### SSFA – MYREGOAPP DOCUMENTATION

## <u>PLAYERS – Registration Process – Registering for Yourself</u>

- 1. In a web browser (preferably Chrome) go to: <u>https://ssfaacademy.mycompapp.com/</u>
- 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":

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	Plea	se contact club if you need changing you	r photo
	Email (optional)	REG ID	* Mobile
	ooftestuser01@gmail.com	24513146	0400123456
	First name	Last name	Preferred name (optional)
	CCF Test	User 01	
	Birthday	• Gender	wwcc 🗇
	01-01-1970	Male Female	
SCHITIAL CONTROL MAN HOME REGISTRATION FIXTURES FIELDS ANNOUNCEMENTS SHOPPING CART MY ORDERS	Emergency contact name	Emergency contact phone	Emergency contact relationship
	Test User 02	0400456789	Partner
Registration	Enter your address below to auto-fill t	he input boxes:	
	Tuggerah Street, Lisarow NSW, Aust	ralia	
	State	Suburb	Postcode
· Anima Anima Anima Anima	NSW	Lisarow	2250
	Street		
	Tuggerah Street		
Start registration for CCF lest User 01	Latitude	Longitude	
Prease spoate your bitmiday, address and photo before proceeding. Click the Update Sution on the right.	-33.3781672	151.3776969	
Start registration for someone else and need to Create an account		Cancel Upda	te

- 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:

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	Mart Senation Selectade	Belief product. Chain and	None exter	
←	Select which club	to join CCF Test User 01		-
3 enuire found				
	2420	-		
When the second s		as.		
	500			
AVO	EGO	GWA		
I justine@avocatc.com	president@eastgosfordfc.com	gsptcpresident@gmail.com		
9 <sub>6</sub> 0412 682 797	%p 0428.030.011	9 <sub>60</sub> 0431900951		
<u>A</u> Justine Martin	A Stuart Wetherall	& Chris Fleming		
a product available	a products available	a product available		

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

	Start	Beleat role	Beleat olub	Beleet product	Chook out	View order
🔶 🚜 Gwandalan Sur	nmerland Point Footba	II Club				
		Choose	e a product f	or CCF Test L	Jser 01	
GWA M3	5 Kego					
Gender:	MALE Age: 3	5 ~ 99				
To pay the Ci	by cash, choose "Offline" pay ab.	ment and costact				
		Price: \$210.00				
		Price: \$310.00				

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:

Start	Select role	Select club	Select product	Check out	8 View orders
CCF Test User 01					
Gwandalan Summer GWA M35 Rego Gender requirement MALE	land Point Football Clu	Age 35-99	P	ke \$310.00	
Add club youcher				Pay	offline Remove
	1 item	to Pay Online -	total payment: \$3	10.00	

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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:

Shopping cart				1.
		Add voucher	×	
	••• Start Select re	Please input the volucher code you get from the club	e heck ou	t View orders
	CCF Test User 01	Cancel		
	Owandelen Summerland Point Foot	thall Club		
	OWA M35 Rego Constanting statement MALE Decomption	401 M - 111	(mr.: \$310.00	
	Add club youther			Pay offline Remove

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

e Start	Select role	Select club	• Select product	Check out	* View orders
CCF Test User (	01				
💰 Gwandelan Summ	terland Point Faotball Clu	ь			
GWA M36 Rego Gender requirement: MALE Your permeter after require Description	09994 <b>3</b> 260.00	Age 35 - 99	P	ice \$310.00	
Add club youcher				Pa	y offline Remove
	1 item	to Pay Online - I	total payment: \$2	80.00	

- 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":

CCF Tect User 01	I Club		
GWA M35 Rego			
Gender requirement MALE	Age 35 - 99	Price \$710.00	
Your payment after voucher claimed \$280.00		22.0	
Description			
Voucher: GWA 10 Years (10.00 ×			
Add club voucher			Pay offline Remove
1 fte	em to Pay Online - tota Online pay	now	

k. Fill in your Card details and click "Pay":

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Pay	ment ×
Input your credit card information I is a one-time transaction and we d information in our system.	below and finalise the payment. This ion't save your credit card
	Ē
• Expiry date :	• Security code :
Cancel	Pay

I. If you wish to pay by cash, then choose "Pay offline" instead:

CCF Test User 01			
Gwandalan Summerland Point F	ootball Club		
GWA M35 Rego			
Gender requirement. MALE	Age: 35 - 99	Price \$310.00	
Your payment after voucher claimed. \$260	.00		
Description			
Voucher: CWA 10 Years 650.00 ×			
Add club voucher		P	ay offline Remove
	1 item to Pay Online - tota	payment: \$260.00	
	Online pay	now	

Click "Submit" on the next confirmation screen:

S Paying offline	×
You are choosing to pay offline for	
GWA M35 Rego	
System will send you an invoice that includes the instruction of cash payment.	
Please note: you will not able to pay through credit card again if you choose paying offline	I.
Cancel	

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:

CCF Test User 01			Wed 27th Jan, 2021
Gwandalan Summerland Point Football C	lub Order status Walt for approve		
GWA M35 Rego			
Gender: MALE	Age: 35 - 99		
Original Price \$310.00	Voucher: \$50.00	Paid: \$0.00	
			Download invoice

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

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o. Once you have paid for your rego, and the Club approves it, your rego will show the updated status and payment, (from the "My Orders" menu at top). You can also download your receipt at any time:

	REGISTRATION	FIXTURES	FIELDS	ANNOUNCEMENTS	SHOPPING CART	MY ORDERS
		-	and the second		Allen .	
	Bhert	Besser tris	gasart care	Search product	Check mar	
	and	Bassar con	Same and	Senser preser	(being the	Then o
	and COE Test Lies (	ileaner tri s	ganan san	Sauce pressor	(there exer (	Then o
0	CCF Test User 0	Baser 100	Galact ord	unor preser	Carrient (	Wed 27th Jan,
<b>6</b> 3	CCF Test User (	D1 Point Football Club	Gener Set	usserpress	diversité :	Wed 27th Jan,
CUNAN	CCF Test User C Gwandalan Summerland F 105 Repo	Point Football Club	Search date Order statute: Appr	ineer press		Wed 27th Jan,
Ganda Origin	GWandalan Summerland F US Repo ar: MALE of Price \$310.00	D1 Point Football Club	Order status: Appr Age: 35 - 99 Voucher: \$50,00	unargenees	Perd \$260.00	Wed 27th Jan,

You will also receive a confirmation email:

