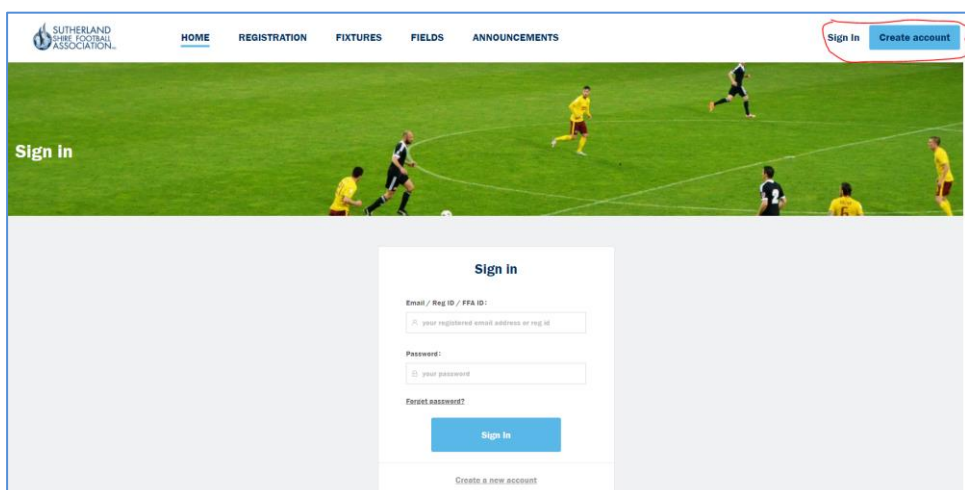
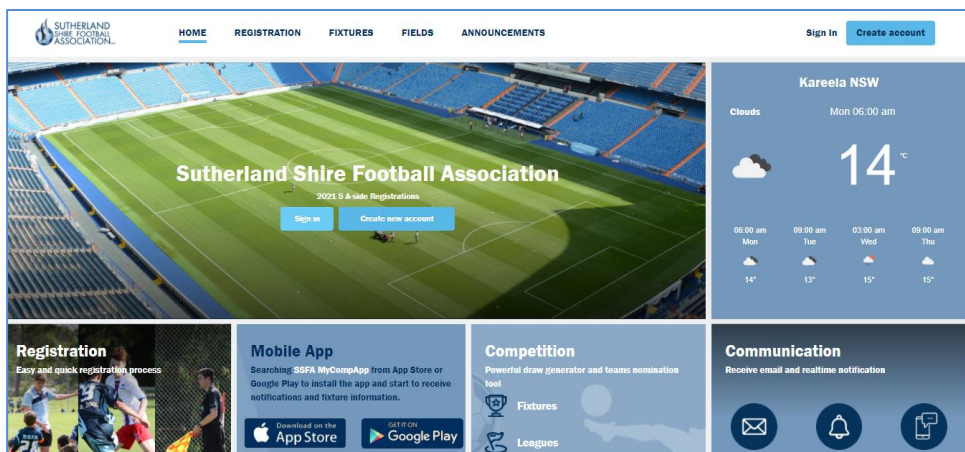
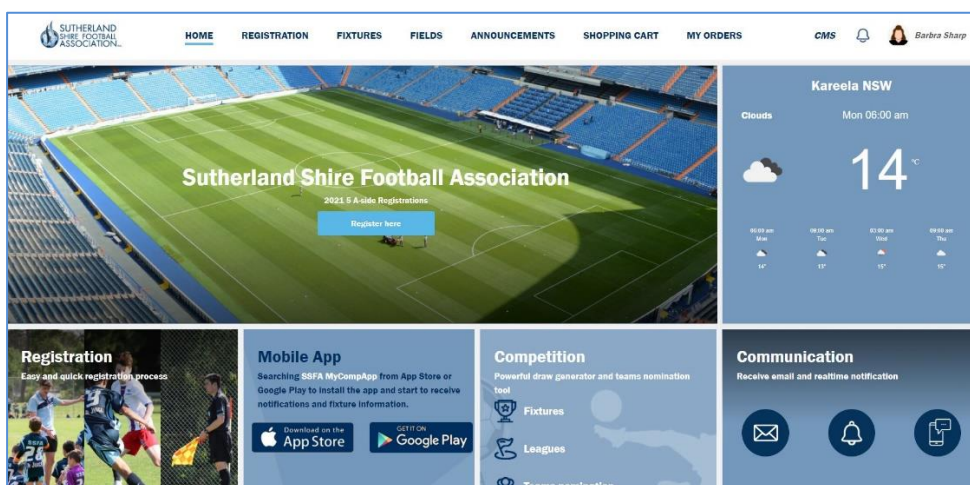


