sign in with social account' and icons for Facebook and Google. The main registration form includes fields for 'First Name \*', 'Last Name \*', 'Email Address \*', 'Create a Password \*' (with a note: 'Must be eight or more characters including a mix of upper and lower case letters, a number and a special character'), 'Confirm Password \*', 'Date of Birth \*' (with a 'Select date' dropdown), a checkbox for 'Receive marketing promotions and special offer emails from Football Federation Australia', and a section for 'Terms and Conditions \*' with a note: 'FFA respects the privacy of individuals about whom we collect personal information. The personal information that FFA collects from you via the Football Family registration form is collected for the purposes of processing your registration, sending you information about FFA (including information regarding our commercial partners and sponsors and related products and services), information about football matches, tickets and related events, assisting with your enquiries and for other purposes set out in our Privacy Policy.' Below this is another note: 'You acknowledge that the information you provide will be collected by FFA and may be given to third parties (such as Ticketek, IT providers or venue operators) we engage to help us run our business for the purposes outlined above or as required by law. Without your personal details, we can't register you or send you the information you've requested. Our Privacy Policy tells you more, including how to contact us to access and correct your details or make a complaint.' At the bottom, there is a checkbox for 'I have read and accept the terms and conditions' and a blue 'REGISTER' button.

- a) Enter your first name and last name.

**Please Note:** For children's accounts the name must be the same as the one used for your child's record at Service NSW, to ensure the Active Kids Voucher can be redeemed.

- b) Enter a valid email address.

**Please Note:** For players with a previous MyFootballClub account, ensure you enter the same email address here to enable you to claim your existing profile.

- c) Create a password.

**Please Note:** the password must contain a capital letter, a number and a special character.

- d) Enter your date of birth.

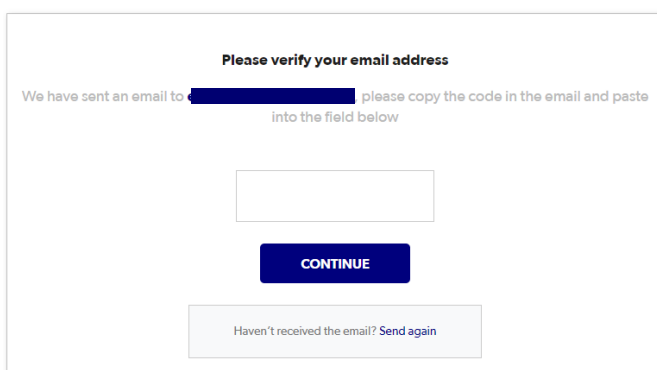
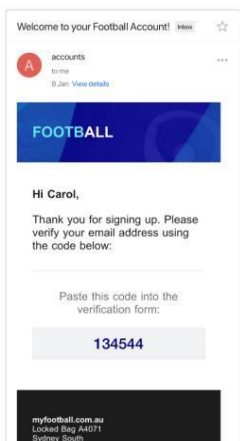
**Please Note:** for children's accounts, this date must be the same as the one used for your child's record at Service NSW ensure the Active Kids Voucher can be redeemed.

- e) Read the terms and conditions and check the box accepting the terms and conditions.

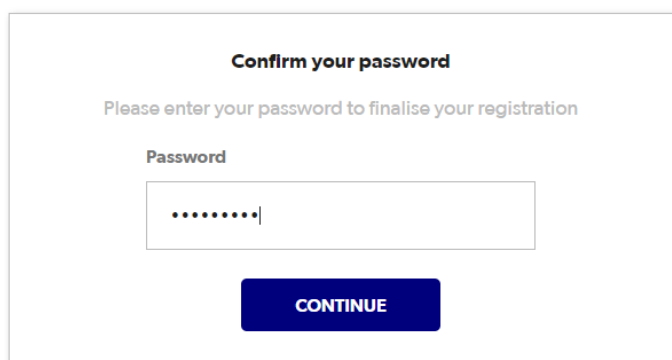
- f) Click 'Register'.

