



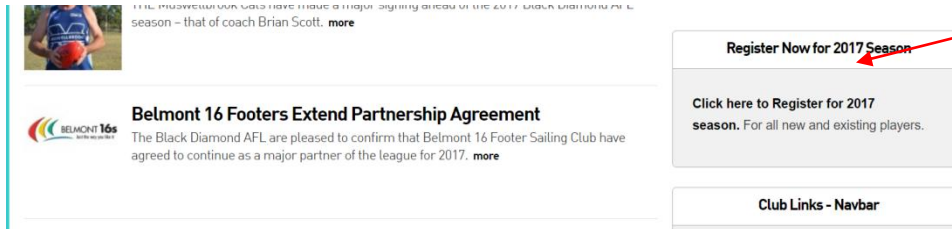
Footyweb National Registration Process – Email Login

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REGISTRATION PROCESS

Existing Members

1. Go to your clubs website or BDAFL website (www.bdafl.com.au) and click on Registration Form



2. You will come across this screen. Click on "I would like to request my username & password"

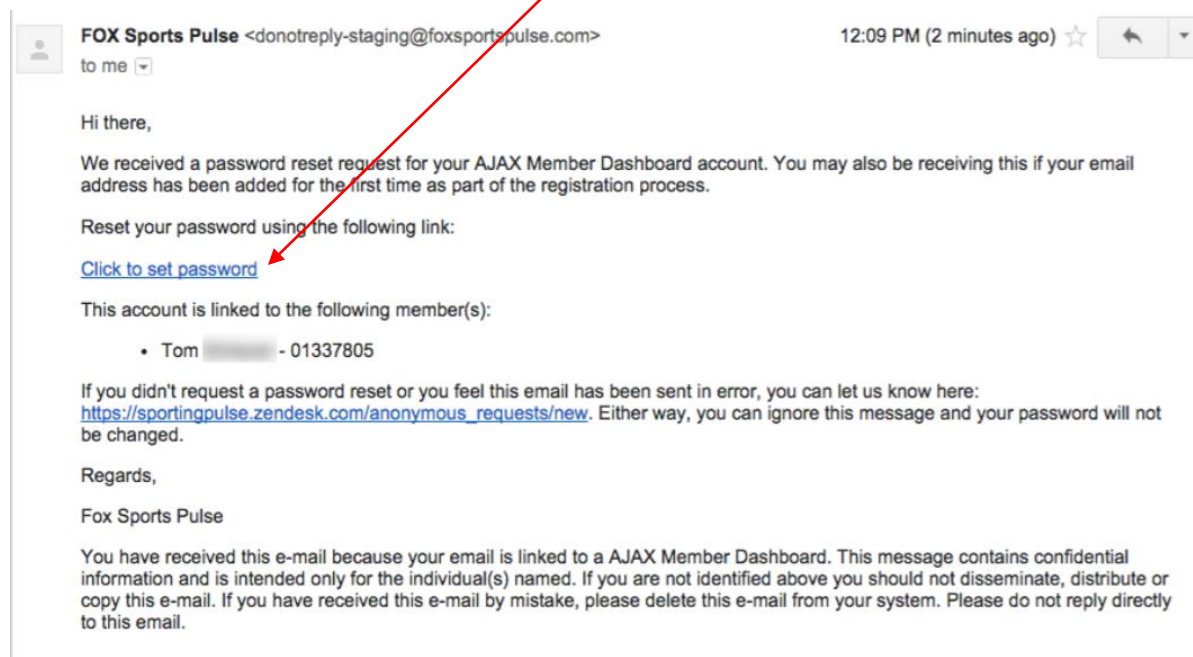
A screenshot of the Black Diamond AFL registration form. At the top is the club logo and name. Below it are four tabs: "1. Choose Type", "2. Basic Info", "3. Extra Info", and "4. Summary". The "1. Choose Type" tab is selected. Below the tabs, there is text explaining the registration process for new and current members. At the bottom, there are three radio button options for selecting a registration method. The middle option, "I would like to request my username and password", is selected, and a red arrow points to it from the text "Click on 'I would like to request my username & password'" in the previous step.

3. Input your e-mail address

A screenshot of the email input field. It shows a text box with the placeholder "Email address" and a green "Continue" button below it. Above the text box, it says "To get started please enter your email address below."

4. If your e-mail address is accepted, you will receive an e-mail asking to set a password. Click the highlighted link in your email to set your password.

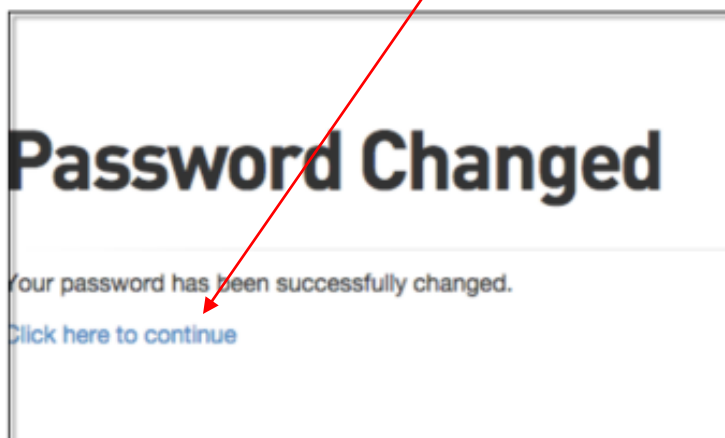
If your e-mail address is not accepted please contact the club registrar to change your e-mail in the clubs Footyweb membership database. Once this has been done commence this process again.



5. The Member Profile page will open, enter in your new password.

A screenshot of a web page titled 'Member Profile'. The page has a blue header bar with the text 'Member Profile'. Below the header, the main content area has a title 'Enter a new password'. Under this title, there are two input fields. The first is labeled 'Enter new password' and the second is labeled 'Re-enter new password'. Below these fields is a blue button with the text 'Save new password'.

6. The below screen will appear when you have successfully set your password. Click through to continue to the registration form.



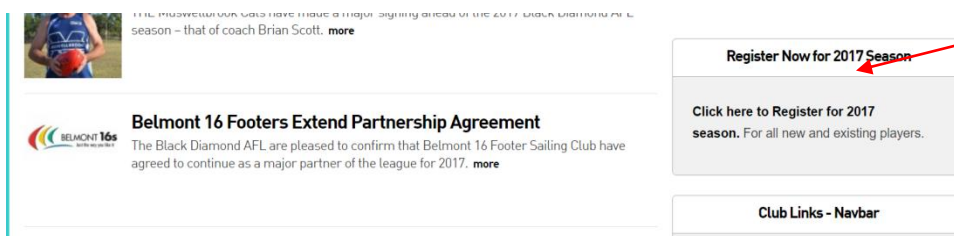
7. You will then be able to proceed through and register. If there are multiple players attached to the e-mail address, select the player to be registered from the dropdown box.

A screenshot of a web form titled "AJAX" in bold black font. Below the title, the heading "Register a person already attached to your account" is displayed. The text "The people below are attached to your account. Select one from the drop down to register them." is shown. There is a dropdown menu with a checkmark icon and the text "Select a person". The name "Bradley" is selected and highlighted in blue. Below the dropdown, it says "I am registering for the first time". At the bottom, there is a "Continue" button. A red arrow points from the text in step 7 to the "Bradley" selection in the dropdown menu.

8. Update your personal details. Once you have completed all the details and submitted the form you will be registered in the clubs database for the 2017 season.

New Members – Have never been registered in Footyweb previously

1. Go to your clubs website or BDAFL website (www.bdafl.com.au) and click on Registration Form



2. You will come across this screen. Click on "I am registering to participate for the first time". If you are using the registration form via the BDAFL website you will need to select the club you are wishing to register with from the dropdown box. If you have accessed the form from your clubs website Footyweb will link your registration to that club.

A screenshot of the Black Diamond AFL registration form. The form has a header with the club logo and name. Below the header, there are four tabs: "1. Choose Type", "2. Basic Info", "3. Extra Info", and "4. Summary". The "1. Choose Type" tab is selected. The form contains several sections of text and links. A red arrow points to the "I am registering to participate to this Club for the first time or transitioning from Auskick to Junior Football" option. Another red arrow points to the "Cardiff" dropdown menu. Below the dropdown menu, there is a "Continue" button.

3. Follow steps 3 – 6 above.

- You will then be able to proceed through and register by clicking on “I am registering for the first time”.

AJAX

Register a person already attached to your account

The people below are attached to your account. Select one from the drop down to register them.