PLAYERS – Registration Process – Registering for Yourself

1. In a web browser (preferably Chrome) go to: <https://ssfaacademy.mycompapp.com/>
2. Sign into your account. From the Home screen, choose “Sign In” from the top right:

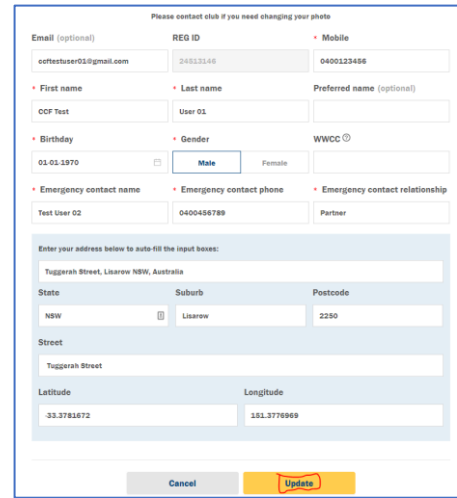
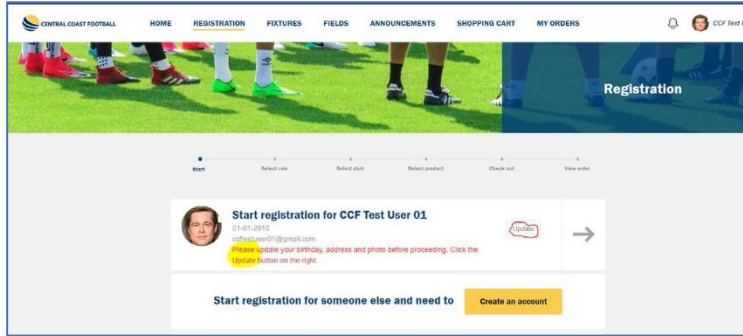


3. Click the “Register Here” link on the main page, or the “Registration” menu at the top:



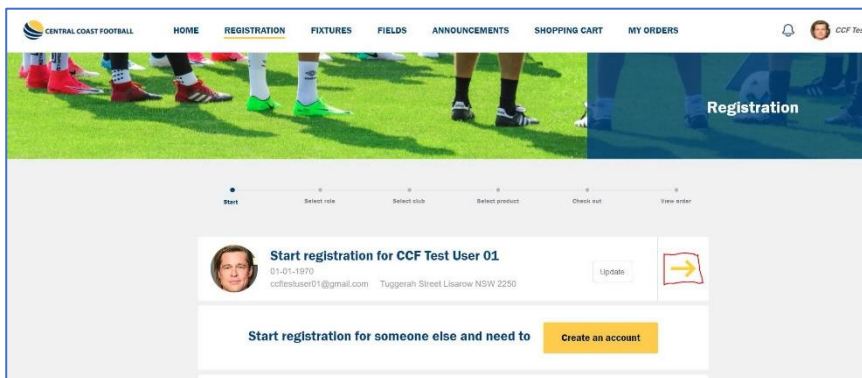
4. If the next screen asks you to update some information, click on “Update” and fill in accordingly, and click on “Update”:

PLAYERS – Registration Process – Registering for Yourself

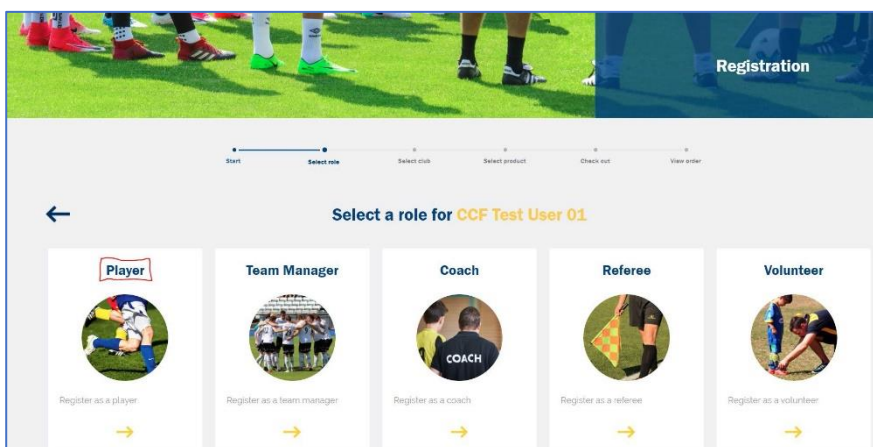


5. To register for yourself:

a. Click the arrow to the right of your info:

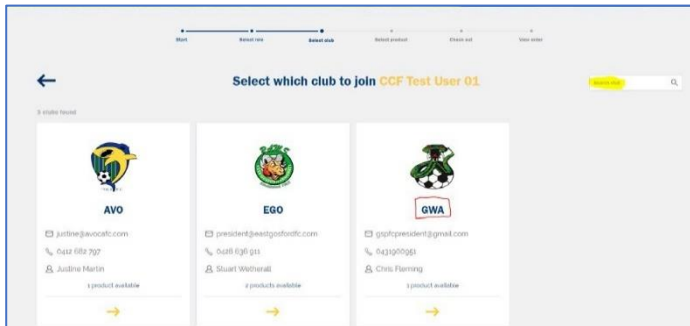


b. Choose the "Player" icon:

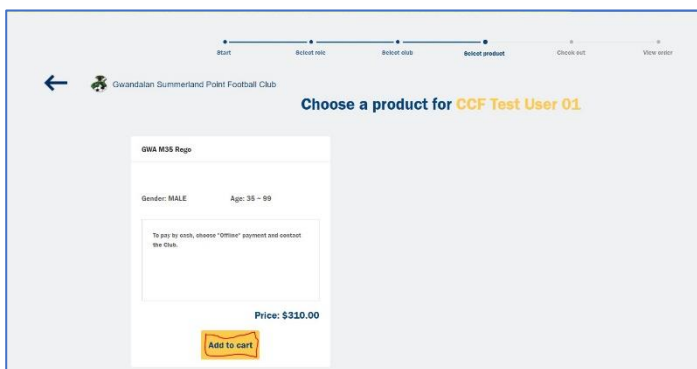


c. Choose the Club icon that you wish to register into a comp for. You can use the Search field at top right to search for a Club if you wish. For this example, we will register for the Gwandalan M35 comp:

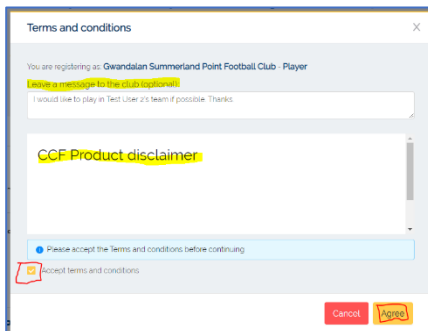
PLAYERS – Registration Process – Registering for Yourself



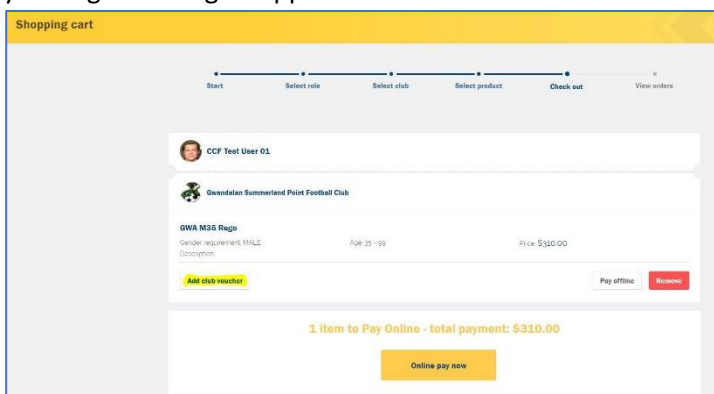
- d. Find the appropriate Rego package you require, and click on “Add to cart”:



- e. If you want to leave a Message to the Club about your rego, type it in the available field, read any Terms and Conditions, and tick the “Accept” box, then click “Agree”:

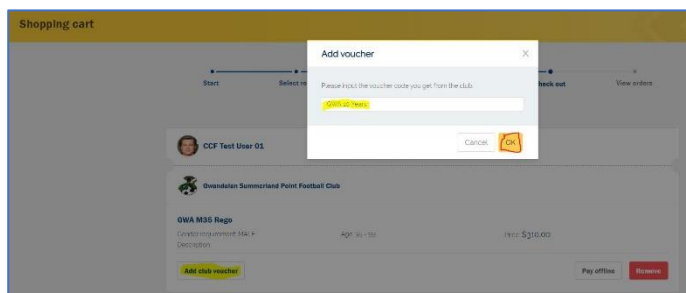


- f. You will now see your Package in your Shopping Cart. If you have had a Club Voucher made available to you, you can apply it now before you pay. Note, that these will be checked by the Clubs before your registration gets approved:

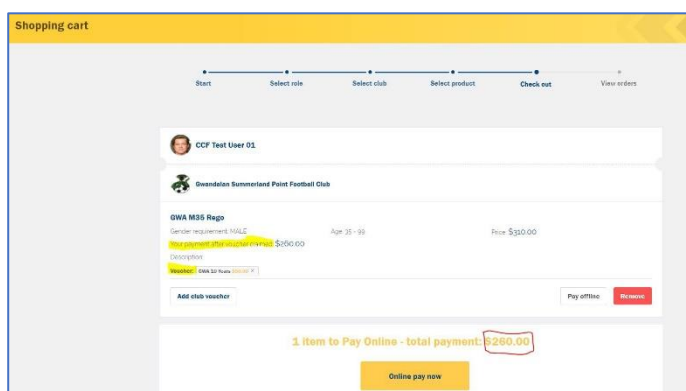


PLAYERS – Registration Process – Registering for Yourself

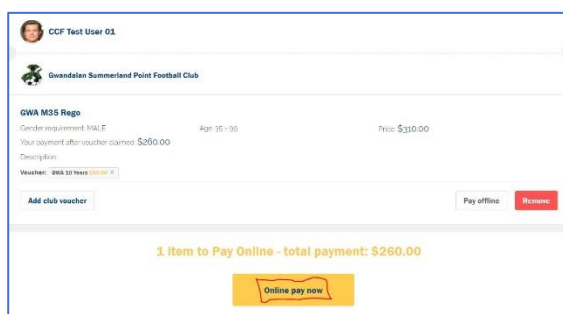
- g. To add a Club Voucher, click on the button to add one, and enter the code. In this case, we will apply a GWA 10 Years’ Service voucher to the rego:



- h. The screen now displays the Voucher and the new Payment amount:

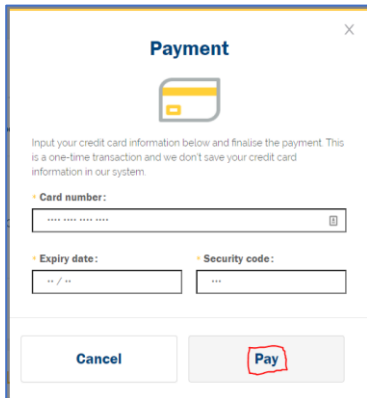


- i. If you have any other Registrations to do, that you are going to pay for, don’t choose to pay this current one yet. Click on the “Registration” menu at the top, and run through your next Registration the same way. This may be one for your child, or for you to be a Team Manager of a different team (including different Club), a Coach, Volunteer or Referee. You can submit each of the individual Registrations first, then make the one Payment for them all at the end. Even if some of the regos are for different Clubs, the one payment will be distributed correctly to each of them.
- j. To pay for your regos Online (if the Club supports it – it will show as an option, if the Club doesn’t, then only the “Pay offline” option will be available), click on “Online pay now”:

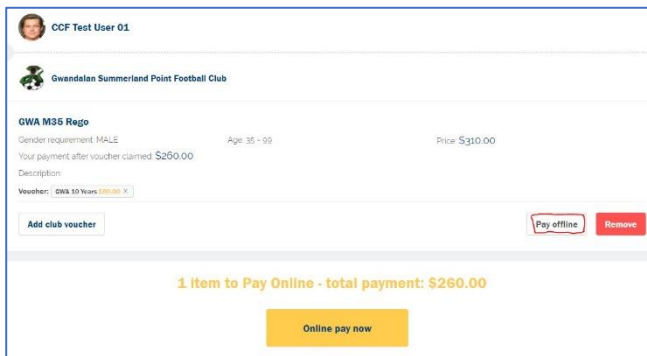


- k. Fill in your Card details and click “Pay”:

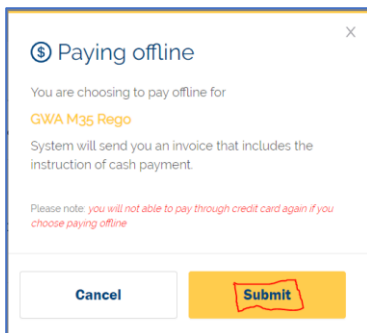
PLAYERS – Registration Process – Registering for Yourself



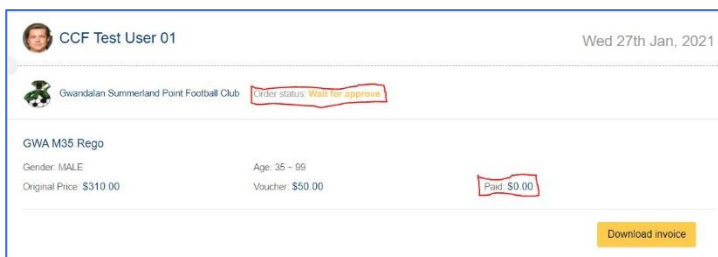
- l. If you wish to pay by cash, then choose “Pay offline” instead:



Click “Submit” on the next confirmation screen:



- m. Once paid, either way, you will see the amount paid for each package, and the fact they are waiting for the Club’s approval of registration. You can download your Invoice at any time too:



- n. You will also receive a confirmation email of your submitted rego:

