

Club Fee Setup for the 2017 Outdoor Season

The following Steps need to be followed to correctly set up Club Player Registration Fee Packages for the 2017 Outdoor season. Please make sure they are checked BEFORE you make them available to Online Self Registration as the package is not able to be changed AFTER someone has registered to the package.


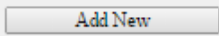
Step 1 - Check That Age Groups Are Still Applicable For the Coming Season

- Age groups are an important component within the MyFootballClub system. They determine which registration packages players/coaches/volunteers see when they register.
- Care should be taken when setting up age groups. We strongly recommend that you follow the age groups setup within your Zone's or Club fee structure e.g.:

Fee Segment	Minimum Age	Maximum Age
Squirts	2	5
Miniroos	5	11
Juniors	11	18
Seniors	16	99
Coaches /Volunteers	16	99
Over 35's	34	99
In-House Referees	14	99

- Age groups will carry over from the previous season however it is worth reviewing them to ensure that the **Age Groups match your Zone or Clubs fee structure** (e.g. If you charge one fee for 6-11 Year Olds and a different fee for 12-18 Year Olds, set up 2 age groups to match. This makes managing your fee packages easier).
- The age groups used in previous seasons cannot be deleted for audit reasons but they aren't displayed anywhere in the system so you can have two very similar if you want to change your approach from previous seasons. It is recommended any age groups you are not using be renamed as *-old* or something similar so you can tell which are in use (e.g. **Squirts – old**).
- For more tips on Age Groups see : http://www.myfootballclub.com.au/fileadmin/user_upload/Setting_Up_Age_Groups_.pdf

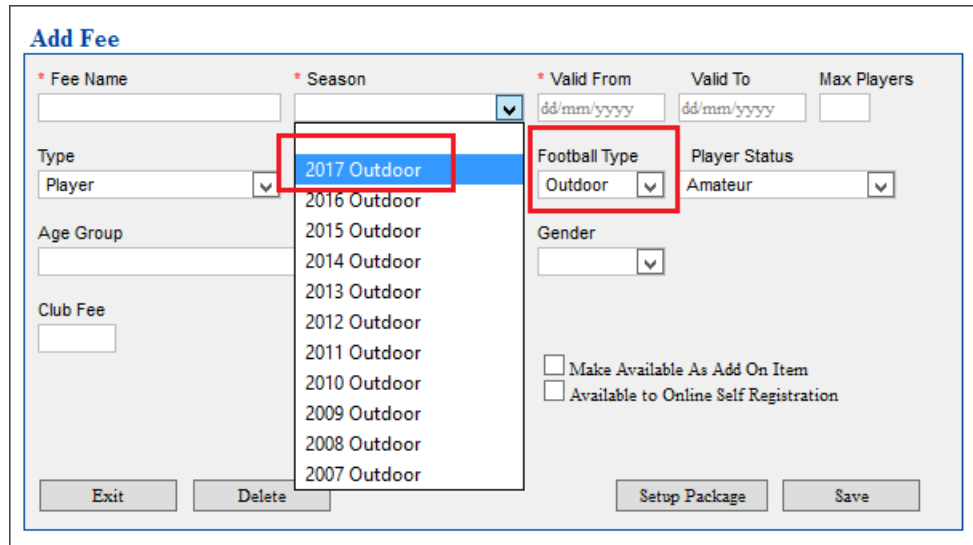
Step 2 - Fee Package Set Up

1. From the main menu of MyFootballClub, click on the  button.
2. Click on the  button.
3. Set up the required fee. The way Fee Packages are set up varies depending on the Competition (e.g. Outdoor, Social or Futsal) and Participant Role (i.e. Player, Coach, and Volunteer). Each variation will be shown below:

Outdoor Player Fees

- a) Select the Football Type as **Outdoor** and the season as **2017 Outdoor**

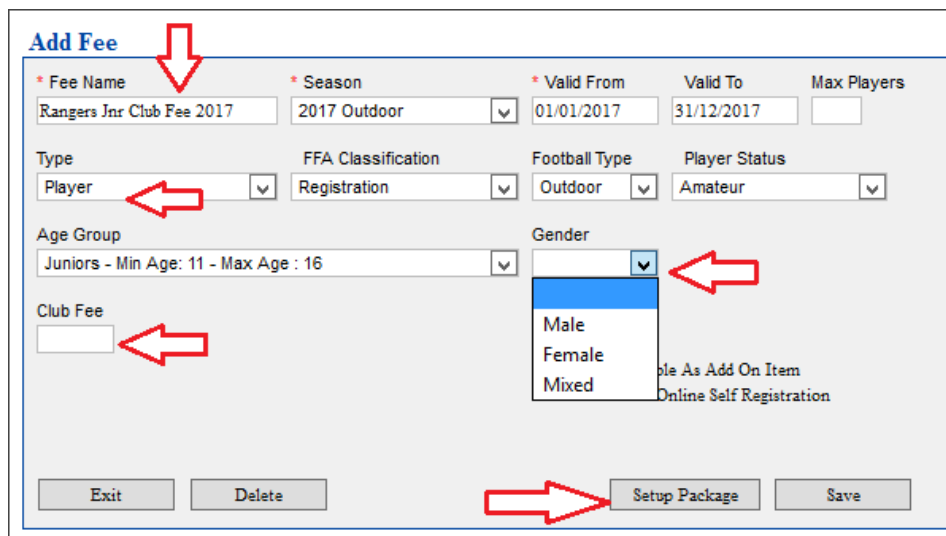
Club Fee Setup for the 2017 Outdoor Season



The screenshot shows the 'Add Fee' form with the following fields and values:

- * Fee Name: (empty)
- * Season: 2017 Outdoor (selected from a dropdown menu)
- * Valid From: dd/mm/yyyy
- Valid To: dd/mm/yyyy
- Max Players: (empty)
- Type: Player
- Football Type: Outdoor
- Player Status: Amateur
- Age Group: (empty)
- Gender: (empty)
- Club Fee: (empty)
- Buttons: Exit, Delete, Setup Package, Save

- Give your Fee a Name e.g **Rangers Junior Club Fee**
- Select the Age Group for the fee you are entering (i.e. the applicable Age Group set up in Step 1). **NOTE: an Age Group MUST be chosen or the fee will not display during registration.**
- Select the applicable Gender. **NOTE: a gender MUST be chosen or the fee will not display during registration.**
- Select the fee Type as **Player**
- Add in your **Club Fee** (i.e. this is the fee *you as a club have decided to charge* and does not include the FFA, Football Queensland, Zone and Competition Fees).



The screenshot shows the 'Add Fee' form with the following fields and values:

- * Fee Name: Rangers Jnr Club Fee 2017
- * Season: 2017 Outdoor
- * Valid From: 01/01/2017
- Valid To: 31/12/2017
- Max Players: (empty)
- Type: Player
- FFA Classification: Registration
- Football Type: Outdoor
- Player Status: Amateur
- Age Group: Juniors - Min Age : 11 - Max Age : 16
- Gender: (dropdown menu open showing Male, Female, Mixed)
- Club Fee: (empty)
- Buttons: Exit, Delete, Setup Package, Save

- Click the **Setup Package** button
- If you click on Show All Records AND then Click on the Word **Valid From** TWICE - the 2017 fees will show first – this will make it easier to choose the correct fee.
- Select the applicable **Yellow** FFA Fee for the package you are creating (e.g. *FFA Senior NRF 2017* for a Senior Player Fee)

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j) Scroll down and select an applicable **Blue** FQ fee

Select Fees to include in Package

Available for Selection Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/> FFA Professional NRF 2017	67.75	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FFA Supplementary Fee 2017	0.00	Football Federation Australia	Player	Outdoor	FFA - All Ages	Mixed	01/12/2016	31/12/2017
<input checked="" type="checkbox"/> FFA Senior NRF 2017	25.00	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FQ - Associate Referee 2017	25.00	Football Queensland	Referee	Outdoor	Seniors	Mixed	01/12/2016	31/12/2017
<input checked="" type="checkbox"/> FQ - Senior MFR 2017	73.50	Football Queensland	Player	Outdoor	Seniors	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FQ - Senior Referee 2017	98.00	Football Queensland	Referee	Outdoor	Seniors	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FQ - Professional MFR 2017	67.25	Football Queensland	Player	Outdoor	Professionals	Mixed	01/12/2016	31/12/2017

Add Selected Fee To Package

Selected Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/> FFA Junior NRF 2017	12.60	Football Federation Australia	Player	Outdoor	FFA 4 to 18 - Junior	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FQ - Junior MFR 2017	30.90	Football Queensland	Player	Outdoor	Juniors	Mixed	01/12/2016	31/12/2017

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Remove Selected Fee From Package

Fee Price 0.00 Package Price 43.50 Total Price (incl GST) 43.50 Save

i) Scroll down and select an applicable **Pink** Zone Fee and/or **Light Pink** Competition Fee.

Available for Selection Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input checked="" type="checkbox"/> NQ 2015 Seniors Levy	27.50	FQ - NQ Football Inc	Player	Outdoor	Senior - 16 to 99yrs	Mixed	08/12/2014	31/12/2015
<input checked="" type="checkbox"/> NQ 2015 Juniors Levy	27.50	FQ - NQ Football Inc	Player	Outdoor	Juniors - 11 to 18yrs	Mixed	08/12/2014	31/12/2015
<input checked="" type="checkbox"/> NQ 2015 Over 35's Levy	27.50	FQ - NQ Football Inc	Player	Outdoor	Over 35's	Mixed	08/12/2014	31/12/2015
<input checked="" type="checkbox"/> NQ 2015 Coaches Levy	0.00	FQ - NQ Football Inc	Coach	Outdoor	Coaches/Volunteers	Mixed	08/12/2014	31/12/2015
<input checked="" type="checkbox"/> NQ 2015 Volunteer Levy	0.00	FQ - NQ Football Inc	Volunteer	Outdoor	Coaches/Volunteers	Mixed	08/12/2014	31/12/2015
<input type="checkbox"/> TSV 2015 Supplementary	0.00	Townsville Football	Player	Outdoor	All Ages	Mixed	18/12/2014	31/12/2015
<input type="checkbox"/> TSV 2015 Juniors Levy	92.00	Townsville Football	Player	Outdoor	Juniors - 11 to 18yrs	Mixed	08/12/2014	31/12/2015
<input type="checkbox"/> TSV 2015 Seniors Levy	56.00	Townsville Football	Player	Outdoor	Seniors - 16 to 99yrs	Mixed	08/12/2014	31/12/2015
<input type="checkbox"/> TSV 2015 Miniroos Levy	92.00	Townsville Football	Player	Outdoor	Miniroos - 5 to 11yrs	Mixed	08/12/2014	31/12/2015
<input type="checkbox"/> TSV 2015 Over 35's Levy	56.00	Townsville Football	Player	Outdoor	Over 35's	Mixed	08/12/2014	31/12/2015
<input type="checkbox"/> TSV 2015 Coaches Levy	0.00	Townsville Football	Coach	Outdoor	Coaches/Volunteers	Mixed	08/12/2014	31/12/2015
<input type="checkbox"/> TSV 2015 Volunteers Levy	0.00	Townsville Football	Volunteer	Outdoor	Coaches/Volunteers	Mixed	08/12/2014	31/12/2015

Add Selected Fee To Package

Selected Show All Records

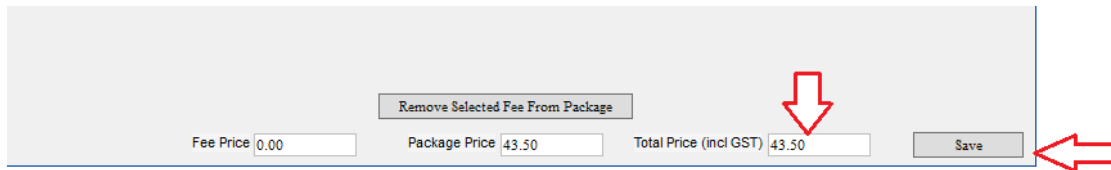
Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
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Press the Add Selected Fee To Package button

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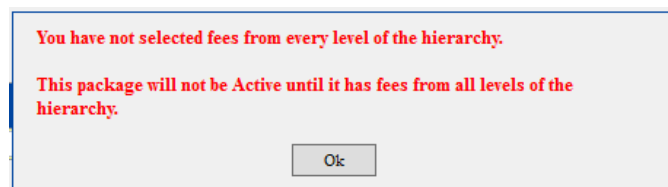
k) Take note of the Total Price. This is the fee value that the player will see when they register.



The screenshot shows a form for setting club fees. It includes a 'Remove Selected Fee From Package' button, three input fields: 'Fee Price' (0.00), 'Package Price' (43.50), and 'Total Price (incl GST)' (43.50), and a 'Save' button. A red arrow points to the 'Total Price' field, and another red arrow points to the 'Save' button.

l) When you have the fee package correct, press the button.

Note: If you don't select a fee from ALL the colours (hierarchy) levels shown, you will not be able to save the Fee Package.



The dialog box contains the following text:

You have not selected fees from every level of the hierarchy.
This package will not be Active until it has fees from all levels of the hierarchy.

m) When you are ready for your players to begin registration, edit the fee and select the **Available for Online Self Registration** box.

Finish