



BELROSE TERREY HILLS SOCCER CLUB

THIS GUIDE IS ONLY FOR RETURNING PLAYERS WHO HAVE REGISTERED IN PLAYFOOTBALL

- Players that participated in outdoor football during the 2019 season will already have created a Play Football account. This is the account which will need to be used to register for the 2020 Football NSW Competitions.
- If you have not played football in 2019 and have NOT created a Play Football account, DO NOT PROCEED further. Please refer to NEW PLAYER REGISTRATION GUIDE.

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 your \$100 voucher – <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.

STEP 1 – REGISTER WITH BTH

1. Open Belrose Terrey Hills Soccer Club online registration form –

- [BTH RAIDERS registration](#)

2. Click 'Get Started' to commence your registration.



Welcome

Registration for: Belrose Terrey Hills Raiders Soccer Club

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

3. Click 'I already have a Football Account'.

To register to play, you must login with a Football Account.

MORE INFORMATION

I do not have a Football Account

Create Account

I already have a Football Account



Sign In

Note: If you do not have a Football Account, please refer to the NEW PLAYER GUIDE for further instructions on how to register.

4. Access your account using your registered email address and password.

Sign In

Sign in with social account



Email Address *

Password *

Having trouble logging in? [Reset password](#)

Click here to [Verify your account](#)

CONTINUE

Note: If you cannot remember which email address you used to create your account, please contact Play Football Support on 8880 7983. DO NOT CREATE ANOTHER ACCOUNT.

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.

Tulloch, Karon

Logout

Select the person you are registering for

I am registering myself

Tulloch

I am registering a linked person

Sullivan

Sullivan

Sullivan

I am registering a new person

Register my

CHILD

Continue

- 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

Play Football Online Registration

Product Select

14. Under 13 Mixed

Select

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

16. Under 14 Mixed

Select

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

18. Under 15 Mixed

Select

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

1. You will be shown all the 'Products' BTH has on offer, select the relevant product to you.
- Please Note:** If you are UNSURE of which product to select speak with BTH directly.

STEP 4 – PRODUCT DETAILS



Product Details

14. Under 13 Mixed \$248.50

Includes fees to:

Football Federation Australia (Junior)	\$14.00
Football NSW (1. Club Player 4yrs-18yrs)	\$23.00
FNSW - Manly Warringah Football Association Inc. (MWSA U13/W13 - U15/W15)	\$112.50
Belrose Terrey Hills Raiders Soccer Club	\$99.00
Total	\$248.50

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

Optional Products

<input type="checkbox"/> RTH Playing Socks L (Aus Shoe 7-11)	RTH Playing Socks	\$15.00
<input type="checkbox"/> RTH Playing Socks M (Aus Shoe 2-7)	RTH Playing Socks	\$15.00
<input type="checkbox"/> RTH Playing Socks S (Aus Shoe 13-2)	RTH Playing Socks	\$15.00
<input type="checkbox"/> RTH Playing Socks XL (Aus Shoe 11-14)	RTH Playing Socks	\$15.00
<input type="checkbox"/> RTH Playing Socks XS (Aus Shoe 5-13)	RTH Playing Socks	\$15.00
<input type="checkbox"/> Dual Registration Girls U8-US	Dual Registration for Girls U8-US age groups where your primary registration is in a Saturday mixed age group	\$15.00
<input type="checkbox"/> Dual-Registration Girls U10-U11	Dual-Registration for Girls U10-U11 age groups where your primary registration is in a Saturday mixed age group	\$15.00
<input type="checkbox"/> Dual-Registration Girls U12-U15	Dual-Registration for Girls U12-U15 age groups where your primary registration is in a Saturday mixed age group	\$40.00
<input type="checkbox"/> Dual-Registration Girls U16	Dual-Registration for Girls U16 age groups where your primary registration is in a Saturday mixed age group	\$45.00
<input type="checkbox"/> Dual-Registration Girls U18	Dual-Registration for Girls U18 age groups where your primary registration is in a Saturday mixed age group	\$85.00

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.
- Please make sure you tick any extra merchandise if required. (Jerseys are provided to ALL players. Under 6 fees include jersey, shorts and socks)
- DUAL REGISTRATION AGE.** If you are qualified to play for both mixed (Saturdays) and women's (Sundays), please tick the appropriate product. Please make sure you register under Mixed Team.

NOTE: Prices are sample use only.

STEP 5 – PARTICIPANT DETAILS

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

STEP 6 – PROFILE PHOTO CONFIRMATION

PLAY FOOTBALL
Proudly partnered with
rebel

Play Football Online Registration

Belrose Terrey Hills Raiders Soccer Club

Junior Player Registration Form 1

Registration for karion saunders

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 JPEG or JPG

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

Select Profile Image

Continue

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

STEP 7 – INTERNATIONAL TRANSFER CERTIFICATE

(PLAYERS ONLY) – (ITC)



International Transfer Clearance

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

Select

Select

Yes

No

I have never registered to play Football before



International Transfer Clearance

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

No

What Was the Country of Your Last Registration?*

Select...

Name of Your Previous Club?*

What Was the Year of Your Last Registration?*

Select...

Continue

- 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.

- If required to complete the ITC process, please complete the fields marked with an *.
- Once you have completed your registration, an ITC request will then be sent through to Football Federation Australia.

STEP 8 – WORKING WITH CHILDREN CHECK (NON-PLAYERS)

The screenshot shows a progress bar at the top with five steps. The first step is completed (checkmark), and the second step is the current one (highlighted). Below the progress bar, the title 'Working With Children' is displayed. The question 'Do you have a current Working With Children (WWC) Accreditation?*' is followed by a dropdown menu with options: 'Select', 'Select', 'Yes' (highlighted in blue), and 'No'. A 'Continue' button is at the bottom.

The screenshot shows the second step of the 'Working With Children' form. The question 'Do you have a current Working With Children (WWC) Accreditation?*' is followed by a dropdown menu with 'Yes' selected. Below this, the question 'If Yes, please select the relevant State body you have attained this WWC Accreditation from*' is followed by a dropdown menu with 'Select' selected. The 'WWC Accreditation Number' field is empty. The 'WWC Expiry Date' field shows '24/01/2019'. The 'WWC Type' dropdown menu has options: 'Select' (highlighted), 'Paid', and 'Volunteer'. A 'Continue' button is at the bottom.

The screenshot shows the third step of the 'Working With Children' form. The question 'Do you have a current Working With Children (WWC) Accreditation?*' is followed by a dropdown menu with 'No' selected. Below this, the question 'Do you have a WWC Accreditation exemption?*' is followed by a dropdown menu with 'No' selected. A link 'For information on how to obtain a WWC Accreditation, click here.' is provided. The 'WWC Accreditation Application Number' field is empty. The 'WWC Accreditation Application Status Comment' field is empty. A 'Continue' button is at the bottom.

- 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'.

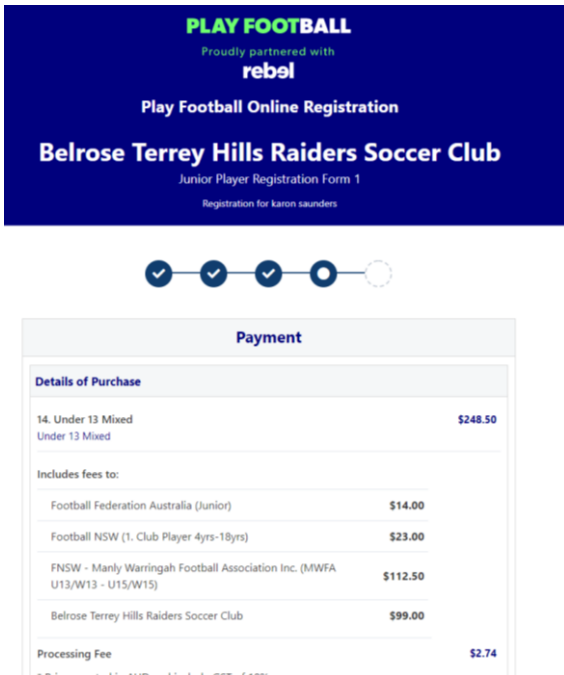
Please Note: your registration cannot proceed without a valid or in-progress WWC.

- 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 BTH.

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'.

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 BTH directly.

Details of Purchase	
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
Belrose Terrey Hills Raiders Soccer 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.
- Select the Active Kids Voucher from the dropdown and enter the Active Kids Voucher number 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

STEP 12 – ONLINE / OFFLINE PAYMENTS

Pay Online

We accept VISA and MASTERCARD

Name on Card *

Card Number * CVC/CVV *

Expires *

Pay Now

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.

Submit and Pay Later

- 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 BTH 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 [REDACTED]

For enquiries relating to this registration, please contact:

Test Person
[REDACTED]
test@test.com

Finished Registration

Perform another registration

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 BTH 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 person, or a new person.

SUPPORT CONTACTS

FFA Play Football Support Centre

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

LINKS

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