✓ Select a person
Bradley

I am registering for the first time

Continue

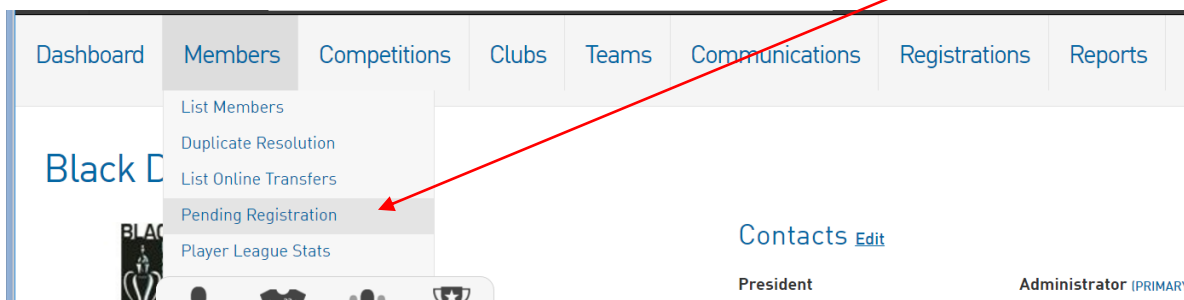
- Update your personal details. Once you have completed all the details and submitted the form your registration will be sent to your club for their acceptance.

Pending Registration: How to Approve or Deny

New players that have not previously been registered with another Club in the Footyweb system will be able to register online via the “I am registering to the Club for the first time” link but they will be put in with a **Pending Registration** status.

It is then the responsibility of the club to **Approve** or **Deny** the registration. To update the member statuses follow the directions below.

- From the dashboard hover over **Members** and click **Pending Registration**



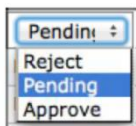
- You will then be taken to the pending members screen where you will see a list of all pending members.

Pending Members in Association

Showing: Family Name including Age Group: All Age Groups All

Family nam...	Legal first...	Gen...	Date of Bt...	Address Li...	Suburb	Postal Cod...	Email	Phone (Ho...	Phone (Mo...	FootyWeb	Approve Re...	Paid Defaul...	Total Unpai...
Test	Christopher	M	02/07/1999	Address	Suburb	3022	c.spars@b...	000000000	02417100		Pending		1
Test	Dafly	M	11/06/2001	1/39 Chels...	Ardeer	3022	i.costano...	61409691969	02417044		Pending		1
Test	Tony	M	30/11/1997	1/39 Chels...	Ardeer	3022	i.costano...	61409691969	02417043		Pending		1

- From the **Approve Registration** column click the the word **Pending**, this will open a drop down box which allows you to choose either **Reject** or **Approve**. If you approve the member they will be added into your club in the current registration season.



NOTE: Levels above the club will also have access to change the pending status of a member if required.

Transferred Players

Any player who has previously played either senior or junior football will be required to be transferred from their previous club prior to becoming a member of their new club. Refer Footyweb Transfer Player Process.

Once the player has had their transfer approved they will be required to register with their new club for the upcoming season.

- Once the transfer has been approved the player will receive an e-mail with a link to the Registration Form. They just need to click on the link and complete the registration form.
- If the player has not received the e-mail it is most probably because the e-mail address on his player profile is incorrect. To amend the players e-mail address hover over **Members** and click **List Members** and the list of Club Members will be shown. Ensure the Club Status filter reads **'All'**. Click on the magnifying glass next to the member.

Members in Club

Showing - Family name including: [] Season: --All Seasons-- Age Group: --All Age Groups-- Club Status: All

Family name	Legal first	Gender	Date of Bi	Phone No.	Email	FootyWeb	Active in A	Season Pl	Official?	Season Co	Season Mi	Season Vo	Last Recs	Active in C
Costanzo	Anthony	M	10/02/2007	0409691969	little_toe7...	02592322	✓	✓	0					✓
Delaney	Anthony	M	01/01/1997	0	keithwhitt...	02647660	✓	✓	0					✓
Jones	Test low	M	20/01/1979	a	keithwhitt...	02640870	✓	✓	0					✓
Smith	John	M	01/01/2000	0	keith@big...	02801077	✓		1					✓
Sparsi	Chris	M	14/06/1997	000000000	noreply@f...	02416880	✓	✓	0					✓
Sparsi	Chris	M	14/06/1997	000000000	noreply@f...	02416880	✓	✓	0					✓
Test Stew	Test	M	14/02/2005	1234567	keithwhitt...	02639685	✓	✓	0				2014-05-28	✓
Train	Peter	M	02/02/1937		p.stewart...	02508304	✓		0				2014-04-09	

3. The Players profile will appear. Click **Edit** to the right of the heading 'Contact Details' to correct the email address.