**Please Note:** An email will be sent to your email address with a code for you to verify the address.

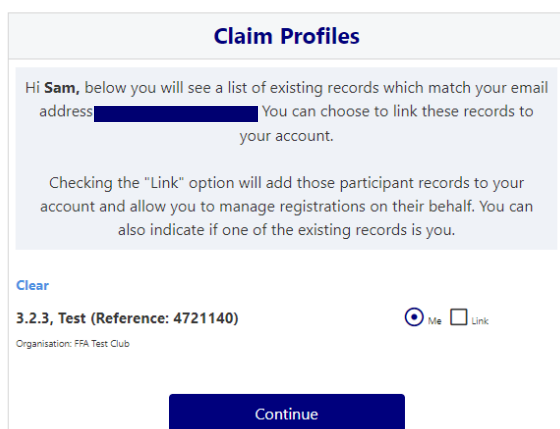
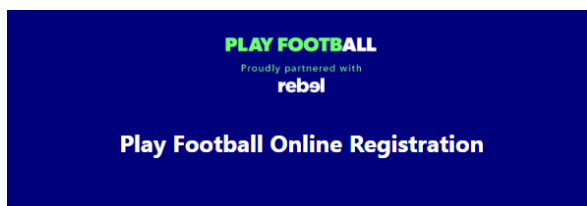
2. Verify your Account by entering the code provided in your email from Play Football into the verify screen.



3. Re-enter your password.



4. If your profile details match to an existing MyFootballClub account, claim your profile.

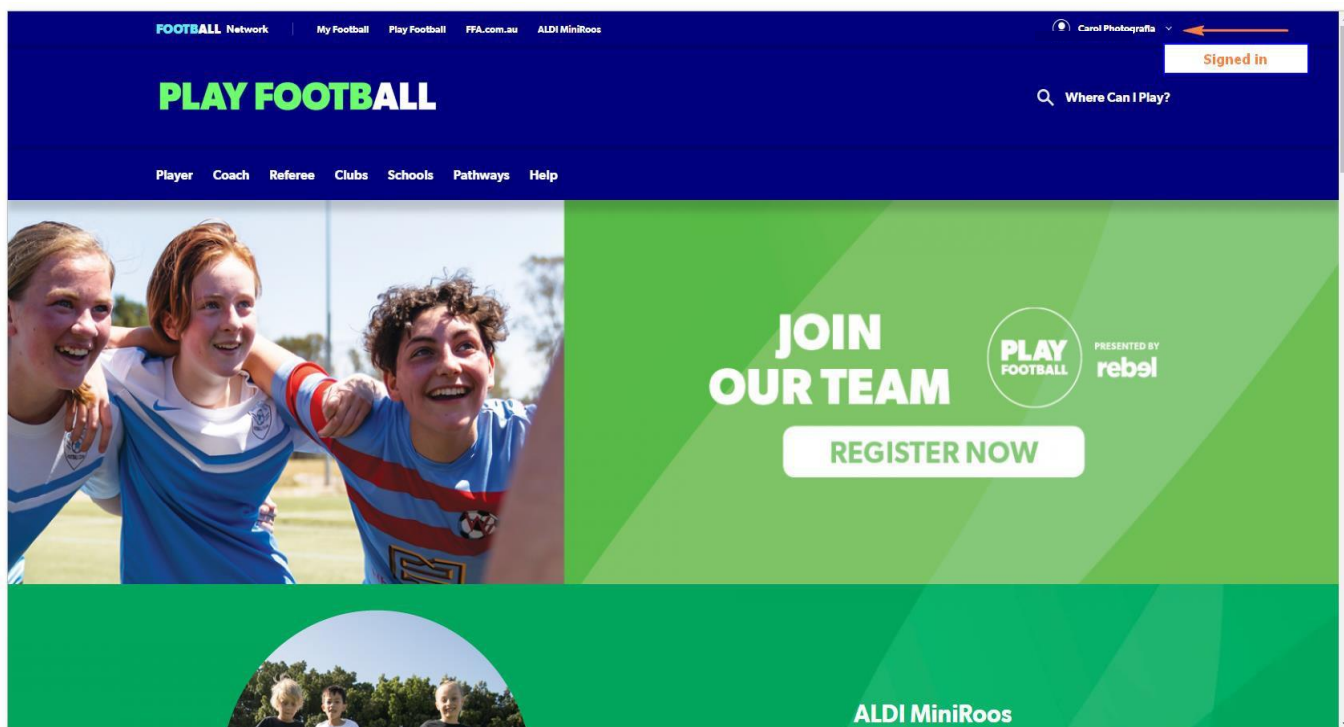


**Please Note:** For parents who have used the email address for each of their children's records, claim all of your children's records during this step. Please ensure you indicate which record belongs to 'YOU', and which ones are to be linked to your account.

