



HORNSBY HEIGHTS FOOTBALL CLUB

HOW TO COMPLETE YOUR PLAYER REGISTRATION & PAYMENT IN 2018

ONLY PLAYERS WHO HAVE PAID THEIR FEES WILL BE PLACED IN TEAMS. PAYMENT SHOULD BE MADE AT REGISTRATION TIME BUT MUST BE MADE PRIOR TO GRADING TO GUARANTEE PLACEMENT IN A TEAM.

LOGIN

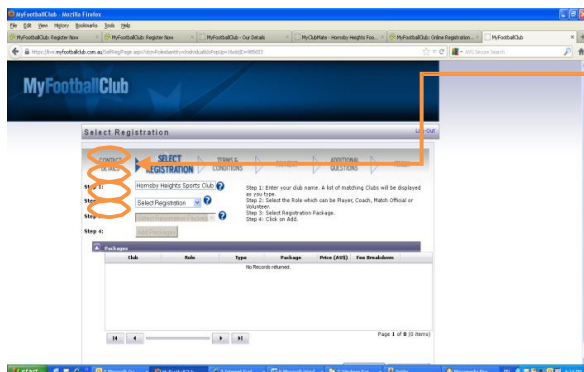
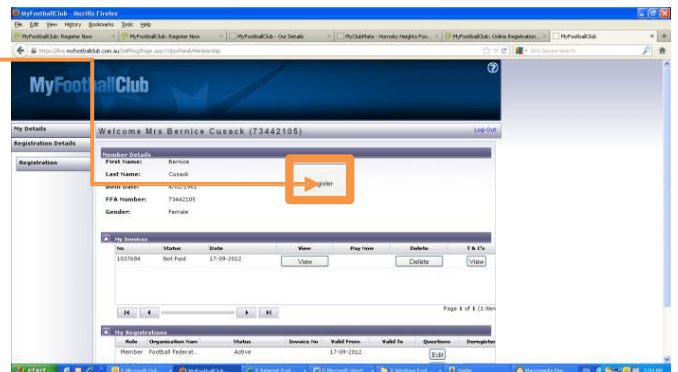
1. Go to <https://www.playfootball.com.au> and click on the "Register Now" button. Alternatively, you can also click on the "Registration Guide" button on the Hornsby Heights website <https://www.hhfc.org.au/registration> to get started.
2. On this website page you will be provided with **three** options –
 - a) A player that knows their FFA number and password and can proceed directly to login.
 - b) A player that has played football within the last five years who needs to search for their FFA number
 - c) A player who has **never played before** or **not in the last five years** who will need to request to have a number created. Please be very careful when entering your email address as your new FFA number and password will be emailed to you immediately upon completion so you can proceed with the registration.

If options b) or c) apply – once you have obtained your FFA number, return to the original screen and select option a) to login.

3. Login using your FFA number and password.

START REGISTRATION

4. Once logged in click the "Register" button.
5. Please check that all your details and contact details are still correct. Ensure that all mandatory fields are completed. **For competition U12 ages and up you can upload a new photo through this system and it will be automatically transferred to our club system.**
6. Scroll to the bottom of the page and click the "Next" button.



7. On the next screen there are four steps:
Step 1 - If not already present, enter the club name "**Hornsby Heights Sports Club**". (If no packages are available for selection then check the spelling of the club name. If all looks correct, blank out the club name and click the question mark which should provide a drop-down list of clubs.)

Step 2 - Select "Player" from the dropdown list

Step 3 - Select the correct age group package for you. **(PLEASE NOTE: You may be eligible for several age group packages so please SELECT carefully).**

Step 4 - click "Add Packages".

FOR GIRL PLAYERS ONLY: If you would like to play in both Saturday Mixed and Sunday Girls Only Competitions then please select one registration package and email registrar@hhfc.org.au to advise, only one fee will apply and registration for the second competition will be completed by the Club.

8. If you want to claim the Active Kids \$100 rebate then please read the **ACTIVE KIDS REBATE** section below prior moving to step 9.
9. Scroll down to the bottom of the page and click the "Next" button
10. Read the terms & conditions and complete the check-boxes and click the "Next" button at the bottom of the screen.
11. Click on "PAY ONLINE" to pay via a credit card to finalise your registration or "MANUAL PAYMENT AT CLUB" button if you prefer to pay via Direct Deposit/EFT. **(Credit Card payment at the time of registration is the Club's PREFERRED PAYMENT OPTION as it saves significant administration time for our volunteers).**
12. Answer any "ADDITIONAL QUESTIONS" if they come up and click the "SAVE ALL ANSWERS" button.
13. The system will advise that your registration is complete and will email an invoice confirming the details.

To have your registration approved, payment to the club must be made. As the registration fee includes an insurance component, it is club policy and an FFA requirement that a player will not be allocated to a team until registration fees have been paid. NO PAY NO PLAY.

ACTIVE KIDS REBATE VOUCHERS

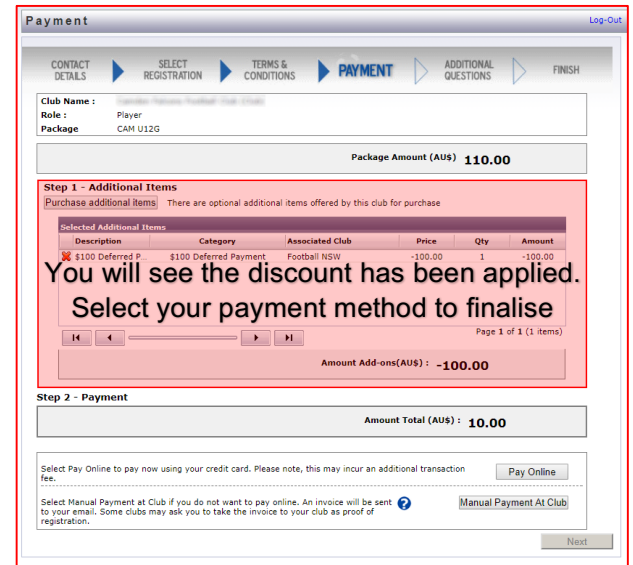
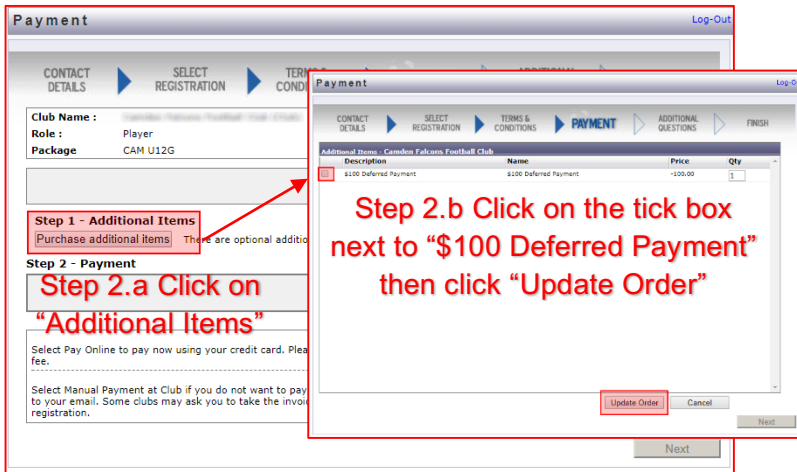
The NSW Government will provide a \$100 voucher to parents/guardians of school enrolled children. The voucher can be used for registration and participation costs for sport and fitness activities. It is important to note that vouchers cannot be split between multiple clubs or registrations, it is a one use only policy.

More information on the rebate itself can be found by clicking [HERE](#).

HOW TO USE YOUR REBATE?