Contact Details [Edit](#)

Contact Details

Address Line 1:

Suburb:

State:

Postal Code:

Country:

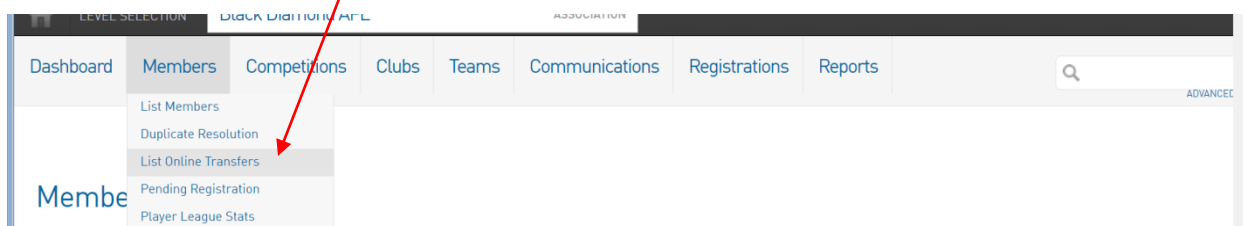
Phone (Home):

Phone (Mobile):

Fax:

Email:

4. Once this e-mail address has been corrected return to the Club's dashboard hover over Members and click '**List Online Transfers**'.



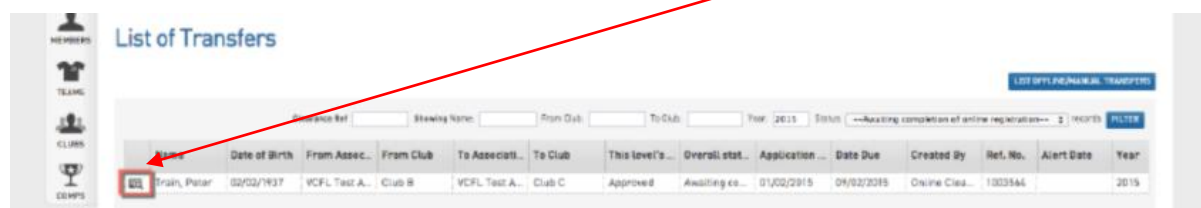
5. Select "awaiting completion of on-line registration form" from the dropdown box

List of Transfers

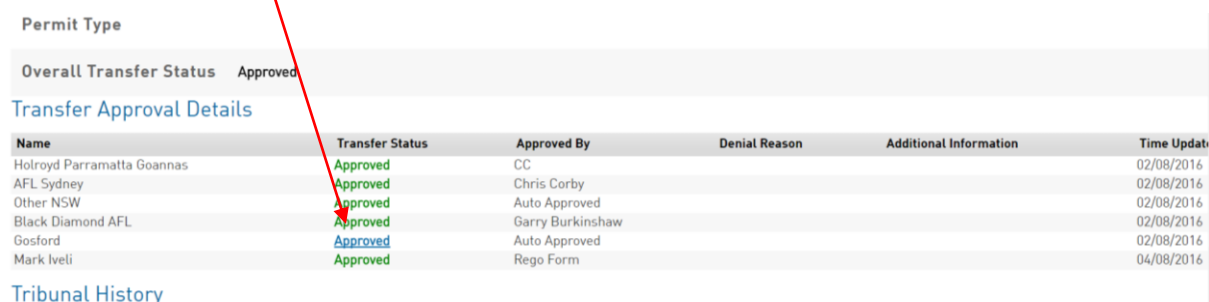
Clearance Ref: Showing Name: From Club: To Club: Year: Status:

Name	Date of Birth	From Associ...	From Club	To Association	To Club	This level's s...	Overall status	Application D...	Date Due	Created By	Ref.
<div style="text-align: right;"> LIST OFFLINE/A </div>											

6. Click the magnifying glass next to the player you wish to edit.



7. Scroll through the player's information to the 'Transfer Approval Details' heading. Click the 'Approved' button.



8. By clicking the 'Approved' button, the site will take you to a Transfer page. Scroll down until you see the 'Submit' button. Click it.



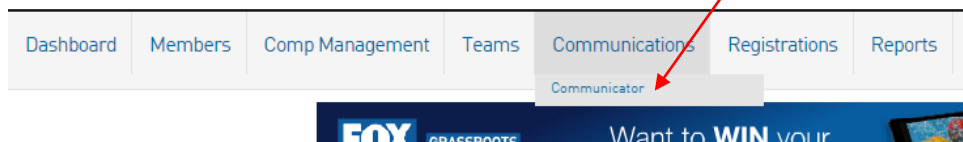
9. A registration link should be sent to the players e-mail address. The player can click the link and complete the registration.
10. Once Registration is completed player will appear in Member database for that season.

How to Send Automated Renewal E-mail

An email can be sent out to all existing members in the database inviting them to re-register to the current season. This will send an email to all members who haven't yet registered to the current registration season.

To send out Member Renewal emails to your members, follow the steps below:

1. Go to member Database
2. Click on "Communications" tab and select "Communicator"



3. Click on "Member Renewals" tab

Communicator - Options

Select from the options below:-

- | | |
|--------------------------------------|--|
| Send a Message | Create and send a message to your members via email or sms |
| Member Renewals | Send preset member entry invitations to existing members |
| Manage Custom Groups | Set up and manage communication groups |
| Profile | Set up and manage the sender profile settings for this account |
| Sent Messages | Display a log of previously sent messages |

4. Select the past season (i.e 2016)

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 (normally the previous season) where the members have been playing.

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

[Continue >](#)

5. Select the applicable competitions

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 that competition. If no competition is selected then you've chosen to communicate with everyone in that season.

[\[Select All\]](#) [\[Unselect All\]](#)

- ☐ 2016 BLK Black Diamond Cup
- ☐ 2016 BDAFL 1st Division
- ☒ 2016 BDAFL 2nd Division
- ☐ 2016 GE BDAFL Womens
- ☐ 2016 Representative Fixture

[Confirm Recipients >](#)

6. A list of those players (including e-mail addresses) who will receive the e-mail is displayed. Click "Choose Form"

Communicator - Confirm Recipients

[Select All/Unselect All](#)

2016 BLK Black Diamond Cup

Name	Email	Parent/Guardian 1 Email	Parent/Guardian 2 Email
Chloe Black Diamond Cup	Chloe.BlackDiamondCup@gmail.com		<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>

[Choose Form >](#)

7. Select "National Registration Form" from drop down box

Communicator - Member Renewals

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

Choose registration form

The reminder email you send will contain a link to a member registration form. Please confirm here which form you wish to use for this purpose.

--Select a form--
--Select a form--
National Registration Form [PRIMARY FORM] (#36056)
[Customise email >](#)

8. Select "Send E-mails" to now proceed.

There is a text box to enable you to include any additional details

The reminder email you send will contain instructions for re-registering. You can customise some of the introductory text.

Hi << Member Name >>,

???? is now open for registrations.

We have prepared an online registration form and we can also accept online payment via credit card.

[Click here](#) to commence the registration process.

Terrigal Avoca

You have received this e-mail because you are a registered Terrigal Avoca user. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail. If you have received this e-mail by mistake and delete this e-mail from your system. Please do not reply directly to this email.

Send emails now

9. An e-mail will be sent to the e-mail address of the player with a link for him to click on the re-register.
10. Once the player has completed the registration form he will be included in the membership database.

What the Member will see when Registering

When your members log in to this Registration Form to register themselves, they will see the screen on the next page as an example of a registration form.

Compulsory fields will be marked with an orange star.

Alexandra Hills JAFC

Choose Type

Basic Info

3. Extra Info

4. Summary

Personal Details

Legal first name: John

Family name: Smith

Date of Birth: 17/10/1963

Gender: Male

Address Line 1:

Suburb:

State:

Postal Code:

Phone (Mobile):

Email:

Other details

Are you from Aboriginal and/or Torres Strait Islander origin?:

Were you or any of your parents born overseas?:

Middle name:

Ethnicity:

How often do you watch matches on TV?:

Parent/Guardian Agreement: ☐

One parent born overseas?:

Aboriginal/Torres Strait?:

If yes, Country of Birth?:

☐ National level optin

☐ I understand that by registering I have agreed to the terms and conditions of participation.

☐ I would like to receive communications and special offers that may include tickets to matches, membership notifications and other promotions from time to time in according with the Australian Football Policy available at <http://www.aflcommunity.com.au/privacy>

☐ I understand that by registering I have agreed to the [Terms and Conditions of participation](#)

Continue