footyweb

A Nationally Consistent Registration Process

July 2020

AFL

1. Registrations

2. Transfers and permits

3. Granting and removing user access

4. Dealing with duplicate records

5. Results entry

❑ **What does compulsory online registration mean?**

Compulsory online registration means registrations cannot be completed manually via paper form or via their club registrar. All Registrations will need to be done online by the player or parent/guardian via the clubs link to Footyweb.

❑ **Can the Club Administrator complete the process for the Player?**

Our Legal advise is that the Player /Parent must themselves complete the process in order to satisfy all the conditions relating to the Spam and Privacy Act. If the Club Administrator completes this on behalf of the Player and an issue arises later when the Club is investigated by the Privacy Commissioner, they bare the legal risk of doing it.

❑ **Are Online Payments compulsory?**

No, Online Payments is an option that each individual Club decides whether they'd like to offer that service to their Members or not. There is an online transaction fee which the Parent/Player pays if they are happy to complete the purchase online.

How to Create a New Product - Player Rego Fees etc

1. Hover over the **Registrations menu and click on Products**

2. For rego fees, **create a new product** each year.

Products

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click the ADD A NEW PRODUCT link.

Make sure your product is clearly outlined as an Individual Member registration fee.

How to Create a New Product - Player Rego Fees etc cont'd

Make sure that the pricing is for an individual Member Registration Fee.

How to attach a Product to your Registration Form

1. Hover over the Registrations menu and click on Registration Forms.

2. Click on Edit for the Registration Form you'd like to display products as shown below.

3. Click on the **Products button across the top**

4. For the Products you wish to have display on your Registration Form tick the **Active box**

5. To make a product(s) mandatory tick the '**Make mandatory on form' box.**

Multi-Registrations Functionality

1. To activate the multi-reg system for a registration form, go into the Registration Form section and click on **Edit next to the form you wish to turn multi-reg on.**

2. In the **Settings menu you can tick whether you want people to be able to register *Multiple Adults and/or Multiple Children using this form.***

3. To save these changes to the form click **Save**

Setting up Online Payments

1. Hover over the **Registrations menu and click on Payments Configuration**

Registrations   Reports

Registration Forms

Products

Payment Configuration

Payment Splits

Locator
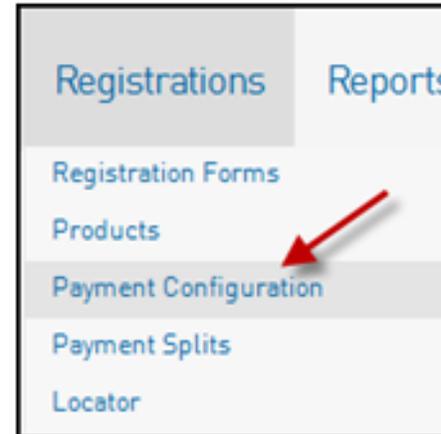
2. On the next page, select the **Payments Application button**

Payment Configuration

Apply to receive funds

Payments Application

Your Bank Account Details

Setup Bank Account Details
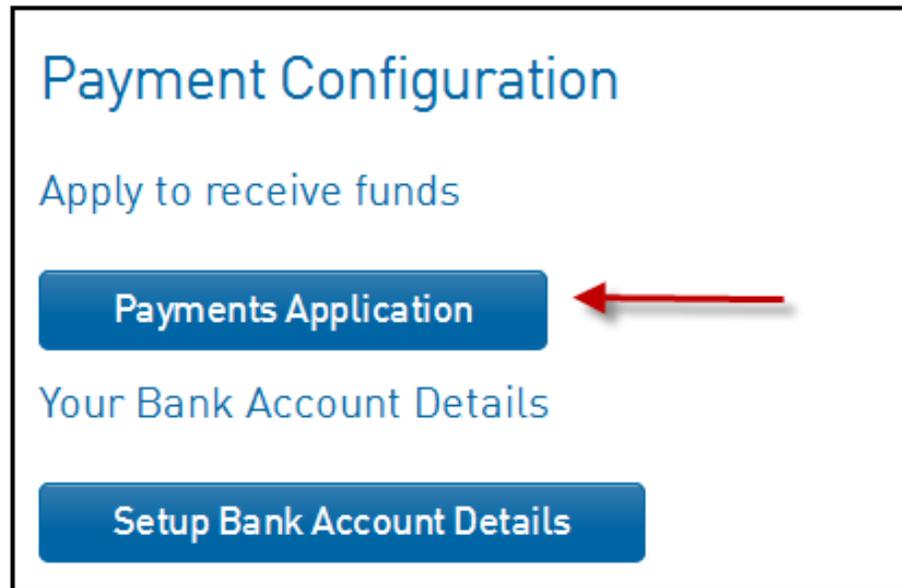
3. Fill in the details as required. It is a one page document and the fields with an asterisk next to them are required fields. Once all fields have been filled out, click the **I Agree button.**

Setting up your Bank Account to receive payments

1. Hover over the **Registrations menu, click on Payment Configuration and select Setup Bank Account Details.**
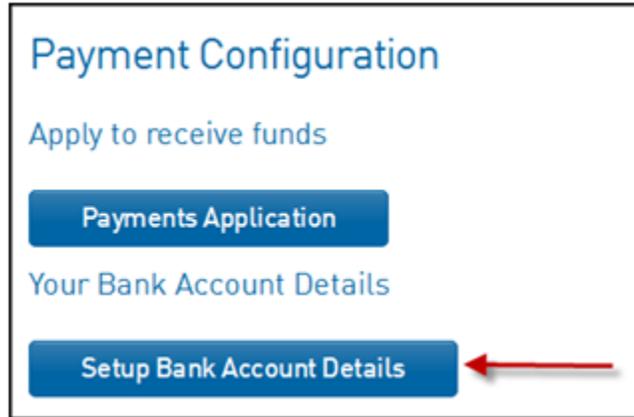
2   You will then be prompted to fill in your bank account details. Ensure these are correct as they will be locked once the update button is selected. If you need to make changes, please contact FOX SPORTS PULSE to have your account unlocked

3. Click **Update. The account setup is complete and monies will now be transferred into your selected bank account at the nominated timeframe.**
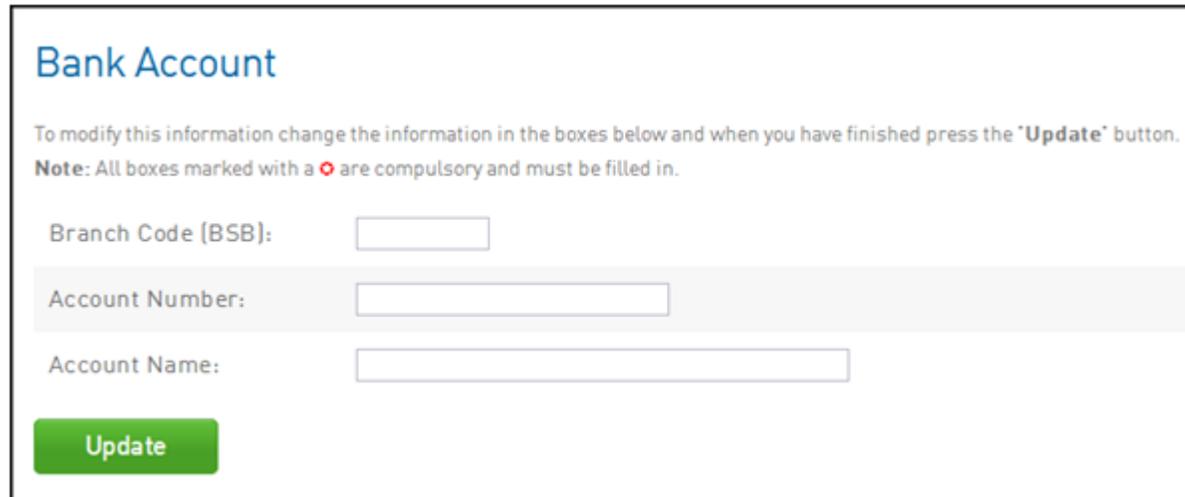
How to Set Compulsory Payments

1. From the dashboard menu hover over **Registrations and click Registration Forms**

2. Click on the **Edit button next to the Primary Registration Form**

Registration Forms

NEW APP! NEW FEATURES

Parent Body Forms

National Registration Form - 2014 (#33109)   Member to Club   View   Edit

3. Within the **Settings tab, tick the box to the right of Payment is Compulsory**
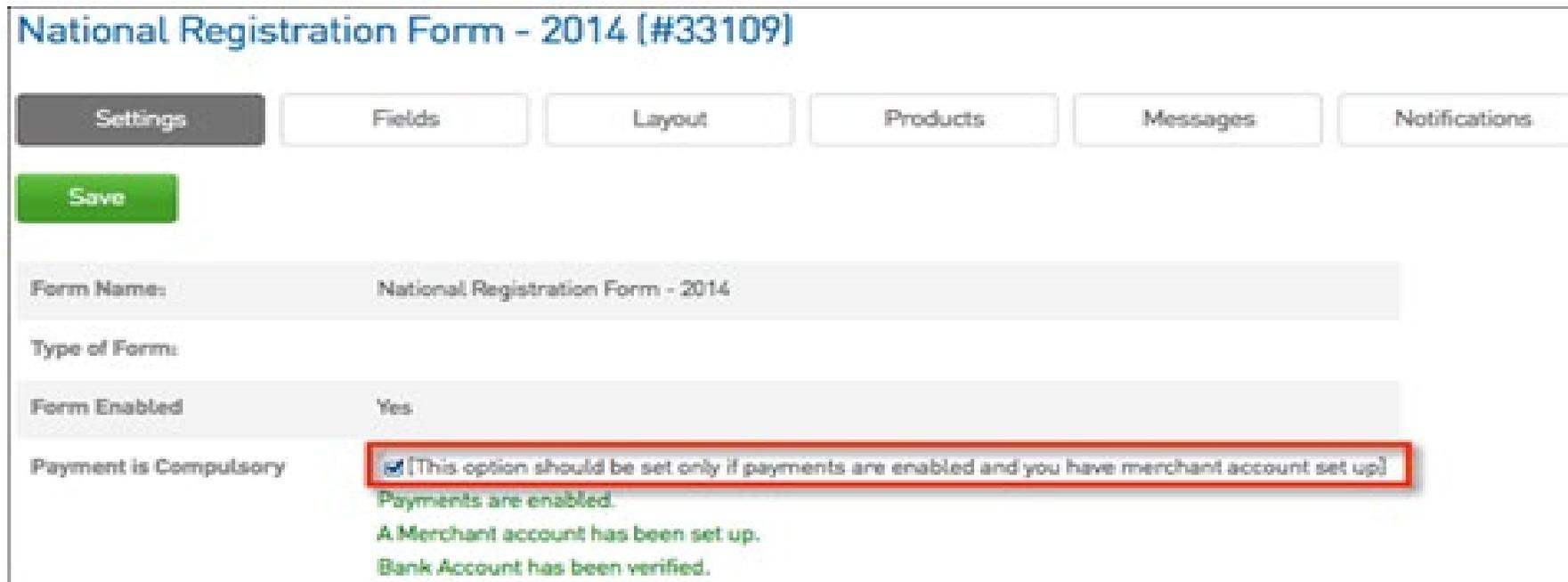
National Registration Form - 2014 [#33109]

| Settings | Fields | Layout | Products | Messages | Notifications |

Save

Form Name:	National Registration Form - 2014
Type of Form:	
Form Enabled	Yes
Payment is Compulsory	☑ [This option should be set only if payments are enabled and you have merchant account set up]
	Payments are enabled.
	A Merchant account has been set up.
	Bank Account has been verified.

4. Once you have ticked the box click **SAVE at either the top or bottom of the page**

Pending Registration: How to Approve or Deny

1. From the dashboard hover over **Members and click Pending Registration**
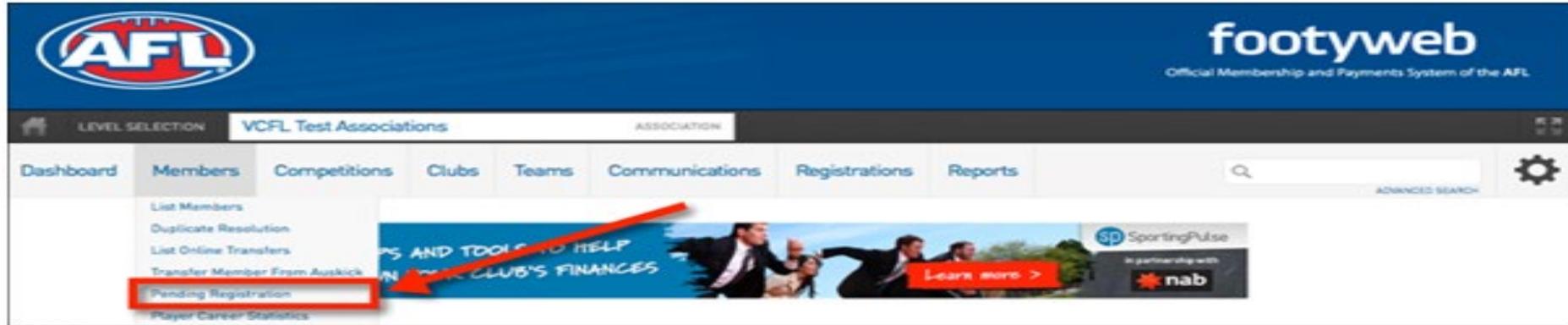
2. You will then be taken to the pending members screen where you will see a list of all pending members.