**Please Note:** For parents who have used different email addresses for each of their children, you may link those profiles at a later stage during the registration process.

5. Select any communication options to add to your profile (these are optional) and click 'Save and Continue'. The Play Football home screen should display.

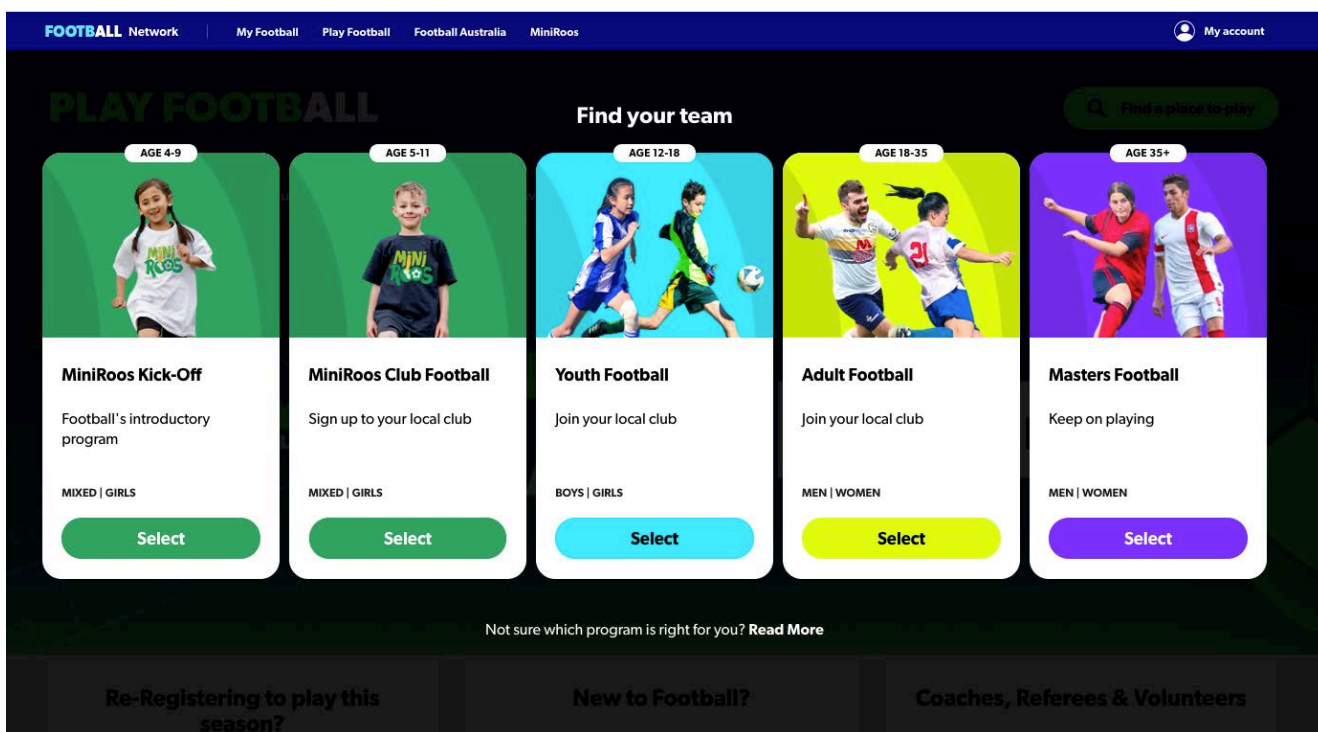
**Please Note:** you are now signed into your account, see top right of screen



