

STEP BY STEP GUIDE TO REGISTRATION

FOR

COACHES/ MANAGERS

& Team OFFICIALS OF
BAULKHAM HILLS FOOTBALL CLUB



COMPETING IN THE
HILLS FOOTBALL ASSOCIATION



STEP 1: Go to www.playfootball.com.au



PLAY FOOTBALL JOIN OUR TEAM SIGN UP NOW

Re-Registering to play this season?

If you have played football before, start your 2021 registration →

New to Football?

FIND YOUR NEW CLUB
Find your Club Now →

Coaches, Referees & Volunteers

REFEREES AND COACHES REGISTRATION
Start your 2021 registration →

If you coached, managed or played last year, click this box.

Have ready:

- * Your password
- * Your WWC number

If you are new this year, click this box.

Have ready:

- * Your WWC number



STEP 2: Select Baulkham Hills Football Club



Type: 'Baulkham Hills Football Club' in this box.
(Remember to type 'football' not 'soccer')



Club Registration

Filter Location

- All of Australia**
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

Start typing the name of your club or association

3,175 clubs found

Mackay and Whitsundays Magpies Crusaders FQ Program Glenella, QLD	365 Soccer Sixes Leichhardt, NSW	AC Carina Football Club Carina, QLD
AC Carina Futsal Carina, NSW	AC United Football Club Inc. Greenfield Park, NSW	ACC Southlands Albany, WA
ACU Football Club	AFC Gortankalu	AFC Leondalus



STEP 2: Select Baulkham Hills Football Club



As you type, you will see our club offered as a suggestion.

Select this

The screenshot shows a web interface for club registration. At the top left, the text "Club Registration" is displayed. On the right, a search bar contains the text "baulk", which is circled in red. Below the search bar, the text "1 club found" is visible. A red arrow points from the search bar down to a white suggestion box that contains the text "Baulkham Hills Football Club (Hills Football)" and "Baulkham Hills, NSW". On the left side of the page, there is a "Filter Location" section with a list of Australian states and territories, each with a radio button. "All of Australia" is selected.

Club Registration

Filter Location

- All of Australia
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

baulk

1 club found

Baulkham Hills Football Club (Hills Football)
Baulkham Hills, NSW



STEP 3: Welcome screen/Get started



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

Welcome

Registration for: Baulkham Hills Football Club (Hills Football)

For your registration you may need

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

To upload a passport style photo

Working with Children Check info

Get started

Having selected Baulkham Hills Football Club you will go the BHFC welcome screen.

CLICK 'Get Started'



STEP 4: My Account



My account

Before you create an account...



Did you register last year?

If you registered last year you can sign in using the same email you used to create the account.

SIGN IN



Have you previously registered prior to 2019?

If you have previously registered prior to 2019, you will need to create an account. If you use the same email as your old account we can match your registration history on your new account.

CONTINUE



Make sure you create an account as yourself

If registering on behalf of someone else, you must still create a Football account using **your details**. Once your account is created, you will be able to add details of the registrant.

Returning coaches/managers choose this option.

You **MUST** use the email attached to your FFA account.

CLICK 'Sign In'

New coaches/managers choose this option.

Follow these directions closely. It's important to take note of the contact method you select so you can re-register in the future with a minimum of fuss.

CLICK 'Continue'



STEP 5: Sign In/ My Account



My account

Returning coaches/managers need to use your password and email from your account created previously.

IMPORTANT: Make sure this email is accurate, it is our only way of contacting you. **DO NOT USE** a dummy email .

Sign In
Sign in with your social account or email address

SIGN IN WITH FACEBOOK SIGN IN WITH GOOGLE

or

Your Email Address *

Password *

[Forgot Password](#) [Having trouble signing in?](#)

New coaches/managers please record your password and email so you know your sign in info in future. Only you know that, we can not retrieve that for you.

IMPORTANT: Make sure this email is accurate, it is our only way of contacting you. **DO NOT USE** a dummy email .



STEP 6: Select applicant to register



Smith, John Logout

Select the person you are registering for

I am registering myself

Smith, John (87906723)
Not the primary account? Click [here](#) to change your primary account.

I am registering a linked person

Smith, Johanna (78916614)

Smith, Jane (68723549) CHILD

I am registering a new person

Register my CHILD

Continue

Select the family member you wish to register as a coach or manager and click continue'

If some of your family will not play this year, DO NOT delete them from your account. Leave their details in the account should they wish to return at a later point in time. (Even years later)



STEP 7: Select the product



Progress indicator: 1st step checked, 2nd step active, 3rd, 4th, and 5th steps are disabled.

Product Select

All Age			
<input type="button" value="Select"/>			
Role	Type	Age	Level
Player	Club Football	19-99 Mixed	Community

Baulkham Hills Football Coach			
<input type="button" value="Select"/>			
Role	Type	Age	Level
Coach	ALL	12-100 Mixed	ALL

Baulkham Hills Football Manager			
<input type="button" value="Select"/>			
Role	Type	Age	Level
Volunteer	ALL	12-100 Mixed	ALL

Play Football will only offer you selections in competitions for which you are eligible to register.

(ie You may not see the exact options on this screenshot.)

IMPORTANT: There are two options for both coach and manager in Play Football. If one does not work, select the other till you get one that does.



STEP 8: Product details



Progress indicator: 1. [checked] 2. [active] 3. [dashed] 4. [dashed] 5. [dashed]

Product Details

Baulkham Hills Football Manager	\$0.00
Includes fees to:	
Football Australia (Coach)	\$0.00
Football NSW (4. Team Manager)	\$0.00
FNSW - Hills Football Inc. (Manager)	\$0.00
Baulkham Hills Football Club (Hills Football)	\$0.00
* Prices quoted in AUD and include GST of 10%.	
Total	\$0.00

Sub Role

VOLUNTEER

Update Shopping Cart

Continue

Check that you have selected the correct product/ competition.

This page shows you that registering as a coach or manager is fee free.

Then click: 'Continue'



STEP 9: Participant details



Participant Details

Title
Mr

First Name*
John

Middle Name
Jacob

Last Name*
Smith

Known As
John

Gender*
Male

Date of Birth*
01-01-1970

Complete the participant details accurately.

Remember: the name should match your ID to be approved.

Country of Birth*
Australia

Nationality*
Australian

Email Address*
John.smith.05@mail.com

Re-enter Email Address*
John.smith.05@mail.com

Home Phone Number
02 9998 8871

Mobile Phone Number*
0123 456 789

Address*
1a Smith St, Baulkham Hills, NSW, 2153, Australia

My address cannot be found

If this is pre-populated make sure the phone and email contact details are correct and up to date. This is the only way we can contact you. If we can't reach you, you may not be placed in a team.



STEP 10: Emergency contact Information



Emergency Contact - Name*

Johanna Smith

Emergency Contact - Number*

0123 456 788

Emergency Contact - Number Other

Emergency Contact - Email*

Johanna.smith.05@mail.com

Alt Emergency Contact - Name

Joe Smith

Alt Emergency Contact - Number

0123 456 776

Alt Emergency Contact - Number Other

Alt Emergency Contact - Email

Joe.smith.05@mail.com

Check emergency contact details are accurate and up to date.



STEP 11: Other Personal Information



Other Personal Information

Other

Do you identify as being of Aboriginal or Torres Strait Islander origin?*

Yes

No

I do not wish to provide this Info

Please indicate if you have a disability*

None

Other

Which A-League and/or Westfield W-League Club do you support?*

Sydney FC

Is English your primary language spoken at home?*

Yes



STEP 12: Organisational Specific Information



Organisational Specific Information

Additional From: Football NSW

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

Yes

No

Read all Terms and Conditions very carefully. Be aware of privacy statements and use of personal information.

Then click: 'Continue'

You are about to submit personal information to an online registration system maintained by Football Federation of Australia (FFA) in order to register as a player, coach, referee, official and/or volunteer.

FFA respects the privacy of individuals about whom we collect personal information. The personal information that FFA collects from you via online registration is collected for the purposes of processing your registration, administering the game of football, sending you information about FFA (including information regarding our commercial partners and sponsors and related products and services), football matches, tickets and related events as part of the Football Family, assisting with your enquiries and for other purposes set out in our Privacy Policy (www.ffa.com.au/privacy).

You acknowledge that the information you provide will be collected by FFA and may be disclosed to third parties for the purposes outlined above or as required by law. Such third parties may include Football Administrators (including FFA's member federations, associations and clubs as well as FIFA and AFC), ticketing organisations, IT suppliers and event management organisations. Without your personal details, we can't register you or send you the information you've requested. Our Privacy Policy (www.ffa.com.au/privacy) tells you more, including how to contact us to access and correct your details or make a complaint.

In addition, FFA may also collect more detailed information about football participants in Australia, including sensitive information. With this information FFA will be able to adopt a more needs based approach to the development of the game, in particular ensuring football is a more inclusive sport, expanding the scope and effectiveness of our indigenous programs and formulating a comprehensive schools strategy.

By registering online, you consent to the collection, use and disclosure of your personal information as described above and as set out in our Privacy Policy (www.ffa.com.au/privacy).

Continue

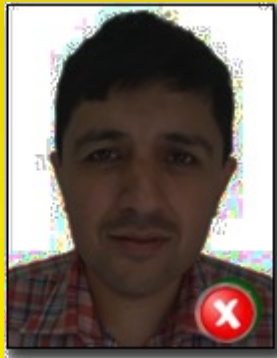
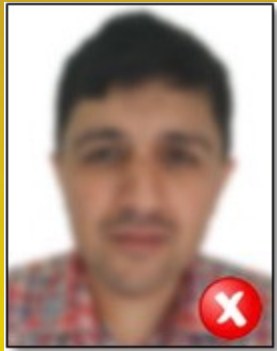


STEP 13: Profile Photo





Upload profile photo.
Then click: 'Continue'

Acceptable and unacceptable
samples below and right.



Profile Photo



[Change Photo](#)

Photo image guidelines - please ensure

- 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
- File type of .PNG or .JPG

Please Note: any inappropriate photos may result in your registration being declined

[Continue](#)



STEP 14: Working with Children



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*

NSW Office of the Children's Guardian

WWC Accreditation Number

WWC0123456V

WWC Expiry Date

17/02/2021

WWC Type

Volunteer

Continue



STEP 15: Review your order



Review your order

Please confirm your order details are correct.

Shopping cart

Baulkham Hills Football Manager

Total

Participant Details

Title	Mr
First Name	John
Middle Name	Jacob
Known As	John
Last Name	Smith
Gender	Male
Date of Birth	01-01-1970

Country of Birth	Australia
Nationality	Australian
Email Address	John.smith.05@mail.com
Home Phone Number	
Mobile Phone Number	0123 456 789
Address	1a Smith St Baulkham Hills
Emergency Contact - Name	
Emergency Contact - Number	
Emergency Contact - Number	
Emergency Contact - Email	

Check all the information you entered in Steps 9 – 14 is entered correctly.

Check:

- Participant Details
- Emergency Contacts
- WWC Info
- Other Information
- Organizational Specific Info

(Not all of the above sections are repeated in this document)



STEP 16: Pay Online



Complete Payment information and read all Terms and Conditions before clicking 'Submit'

Progress indicator: 4 checked steps, 1 active step, 1 unstarted step.

Payment

Details of Purchase

Baulkham Hills Football Manager	\$0.00
Includes fees to:	
Football Australia (Coach)	\$0.00
Football NSW (4. Team Manager)	\$0.00
FNSW - Hills Football Inc. (Manager)	\$0.00
Baulkham Hills Football Club (Hills Football)	\$0.00

* Prices quoted in AUD and include GST of 10%.

Total \$0.00

Vouchers / Coupons

Please Select ▾

Voucher Code *

There is no Payment Required. Click the button below to continue.



STEP 17: Confirmation



Registration is completed when the Confirmation window appears.

Once finished you may choose to register another member of your family, just click the button and continue

Progress indicator: 4 checked circles, 1 unchecked circle.

Confirmation

Thanks John, your registration has been accepted

A confirmation email has been sent to John.smith.05@mail.com

For enquiries relating to this registration, please contact:

Wendy Gardner
Baulkham Hills Football Club (Hills Football)
registrar@bhfc.org.au

[Finished Registration](#)

[Perform another registration](#)

My Registration

Smith, John	#12345678	Register John
-------------	-----------	-------------------------------

Jan 08, 2021 Baulkham Hills Football Club (Hills Football) Baulkham Hills Football Manager