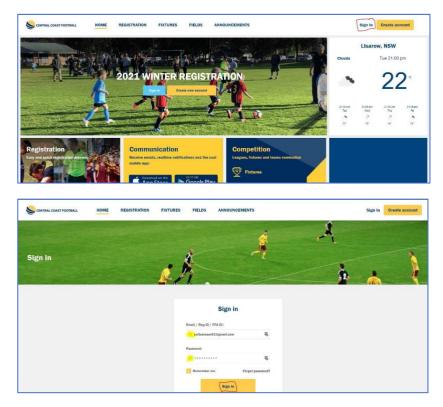
- 1. In a web browser (preferably Chrome) go to: <u>https://ssfaacademy.mycompapp.com/</u>
- 2. Sign into your account. From the Home screen, choose "Sign In" from the top right:



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":



Email (optional)	REG ID	 Mobile 			
coffeetuser01/0 gmail.com	24513144		6400123456		
+ First name	* Last name		Professed name (optional)		
COF Test	User 01				
* Birthday	* Gender		wwee @		
01-01-1970	Malo	Facuala			
· Emergency contact name	Emergency contect	shore	· Emergency contact relationshi		
Test User 02	0400456789		Partner		
Enter your address below to audor Tuggerah Street, Literow NSW, S					
			Postoode		
Toggerah Street, Lislenw NSW, S State	ostraliz		Postoode 2250		
Toggerah Street, Lislenw NSW, S State	setrato Saburb				
Toggersh Street, Listenv NSW, 5 State NBW	setrato Saburb				
Traggersk Street, Likkerer NSW, d Skato MdW Street	satualia Saburb () Liannu	(tude			
Tuggersk Street, Lisierer NSW, d State Naw Street Tuggersk Street	estato Sobarb E Lazere Long	(tude 1.3776989			

5. Click "Create an account" next to "Start registration for someone else and need to". In this example, we will register a child of "SSFA Test User 01" called "Child Test User":

CENTRAL COAST FOOTBALL HOME	REGISTRATION	FIXTURES FIELDS	ANNOUNCEMENTS	SHOPPING CART	MY ORDERS	HELP	🚨 👩 CCF Tost Us
						Registra	ation
	• Start	© Select role	o Select club Salec	e o t graduct Check (out View	e order	
	01-01	1-1970	Dr CCF Test User 0		Update	÷	
	Start re	egistration for so	omeone else and n	eed to Create	an account		
		View my	shopping cart	View my orders			

6. Create the new account for your child (refer to the SSFA HELP document for "Account Creation Process") but leave the Email field blank if you want all notifications to come to your email and use your own Mobile number and Password if you wish:

mail (optional)	* Click to up REG ID	load a photo	* Mobile		
input your email	Use your FFAID or let system gen		0400123456		
First name	* Last name		Preferred name (optional)		
Child	Test User				
Password 6 characters or more		* Confirm Passv	vord		
	۲		9		
Birthday	* Gender		wwcc ®		
01-01-2005	Male	Female			
Relationship					
CHILD			×		
Emergency contact name	* Emergency con	tact phone	* Emergency contact relationship		
CCF Test User 01	0400123456		Father		
Guardian contact name	Suardian conta	ct phone	* Guardian contact relationship		
CCF Test User 01	0400123456		Father		
same as emergency contact					
Enter your address below to auto-fill t	he input boxes:				
Tuggerah Street, Lisarow NSW, Aust	tralia				
State	Suburb		Postcode		
NSW	Lisarow		2250		
Street					
Tuggerah Street					
Latitude		Longitude			
-33.3781672		151.3776969			

Click "Create".

7. You will now see your child appear in your list. Click the arrow to the right of their info:



8. Choose the "Player" icon:



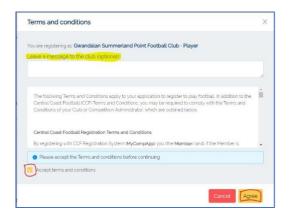
9. Choose the Club icon that you wish to register into a comp for. You can use the Search field at top right to search for a Club if you wish. For this example, we will register for the Gwandalan W16 comp:



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

Choo	se a product fo	or onnu test use
s 16 Age Group		
15 ~ 16		
Price: \$220.00		
	s 19 Age Group 15 - 16	15 - 18

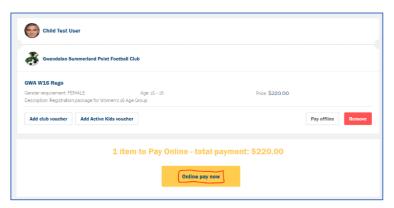
11. If you want to leave a Message to the Club about your rego, type it in the available field, read any Terms and Conditions, and tick the "Accept" box, then click "Agree":



12. 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. You can also apply a government "Active Kids Voucher" at this point too. Note, that these will be checked by the Clubs before your registration gets approved:

Gwandalan Summerland Point Football	Club				
GWA W16 Rego					
Gender requirement: FEMALE Description: Registration package for Women's 16 A	Age: 15 ~ 16 ge Group		Price: \$220.00		
Add club voucher	er			Pay offline	Remove
1 ite	m to Pav Onli	ne - total payme	nt: \$220.00		

- 13. 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 for another 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.
- 14. 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":



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

Pay	vment ×
Input your credit card information is a one-time transaction and we information in our system. • Card number:	n below and finalise the payment. This don't save your credit card
	۱.
• Expiry date :	* Security code :
Cancel	Pay

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

Child Test Us		
GWA W16 Rego Gender requirement. FEI	MALE package for Women's 16 Age Gr	Nger 15 - 10 Ρικ ε \$220.00 κρ
Add club vouchor	Add Active Kids voucher	Pay offline Remove
	1 item	o Pay Online - total payment: \$220.00

Click "Submit" on the next confirmation screen:

S Paying offline							
You are choosing to pay offline for GWA W16 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							
Cancel	Submit						

17. 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:

Child Test User			Thu 28th Jan, 2021
Gwandalan Summerland Point Football Club	Order status: Wait for approve		
GWA W16 Rego			
Gender: FEMALE	Age: 15 ~ 16		
Original Price: \$220.00	Voucher: \$0.00	Paid: \$0.00	
			Download invoice

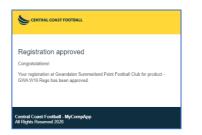
18. You will also receive a confirmation email of your submitted rego:



19. 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:

Child Test User		Thu 28th Jan, 2021
Gwandalan Summerland Point	Football Club Order status: Approved	
GWA W16 Rego		
Gender: FEMALE	Age: 15 - 16	
Original Price: \$220.00	Voucher: \$0.00	Paid: \$220.00
		Download receipt Deregister

You will also receive a confirmation email:



20. You will now also be able to see any accounts that are registered under yours, by going to your Profile at the top right and choosing "My relationship":

CENTRAL COAST FOOTBALL	HOME REGISTRATION FI	XTURES FIELDS	ANNOUNCEMENTS	SHOPPING CART	MY ORDERS	HELP	Q (CCF Test Us
						Registrat	e tion	Account setting Password Notification My relationship Logout
My orders						$< <\!\!< <\!\!< <\!\!<$	<	
CENTRAL COAST FOOTBALL	IOME REGISTRATION FI	XTURES FIELDS	ANNOUNCEMENTS	SHOPPING CART	MY ORDERS	HELP	Ą	CCF Test Us
My Profile	My relationship							
Password	> Manage relationship							
Notification My relationship	Child Test User CHILD 01.01.2005					Edit Login as	Unlink	