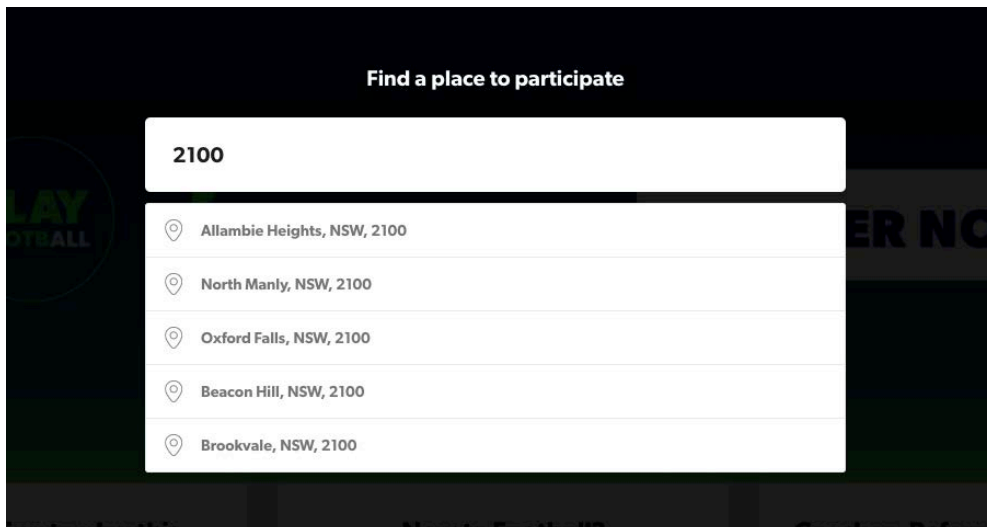
Continue'. The Play Football home screen should display.

**Please Note:** you are now signed into your account, see top right of screen

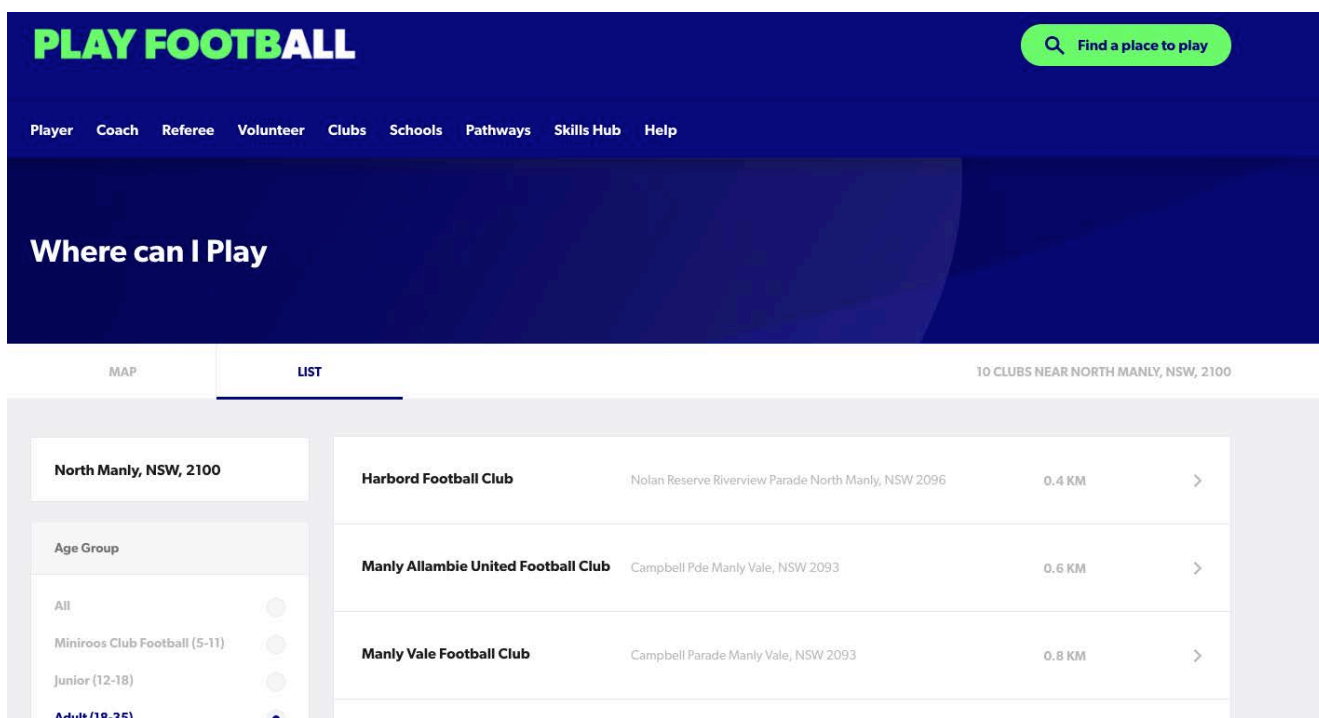
Select the option/Age Group for the player being registered. (NOTE: Ignore MiniRoos Kick Off)



