

STEP BY STEP GUIDE TO REGISTRATION

FOR

PLAYERS

REPRESENTING
BAULKHAM HILLS FOOTBALL CLUB



IN THE HILLS FOOTBALL ASSOCIATION





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



The screenshot shows the top navigation bar with the 'PLAY FOOTBALL' logo, 'JOIN OUR TEAM' text, and a 'SIGN UP NOW' button. Below this are three main registration options:

- Re-Registering to play this season?**: Includes an image of two players and a button that says 'If you have played football before, start your 2021 registration' with a right-pointing arrow.
- New to Football?**: Includes an image of two women and a button that says 'Find your Club Now' with a right-pointing arrow.
- Coaches, Referees & Volunteers**: Includes an image of a referee and a button that says 'Start your 2021 registration' with a right-pointing arrow.

If you played in last year, click this box.

Have ready:

- * Your password
- * Your AKR
- * Payment method

If you are new this year, click this box.

Have ready:

- * Your AKR
- * Payment method



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 Gortakalu	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 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.



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.

CONTINUE

Confirm Email Address *

If you played last year, choose this option.

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

CLICK 'Sign In'

New players 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 players 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 players 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 player 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

Returning players will have their information pre-populated in the account.

Select the family member you wish to register 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: 1 of 5 steps completed (Step 1 is checked).

Product Select

Baulkham Hills Football Coach Select

Role	Type	Age	Level
Coach	ALL	12-100 Mixed	ALL

Baulkham Hills Football Manager Select

Role	Type	Age	Level
Volunteer	ALL	12-100 Mixed	ALL

Under 16-18 Girls Select

Role	Type	Age	Level
Player	Club Football	16-18 Female	Community

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

(ie You may not see the options on this page if you are older or younger than the sample rego applicant in this guide.)

IMPORTANT: Remember to select the competition you intend to play, rather than the age you turn this year.



STEP 8: Product details



Product Details

Under 16-18 Girls **\$260.00**

Includes fees to:

Football Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$23.00
FNSW - Hills Football Inc. (1. Hills U21/AA (players under 19))	\$184.00
Baulkham Hills Football Club (Hills Football)	\$39.00

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

Total **\$260.00**

Update Shopping Cart

Continue

Check that you have selected the correct product/ competition.

This page shows you where your fees are distributed. In this case, BHFC gets \$39.00 from this registration.

Then click: 'Continue'

Note: this screen is a sample and does not reflect current fees.



STEP 9: Participant details



Participant Details

Title
Miss

First Name*
Jane

Middle Name
Arabella

Last Name*
Smith

Known As
Jane

Gender*
Female

Date of Birth*
01-01-2005

Complete the participant details accurately.

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

Country of Birth*
Australia

Nationality*
Australian

Email Address*
Jane.smith.05@mai.com

Re-enter Email Address*
Jane.smith.05@mai.com

Home Phone Number
02 9998 8871

Mobile Phone Number*
0123 456 777

Address*
1a Smith St, Baulkham Hills, NSW, 2153, Australia
My address cannot be found

School*
Baulkham Hills School x

Not attending school? Please enter Not Applicable above

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*

John Smith

Emergency Contact - Number*

0123 456 789

Emergency Contact - Number Other

Emergency Contact - Email*

John.smith.05@mail.com

Alt Emergency Contact - Name

Johanna Smith

Alt Emergency Contact - Number

0123 456 788

Alt Emergency Contact - Number Other

Alt Emergency Contact - Email

Johanna.smith.05@mail.com

Check emergency contact details are accurate and up to date.



STEP 11: Parent Guardian Information



Parent/Guardian Details

[Wrong person? Click here to change Parent/Guardian.](#)

First Name*

John

Last Name*

Smith

Email Address*

John.smith.05@mail.com

Re-enter Email Address*

John.smith.05@mail.com

Mobile Phone Number*

0123 456 789

Use same address as above

Check parent guardian information details are accurate and up to date.



STEP 12: 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 13: 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



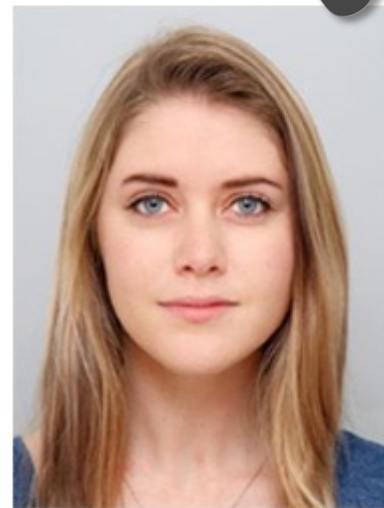
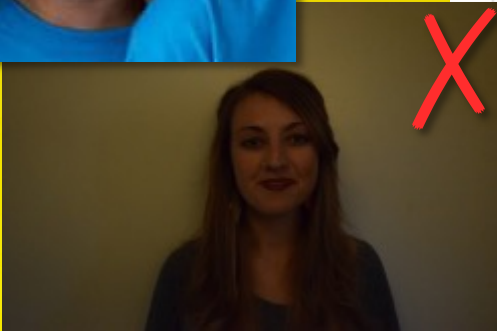
STEP 14: Profile Photo



Upload profile photo.

Then click: 'Continue'

Acceptable and unacceptable samples below and right.



[Change Photo](#)

Profile 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 15: International transfer



International Transfer Certificate

Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?*

Select ▼

- Select
- Yes
- No - my last registration was overseas
- I have never registered to play Football before



International Transfer Certificate

Was Your Last Registration to an Affiliated Football(Soccer) Club in Australia?*

Yes ▼

Continue



STEP 16: Review your order



Progress indicator: 5 steps, with the first three completed (checked) and the last two pending (empty).

Review your order

Please confirm your order details are correct.

Shopping cart		Modify
Under 16-18 Girls		\$260.00
Total		\$260.00

Participant Details		Modify
Title	Miss	
First Name	Jane	
Middle Name	Arabella	
Known As	Jane	
Last Name	Smith	
Gender	Female	
Date of Birth	01-01-2005	
Country of Birth	Australia	
Nationality	Australian	
Email Address	Jane.smith.05@mail.com	

Check all the information you entered in Steps 9 – 15 is entered correctly.

Check:

- Participant Details
- Emergency Contacts
- Parent/Guardian Info
- Other Information
- Organizational Specific Info
- International Transfers

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



STEP 17: Pay Online



Pay Online

We accept VISA and MASTERCARD

Name on Card *

Card Number *

CVC/CVV *

Expires *

Pay Now

Payment

Details of Purchase

Under 16-18 Girls **\$260.00**

Includes fees to:

Football Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$23.00
FNSW - Hills Football Inc. (1. Hills U21/AA (players under 19))	\$184.00
Baulkham Hills Football Club (Hills Football)	\$39.00

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

Total **\$260.00**

Vouchers / Coupons

Please Select ▾

Voucher Code *

Apply

Complete Payment information and read all Terms and Conditions before clicking 'Pay Now'



STEP 18: Apply AKR



Vouchers / Coupons

Voucher Scheme: Active Kids NSW (\$100)
Voucher Code: 1234567891011121
Balance: \$100.00

Clear

Pay Online

We accept VISA and MASTERCARD

Name on Card *

Card Number *

Expires *

Pay Now

Apply the AKR voucher code from Services NSW, and make sure a green dialog box appears letting you know the submission was successful.

You will see the \$100 taken off the payment record (right)



The voucher has been applied



Payment

Details of Purchase

Under 16-18 Girls	\$260.00
Includes fees to:	
Football Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$23.00
FNSW - Hills Football Inc. (1. Hills U21/AA (players under 19))	\$184.00
Baulkham Hills Football Club (Hills Football)	\$39.00
Active Kids Voucher	\$-100.00
* Prices quoted in AUD and include GST of 10%.	
Total	\$160.00

Vouchers / Coupons



STEP 19: Confirmation



Registration is completed when the Confirmation window appears.

REMEMBER: If you don't pay in full, you are not registered and you will not be placed in a team.

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

Confirmation

Thanks Jane, your registration has been accepted

Amount Paid: \$160.00
Receipt Number: 12345678-a12b-12a3-c123-d12345d6789a
A confirmation email has been sent to Jane.smith.05@mail.com

For enquiries relating to this registration, please contact:

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

Finished Registration

Perform another registration