IF YOU REGISTER PRIOR TO 31ST JANUARY 2018

1. Players eligible and wanting to use their "Active Kids Rebate" discount for Football should apply the discount through the FFA web the \$100 Deferred Payment Add-On to reduce their registration fee.
2. In order to claim the \$100 rebate you will need to click on "Purchase Additional Items" on the invoice screen you will see "**Step 1 – Additional Items**"
3. On this screen you will see \$100 Deferred Payment with a value of -\$100. Click on the tick box to the left of this item and click "Update Order"
4. You will now see the selected add-on item on the invoice screen and you will notice that your registration invoice has been reduced by \$100.



5. Payments for registration minus the \$100 will be taken as normal, either online via credit card or EFT direct to bank, **however there is a final step that is required prior to approval of your registration that can only be completed after 1st Feb 2018.**
6. Once players have registered they must apply for a voucher code from the Service NSW website from 1st February 2018.
7. Players must then provide their voucher code obtained from the Service NSW website by logging back into the Play Football website <https://www.playfootball.com.au> and clicking on the "Edit" button, in order to update their details. Populate the appropriate text field with your voucher code number.
8. Hornsby Heights Football Club will then check the validity of the voucher code and will be reimbursed the \$100 from Service NSW. After this process is completed the registration will be approved in full. Where the code entered by the parent is not valid, HHFC will follow up the additional \$100 Payment from Parent.
9. It is important that this process is completed in full as soon as possible after the 1st February to ensure the player is considered an "active registration" and can take the field.

IF YOU REGISTER POST 1ST FEBRUARY 2018

Players apply for their Voucher Code from the Service NSW website located [HERE](#).

1. Players register for the season via <https://www.playfootball.com.au> (detailed instructions above)
2. During the registration process on the invoice screen you will see "Step 1 – Additional Items" click on "Purchase Additional Items"
3. On this screen you will see \$100 Deferred Payment with a value of -\$100. Click on the tick box to the left of this item and click "Update Order"
4. There will be a message for parents to enter the voucher code obtained from the Service NSW website. (not available yet).
5. The system will automatically check the validity of your code and, where approved, the invoice will automatically update to \$100 less than the fee amount. Where the code entered by the parent is not valid, the parent will only be able to generate an invoice/make payment for the FULL Registration Fee.
6. Payment should then be made to the club for the reduced amount.
7. Hornsby Heights Football Club will be reimbursed the \$100 from Service NSW for each eligible code.
8. Your registration will then be accepted and approved as normal.

Please click on this link for more information on the Active Kids Voucher:

OPTIONS FOR MAKING PAYMENT

- 1. Pay by Credit Card online at the time of registration.** This is the club's preferred payment option as it significantly reduces volunteer administration workload. It is a secure online gateway as part of the MyFootballClub system and registration process. You **DO NOT** need to provide proof of payment as this is an automated process. There is no additional transaction fee as the club has chosen to absorb this.
- 2. Pay by Direct Deposit** into our bank account using online banking. Please quote your surname, initial and FFA number in the description details. After payment, **PLEASE EMAIL PROOF OF PAYMENT** to the football registrar at registrar@hhfc.org.au as this is not part of an automated process. The registrar must note your payment on the system for the player's registration to be approved and to be allocated to a team.

Account name: Hornsby Heights Football Club

BSB: 633 000

Account Number: 156 370 058

WHERE DO I GO IF I NEED HELP WITH MY REGISTRATION?

If you have any trouble with your registration you can use the following resources to help you.

1. Visit the Play Football <https://www.playfootball.com.au> website.
2. Call FFA Support Centre (02) 8020 4199 particularly if you are having problems with your login password.
3. Visit the HHFC website Registration page for more information <https://www.hhfc.org.au/registration>
4. Contact the club's registrar at registrar@hhfc.org.au and they will do their best to help.

Thank you for your interest in playing football with Hornsby Heights. Go the Hornets!