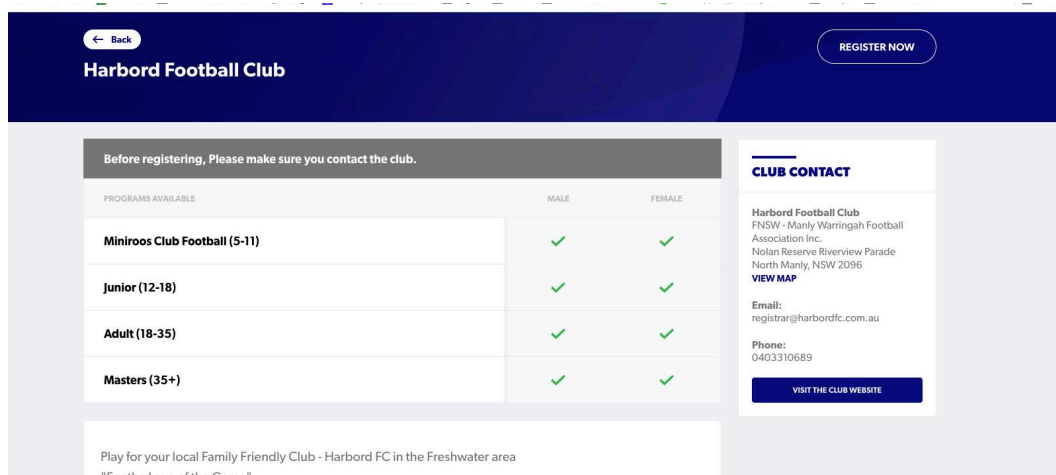
Type in "2100" in the "Find a place to Participate" window & click "North Manly"



Click "List" then "Harbord Football Club"



Click "Register Now"



Click "**Get Started**" (This is where you log in if you are not already)



For COVID-19 updates click here <https://www.playfootball.com.au>

**Welcome**

Registration for: Harbord Football Club

**For your registration you may need**

*Credit/Debit Card Details (If paying online)*

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To upload a passport style photo

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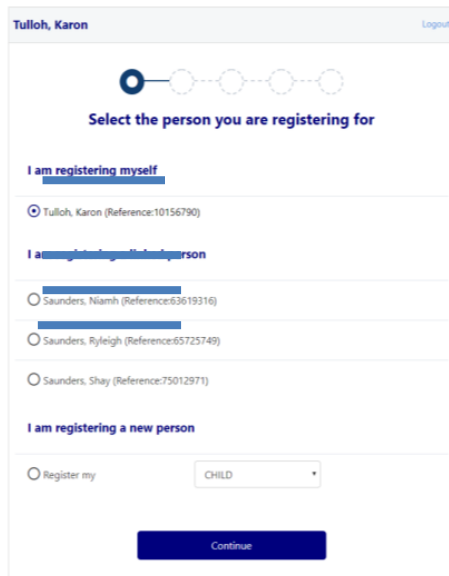
Working with Children Check info

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**Get started**

## STEP 2 – SELECT THE PARTICIPANT

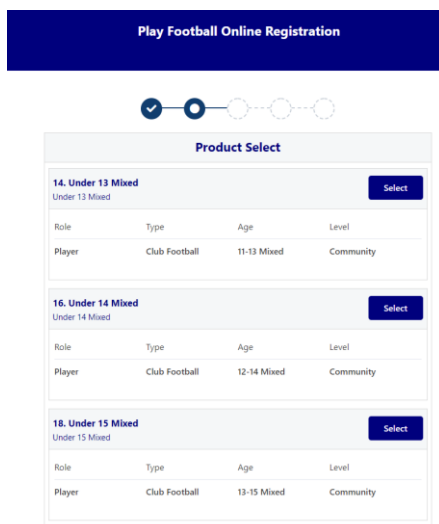
1. Once you have signed into your **Play Football** account you will be presented with the Play Football Online Registration screen. This will show your own account details, along with any individuals you have linked to your account.



The screenshot shows the 'Select the person you are registering for' screen. At the top, it says 'Tulloch, Karon' and 'Logout'. Below that is a progress indicator with four steps, the first of which is active. The main heading is 'Select the person you are registering for'. There are three sections: 'I am registering myself' with a radio button selected next to 'Tulloch, Karon (Reference:10156790)'; 'I am registering a linked person' with three radio buttons next to 'Saunders, Niamh (Reference:63619316)', 'Saunders, Ryleigh (Reference:65725749)', and 'Saunders, Shay (Reference:75012971)'; and 'I am registering a new person' with a radio button selected next to 'Register my' and a dropdown menu set to 'CHILD'. A blue 'Continue' button is at the bottom.

- If you are registering yourself select your name and click 'continue'.
- If you are registering a 'linked' person select the relevant participant and then click 'continue'.
- If you are registering a new person, select and indicate who you are registering, then click 'continue'.

## STEP 3 – SELECT A PRODUCT



The screenshot shows the 'Product Select' screen. At the top, it says 'Play Football Online Registration' and 'Product Select'. Below that is a progress indicator with four steps, the second of which is active. There are three product options, each with a 'Select' button:

Role	Type	Age	Level
Player	Club Football	11-13 Mixed	Community

Role	Type	Age	Level
Player	Club Football	12-14 Mixed	Community

Role	Type	Age	Level
Player	Club Football	13-15 Mixed	Community

1. You will be shown all the 'Products' Harbord F.C. has on offer, select the relevant product to you.

**Please Note:** If you are UNSURE of which product to select speak with the Harbord F.C. Registrar directly.

Ignore the search areas under "Role", "Football Type" and "Playing Level". These are not useful for searching the products and the products are not under logical Roles etc. Age groups/roles that you are not eligible for may have the select button greyed out and replaced with "N/A".

Simply scroll down to desired Product (example: Under 7 or W-AL1 or Coach) and click "Select" on that product.

You will be able to leave a message about which team you'd like to play with if applicable

# STEP 4 – PRODUCT DETAILS



Product Details

Under 11 Girls Sunday Junior Under 11 Age Group Girls Mini-Ross Sunday	\$186.50
Includes fees to:	
Football Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$15.00
FNSW - Manly Warringah Football Association Inc (MWFA U10/W10 to U11/W11)	\$60.00
Harbord Football Club	\$97.50
* Prices quoted in AUD and include GST of 10%.	
<b>Total</b>	<b>\$186.50</b>

[Update Shopping Cart](#)  
[Continue](#)

- This section outlines the breakdown of the fees, that are included within the 'Product' selection.
- If an optional product is to be purchased select the product and then select 'Update Shopping Cart', which will refresh the screen with and provide a new total value.
- **NOTE: Prices are sample use only.** Please see our website for 2024 registration fees. 2024 registration discounts will apply upon check out.

# STEP 5 – PARTICIPANT DETAILS

- Participants will be shown a details screen, please update all your details making sure all fields marked with \* are completed.

**Organisational Specific Information**

Additional From: Football NSW

Are you interested in receiving information about becoming a Referee?\*

Yes  
 No

Additional From: Harbord Football Club

List names of friends you wish to play with\*

— [G](#)

What is the Team name you wish to play for\*

— [G](#)

Age Group or Division you wish to play\*

—

What Team name, Age Group or Division did you play last season\*

—

Do you wish to be graded for a higher division team\*

—

If you have any other specific requests or queries regarding teams and players to help place you into a team please list here\*

— [G](#)

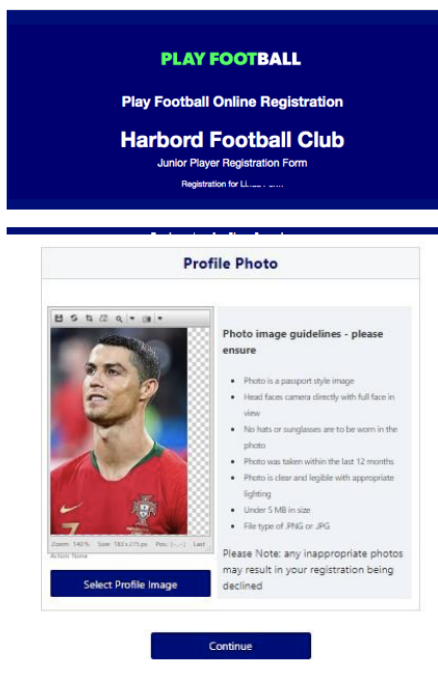
## Additional Team Related Questions:

This is also where additional questions set by the club are asked.

We can best identify where you/your child can be placed and add specific team names or references to ensure you get in the right team.



