Footyweb National Registration Process – Email Login

REGISTRATION PROCESS

Existing Members

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

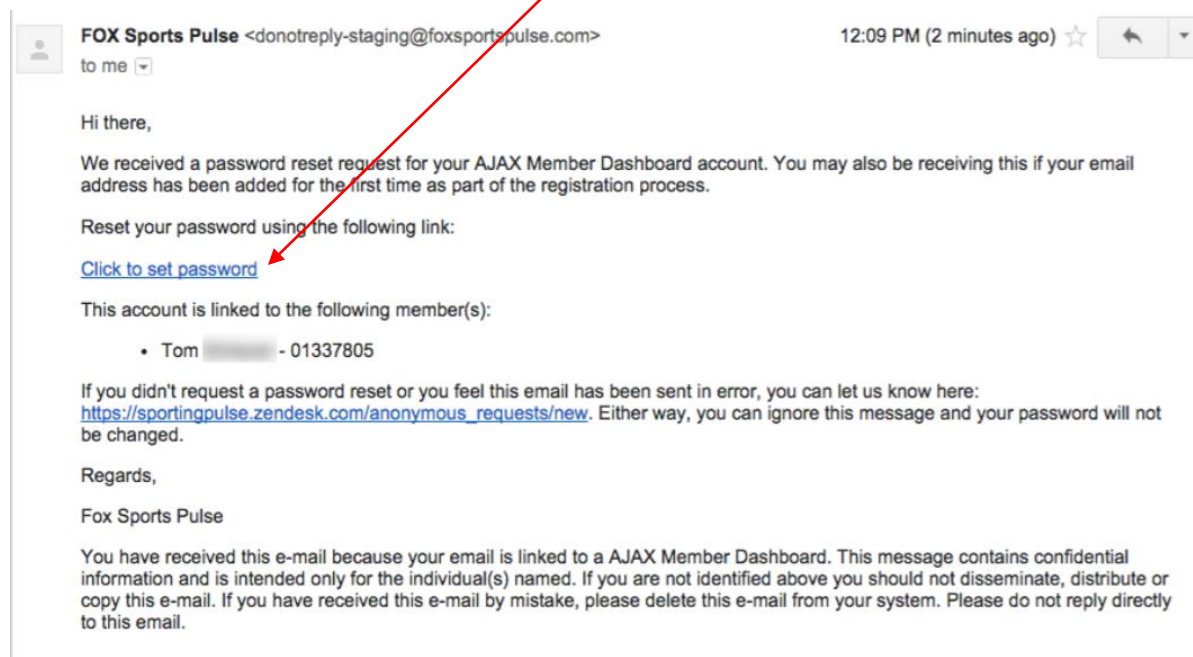2. You will come across this screen. Click on "I would like to request my username & password".

3. Input your e-mail address

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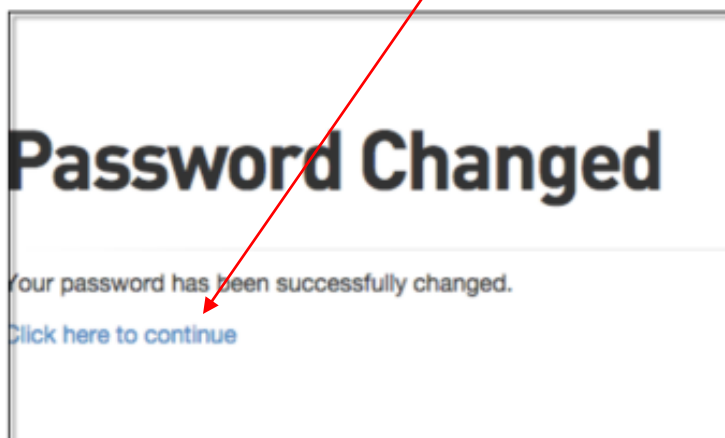
    If your e-mail address is not accepted please contact the club registrar to change your e-mail in the clubs Footyweb membership database. Once this has been done commence this process again.

FOX Sports Pulse <donotreply-staging@foxsportspulse.com>   12:09 PM (2 minutes ago)
to me

Hi there,

We received a password reset request for your AJAX Member Dashboard account. You may also be receiving this if your email address has been added for the first time as part of the registration process.

Reset your password using the following link:

Click to set password

This account is linked to the following member(s):

- Tom ███████ - 01337805

If you didn't request a password reset or you feel this email has been sent in error, you can let us know here: https://sportingpulse.zendesk.com/anonymous_requests/new. Either way, you can ignore this message and your password will not be changed.

Regards,

Fox Sports Pulse

You have received this e-mail because your email is linked to a AJAX Member Dashboard. This message contains confidential information and is intended only for the individual(s) named. If you are not identified above you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake, please delete this e-mail from your system. Please do not reply directly to this email.

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

Member Profile

Enter a new password

Enter new password

Re-enter new password

Save new password

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

Password Changed

Your password has been successfully changed.
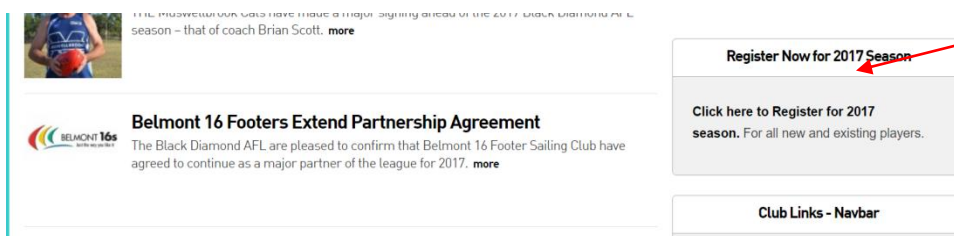
Click here to continue

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.

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

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.

3. Follow steps 3 – 6 above.

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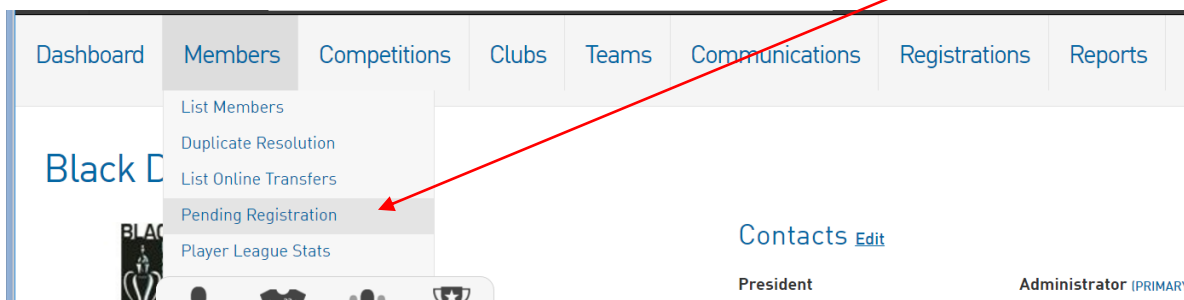

8. Update your personal details. Once you have completed all the details and submitted the form your registration will be sent to your club for their acceptance.

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.

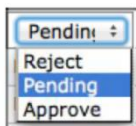1. From the dashboard hover over **Members** and click **Pending Registration**.

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

3. From the **Approve Registration** column click the the pord **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 of 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.

1. 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.

2. 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 filer reads '**All**'. Click on the magnifying glass next to the member.

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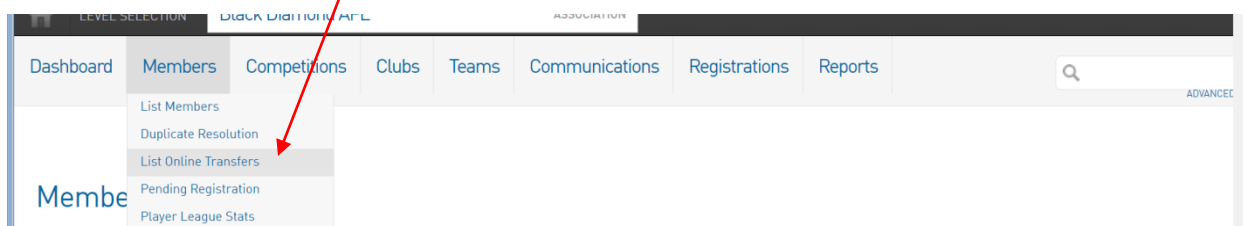

4. Once this e-mail address has been corrected return to the Club's dashboard hover over Members and click **'List Online Transfers'**.
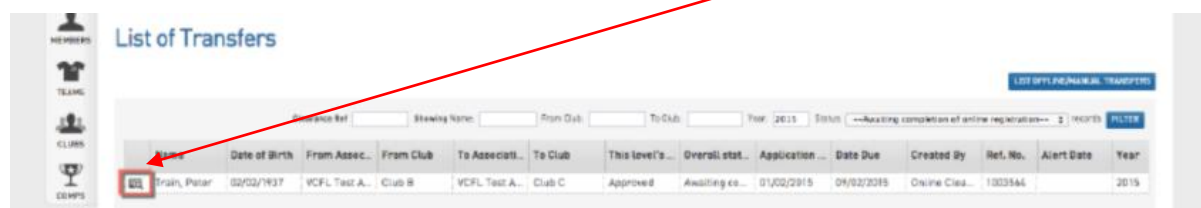

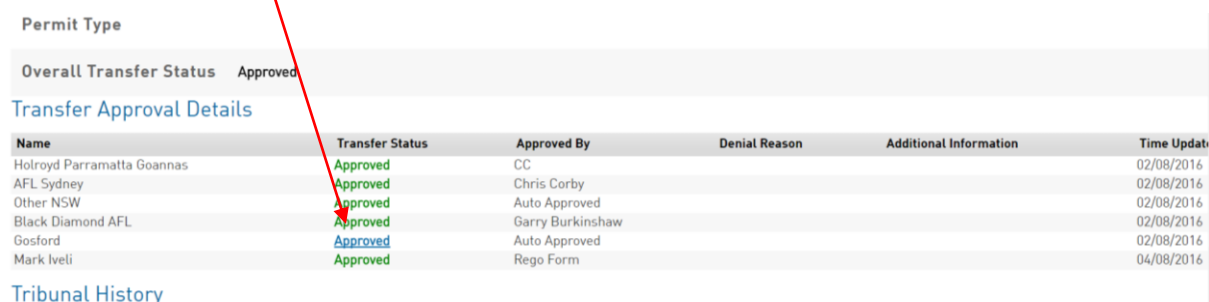5. Select "awaiting completion of on-line registration form" from the dropdown box

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
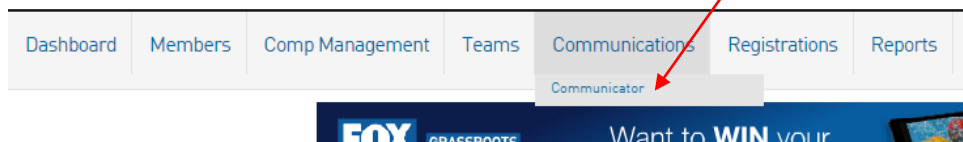

9. A registration link should be sent to the players e-mail address. The player can click the link and complete the registration.

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

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

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 addreses) 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	
				☑
				☑

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

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