Pending Members in Association

Showing - Family Name including [ ] Age Group [--All Age Gr...] [All]

	Family name	Legal Firstname	Gender	Date of Birth	Email	Telephone Number (Mo...	Season Player Financia...	Approve/Reject
🔍	Brown	~~Kalani~~	M	~~23/01/2013~~	~~belinda@thephysiomove...~~	~~0434343202~~		APPROVE REJECT

3. From the **Approve/Reject** column click either the green Approve button or the red Reject button. If you approve the member they will be added into your club in the current registration season.

How to send automated Member Renewal Email

1. Select the past Season

2. Select the Competition(s)

Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

Invite members from which season?

Choose the members for which you would like to send out renewals by selecting a season (normall

Choose a past season to send renewals to: 2012 ▼   Include parents ☐

Continue >

Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

Invite members from which previous competitions?

By selecting competitions here you are choosing to communicate with members from t
If no competition is selected then you've chosen to communicate with everyone in that

[Select All/ Unselect All]

☐ A Pools Competition
☐ A Tour
☐ A1 Mainland Futsal
☐ Auckland Pools Competition Test
☐ Ceva Comp of shame
☐ chevas flow
☐ chevas onward
☐ Damo/Pacquiao 24/7
☐ Damos Quality Meats
☐ Deb's Competition
☐ Debbie's Competition
☐ Double Round Same Round
☐ dsfdasf
☐ dsfsdf

Finding Players to initiate Transfer

Clubs have four options available for initiating a transfer request:

1. Select the state governing body that the player currently belongs to; or
2. **Search for the member by their Footyweb Number; or**
3. If you are logged in at the Association level, you can search across the entire association by entering the player's surname; or
4. **Search across the entire system by entering both the player's surname and date of birth**

Two in bold are the most accurate to use when requesting a transfer.

Once player is selected to transfer, the player's details will appear and at the bottom of the screen is an overview of the player's tribunal history.

The tribunal history shows the player's disciplinary record and indicates whether the player is currently serving suspension.

Request a Transfer/Permit

Please fill in the appropriate information below to Request a Transfer/Permit

Select the Source Type from which the required member is from.

Type Body: --Select a Source Type--   ▼

or

Search on FootyWeb Number: [   ]

or

You are logged in at a **Association** level. Search by Surname for members below this level.

Surname: [   ]

or

Search system wide by Surname & Date of Birth

Surname: [   ]

Date of Birth: Day ▼   Month ▼   Year ▼

[Select]

*Important note: A transfer request may be lodged between **1 November to 30 November** or **1 February to 30 June** in each calendar year (**Transfer Period**). ==Extended to 31 July in 2020 in NSW/ACT, Qld, WA, and NT.==*

Transfer Process

Transfer means the process of moving a player from one Club to another Club.

- A transfer must be initiated by the destination club by logging into Footyweb and submitting a Transfer Request

- The former club has **six (6) business days**, commencing from when the transfer request is electronically submitted through Footyweb, to approve or refuse the transfer request

- If the former club does **not approve or refuse the transfer** request within **six (6) business days** from lodgement of the transfer request via Footyweb, the **transfer will occur automatically** following the expiry of the six (6) business days

- Once the club that has requested the transfer approves the final step, the player's primary club will then change to the new club and they will become cleared out of the previous club, at the same time the player will be sent an email to fill out the registration form to ensure they are registered for the new season.

- The player will sit as **"pending"** in Footyweb and **ineligible to be entered into a team sheet and play** for the destination club until the player completes the last step of registration and the record on the Footyweb will be now "active".

*Important note: A transfer request may be lodged between **1 November to 30 November** or **1 February to 30 June** in each calendar year (**Transfer Period**). Extended to 31 July in 2020 in NSW/ACT, Qld, WA, and NT.*

How to resend Transfer Registration Form

If the player did not receive an email in the transfer process, the club should check the following:

- Incorrect email address for the player, check it is correct and update if necessary and resend the registration form link.

How to resend Transfer Registration Form:
1. Hover over Members tab and click 'List Online Transfers'
2. Click the magnifying glass next to the player you wish to edit. Ensure the status shows 'Awaiting completion of online registration form'

List of Transfers

3. Scroll through the player's information to the 'Transfer Approval Details' heading. Click the 'Approved' button.
4. Clicking the 'Approved' button the site will take you to a Transfer page, scroll down until you see the 'Submit' button and click it.
5. By clicking the submit button, the registration form will be resent to the player.

Permits

Permits are designed for temporary movement of players, not a permanent clearance or transfer. Permits must be instigated from the club level of the Footyweb database (in the same area as Requesting a Clearance).

- **Match-Day Permit** – permit (Type 1) allowing a player to play a single match for a Club (other than the one to which the player is registered) but which does not require home Club approval via Footyweb.

- **Local Interchange Permit** – permit (Type 2) allowing a player to play for both clubs for the duration of the permit (requires online approval)

    - **Local Interchange** can only be granted where there is a written agreement between two Leagues. Conditions may apply within this agreement.
    - **COVID Permit** for 2020 season only. Available where a player's club or League has folded for this season, can permit to any other club.

- **Temporary Transfer** – permit (Type 3) allows a permit to another club for an agreed period of time (requires online approval)

- **Student Permit** – allows a player who lives and studies (school/uni) away from home to play for a "home" club during school holidays. Applications are made via a [form](#) located on AFL NSW/ACT website, not through Footyweb.

User Management – Club Level

Authorise a club-level administrator for your Membership database:

1. Sign into Membership at Club level.
2. The club's 'dashboard' will open. Click on the Settings cog in the top right corner and from the drop-down menu select User Management.
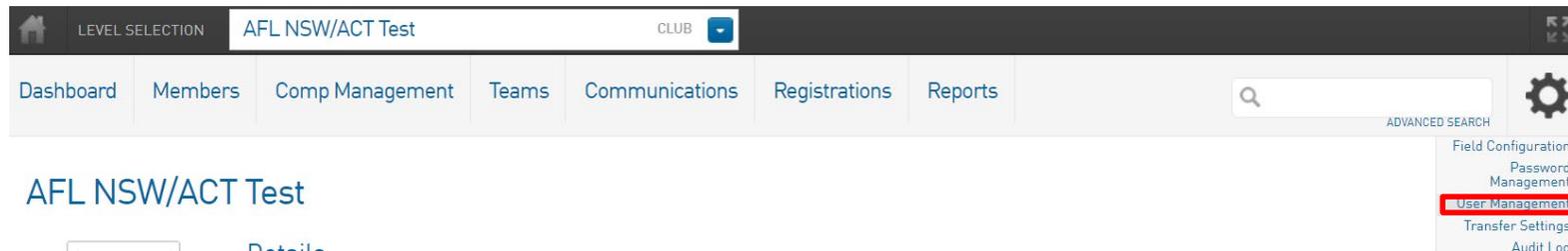

3. Under 'Grant a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on **Add**.

Restricted: Grants access to the database with the ability to enter match results, process clearances, view all information and configure reports.

Full: Grants access to the database with the ability to edit information, enter match results, process clearances and configure reports.

User Management – Adding a Team Administrator

Authorise a team-level administrator for your Membership database:

1. Sign into Membership at Club level.
2. Once logged in at Club level, click on **Teams** in the menu
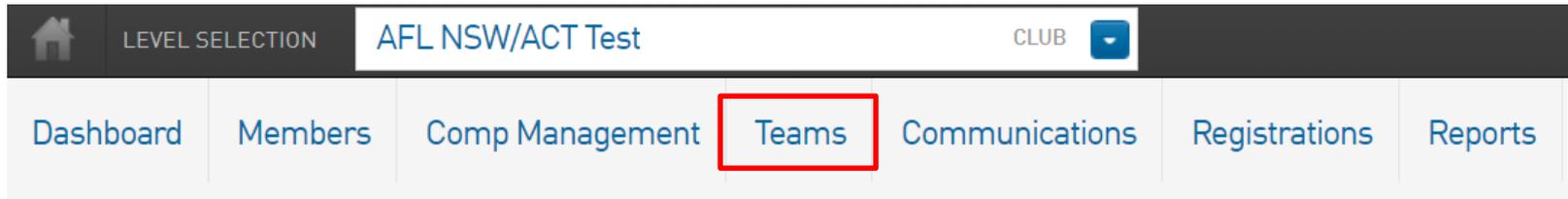
3. Click on the View icon next to the team for which you want to authorise an administrator

4. The team's 'dashboard' will open. Click on settings in the main menu and from the drop-down menu select User Management
5. Under 'Grants a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on **Add**.

User Management – How to remove users

Removing a User's access to the Database:

1. When logged into the Database select the "Cog Icon" in the top right of your screen

2. Select '**User Management**'
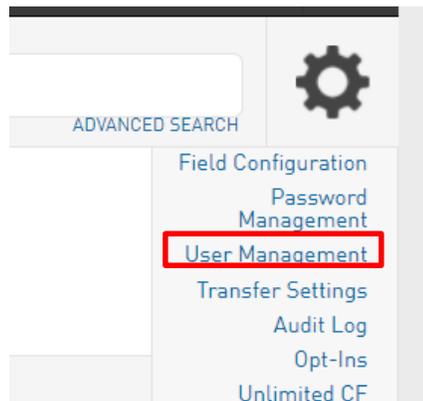
3. Click the Delete button next to the user's account in the listing.

User Management - Club

The following users are authorised to login for this Club.

Name	Email	Access	Last Login	Delete
Leah Fitzgerald	leah.fitzgerald@afl.com.au	Full		Delete

Duplicate Resolution

A duplicate is created when a new member is added that matches a member record already in the database.

- Duplicates are identified where there is a match on three items:
  - Name
  - Date of birth
  - Email address

- A player with a duplicate record will appear in the Club's list of players, but only their name will appear with a "D". This represents duplicate.

- Players marked as duplicate can't be selected on team sheets.

- Duplicates need to be merged at League level.

- Every player should have one record only – this assists with transfers as clubs can see Tribunal history and understand who is coming into their club.

- To identify duplicates, make sure records have the same name, D.O.B., and email address, then mark the one to be replaced by clicking on the **Mark as Duplicate** button.
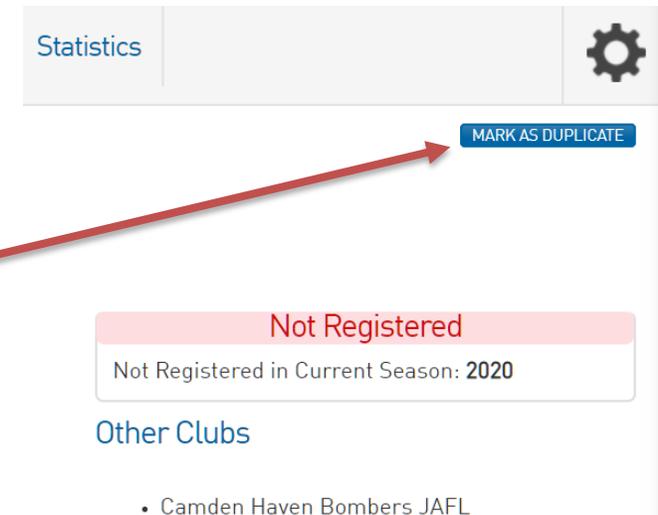
Results Entry – Amending Team Sheets

To access and amend team sheet you will need to login to your Passport account and select the database/club the team sheet is sitting within.

Each **League can set a lockout time for matches** in a competition, at this point no further changes can be made to a game by team managers or club officials. If this does happen you need to contact your club, they will need to submit a request to your league to unlock the game and allow you to make relevant updates.

Post-Game Results Entry:
1. Click on 'Match Results'

2. Select 'Post – Game' and enter the relevant updates

3. Once completed click on 'Update Match Scores'

4. These updates will update and be displayed on the website based on the data entered in the previous screen.

Results Entry - Mercy Rule

Mercy Rule predominantly applies in Junior Competitions. Mercy Rule applies at the end of a quarter when one team is 60 points (or more) in front.

Result Entry:
- Scores to be entered in post-match is the **losing team's score** +60 points, <u>not</u> the **actual match scores** (i.e. losing team 15 points +60 points for winning team.

- Winning team's goals and behinds might be manipulated to achieve the "winning" score and achieve the cumulative totals.

- When entering goals kicked, it is still possible to credit individuals with their correct tally even adds up to a greater number than the team has been credited with. This is important if the club/league needs goals kicked by individuals to be accurate for awards.

Support

- Short videos on key changes/topics are being produced and will all live on support.sportstg.com

- Support website with various help topics is available at support.sportstg.com
  - Submit support tickets for any specific help/questions
  - Help Desk available on 1300 139 970 for urgent support

- Support will be available on Toyota AFL Club Help – Launched March 2020

FOOTYWEB

Q&A