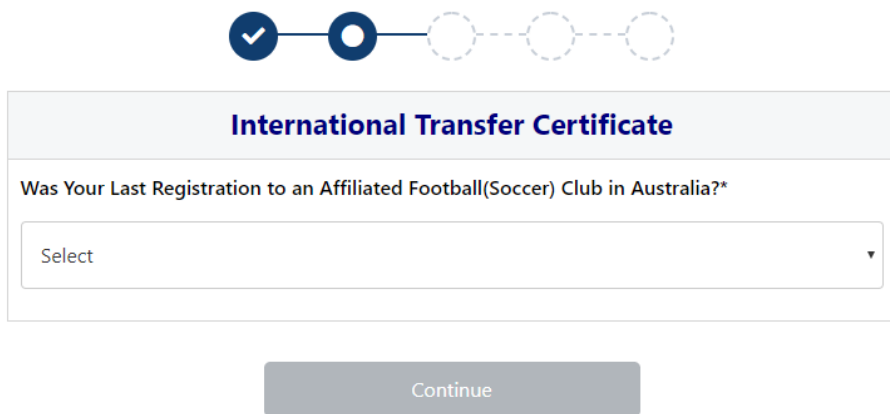
## STEP 6 – PROFILE PHOTO CONFIRMATION



The screenshot shows a dark blue header with the text "PLAY FOOTBALL" in green, "Play Football Online Registration", "Harbord Football Club", "Junior Player Registration Form", and "Registration for LL.....". Below this is a white box titled "Profile Photo" containing a photo of a player in a red jersey and a list of guidelines. The guidelines include: "Photo is a passport style image", "Head faces camera directly with full face in view", "No hats or sunglasses are to be worn in the photo", "Photo was taken within the last 12 months", "Photo is clear and legible with appropriate lighting", "Under 5 MB in size", and "File type of PNG or JPG". A "Please Note" states that inappropriate photos may result in declined registration. A "Select Profile Image" button is at the bottom left of the photo area, and a "Continue" button is at the bottom of the white box.

- Your photo from Step 2 will appear here, please click 'continue'.
- Please make sure your photo is a PORTRAIT PHOTO (vertical)  
**All other photos will not be accepted**

## STEP 7 – INTERNATIONAL TRANSFER CERTIFICATE (PLAYERS ONLY) – (ITC)



The screenshot shows a progress indicator at the top with five circles; the first is a solid blue circle with a white checkmark, and the others are dashed. Below is a white box titled "International Transfer Certificate" with the question "Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?\*" and a dropdown menu showing "Select". A grey "Continue" button is at the bottom.

- Players will be asked to identify whether their last registration was with a Football club overseas or in Australia.
  - If your last registration was with an Australian club then select 'YES'.
  - If your last registration was with an Overseas club select 'NO'.  
***Please Note:*** This will prompt the participant to continue through the ITC process.
  - If you have never played football before, please select this option.

# STEP 8 – WORKING WITH CHILDREN CHECK

(Non-players, Volunteers and club officials only)

**Working With Children**

Do you have a current Working With Children (WWC) Accreditation?\*

Select  
Select  
Yes  
No

Continue

**Working With Children**

Do you have a current Working With Children (WWC) Accreditation?\*

Yes

If Yes, please select the relevant State body you have attained this WWC Accreditation from\*

Select

WWC Accreditation Number

WWC Expiry Date

24/01/2019

WWC Type

Select  
Select  
Paid  
Volunteer

Continue

**Working With Children**

Do you have a current Working With Children (WWC) Accreditation?\*

No

Do you have a WWC Accreditation exemption?\*

No

[For information on how to obtain a WWC Accreditation, click here.](#)

WWC Accreditation Application Number

WWC Accreditation Application Status Comment

Continue

- Non-Players (Coaches/Managers/Volunteers) will be asked to identify whether they have a current Working with Children Check (WWC).
  - If you have a valid WWC then select 'YES'.
  - Select NSW Office of the Children's Guardian.
  - Enter your WWC number, expiry date and type "Paid" or "Volunteer".

- If do not have a valid Working with Children accreditation, then select 'NO'.

**Please Note:** your registration cannot proceed without a valid or in-progress WWC.

- Click the link to be taken to the Office of the Children's Guardian and fill in the form to apply for a NSW Working with Children Check registration. Once submitted, you will receive an email confirmation with an application number. Enter this number into the registration form.

**Please Note:** The Working with Children Check is free for 'Volunteers'.

**Please Note:** If you are unsure if you require a Volunteer or Paid WWC, please check with Harbord F.C.

# STEP 9 – REVIEW YOUR ORDER AND T&C'S



- Participants will have the chance to review their order at this step and it is important participants review and edit any details if required.
- To edit any of the sections select 'Modify' against the relevant section.
- The Terms & Conditions will also appear at this step. Please tick the box, and a pop-up with the Terms and Conditions will appear.
- Once you have reviewed your details and the Terms & Conditions, please click 'continue'.

Payment	
<b>Details of Purchase</b>	
14. Under 13 Mixed Under 13 Mixed	<b>\$248.50</b>
Includes fees to:	
Football Federation Australia (Junior)	<b>\$14.00</b>
Football NSW (1. Club Player 4yrs-18yrs)	<b>\$23.00</b>
FNSW - Manly Warringah Football Association Inc. (MWFA) U13/W13 - U15/W15	<b>\$112.50</b>
Harbord Football Club	<b>\$99.00</b>
Processing Fee	<b>\$2.74</b>

## STEP 10 – PAYMENT



- The product fee breakdown is displayed along with any discounts or additional products the participant has selected.

**Please Note:** If you are **UNSURE** if you have selected the correct product, please speak with Harbord F.C. directly.

Payment	
<b>Details of Purchase</b>	
14. Under 13 Mixed	\$248.50
Under 13 Mixed	
Includes fees to:	
Football Federation Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$23.00
FNSW - Manly Warringah Football Association Inc. (MWFA U13/W13 - U15/W15)	\$112.50
Harbord Football Club	\$99.00
Processing Fee	\$2.74



- If you have selected an **INCORRECT** product, select one of the blue circles at the top of the page to go back in the process to select the correct product.

## STEP 11 – ACTIVE KIDS VOUCHER

- NSW participants who have a valid **Active Kids Voucher** can enter the voucher details to redeem its value.
- NOTE:** New 2024 **Active Kids Voucher** are available from Service NSW from 1 February..
- Select the Active Kids Voucher from the dropdown and enter the Active Kids Voucher number (that was emailed to you via Service NSW) then select 'Apply'.
- This will be verified as a valid code by Service NSW. If the code cannot be used, or an error displays make a note of the error and contact – [playfootball.support@ffa.com.au](mailto:playfootball.support@ffa.com.au)

## STEP 12 – ONLINE / OFFLINE PAYMENTS

**Pay Online**

We accept VISA and MASTERCARD

Name on Card \*

  
**Card Number \*** **CVC/CVV \***   
**Expires \***  

**Pay Offline**

An invoice for the amount payable will be emailed to you.

If you choose to pay offline, the processing fee included in the above total (\$8.07) will not apply.

- The payment options are:
  - Online – Visa or Mastercard payments (Payments are to be made in FULL)

**Please Note:** if there is an issue with payment options available to you, please speak with Harbord F.C directly.

## STEP 13 – CONFIRMATION/ PERFORM ANOTHER REGISTRATION

☑ — ☑ — ☑ — ☑ — ○

**Confirmation**

Thanks Sam, your registration has been accepted.

**Amount Payable:** \$448.00  
An invoice has been sent to ██████████

For enquiries relating to this registration, please contact:

Test Person  
██████████  
[test@test.com](mailto:test@test.com)

[Show Raw Disburse XML \(TEST only\)](#)

- A confirmation message will display indicating your registration has been completed and sent to the club. An email will also be sent to your email address with invoice details of your transaction.
- Your registration will be pending approval by the club. Once Harbord F.C. activates your registration you are officially registered for the season with that club.
- The system indicates two ways to end the registration process:
  - 'Finished Registration' will take you back to your Play Football account screen.
  - 'Perform another Registration' will take you back to step 3, where you can repeat this process for a linked player, or another/new player

# SUPPORT CONTACTS

Harbord F.C. registrations [registrar@harbordfc.com.au](mailto:registrar@harbordfc.com.au)

## FFA Play Football Support Centre

- Hours of Operation: Monday to Friday 10am – 5pm AEST
- Email: [playfootball.support@ffa.com.au](mailto:playfootball.support@ffa.com.au)
- Telephone: 02 8880 7983

## LINKS

Create a Play Football Account	<a href="https://account.footballnetwork.com.au/register">https://account.footballnetwork.com.au/register</a>
Login to your Play Football Account	<a href="https://account.footballnetwork.com.au/">https://account.footballnetwork.com.au/</a>
FFA Support Portal	<a href="https://support.playfootball.com.au/support/home">https://support.playfootball.com.au/support/home</a>
Active Kids Voucher	<a href="https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher">https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher</a>
Working with Children Check	<a href="https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check">https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check</a>