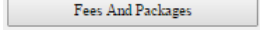


Coach Setup for the 2017 Season

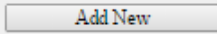
The following Steps need to be followed to correctly set up a Coach Registration Fee Package for the 2017 season.

- From the main menu of MyFootballClub, click on the  button.



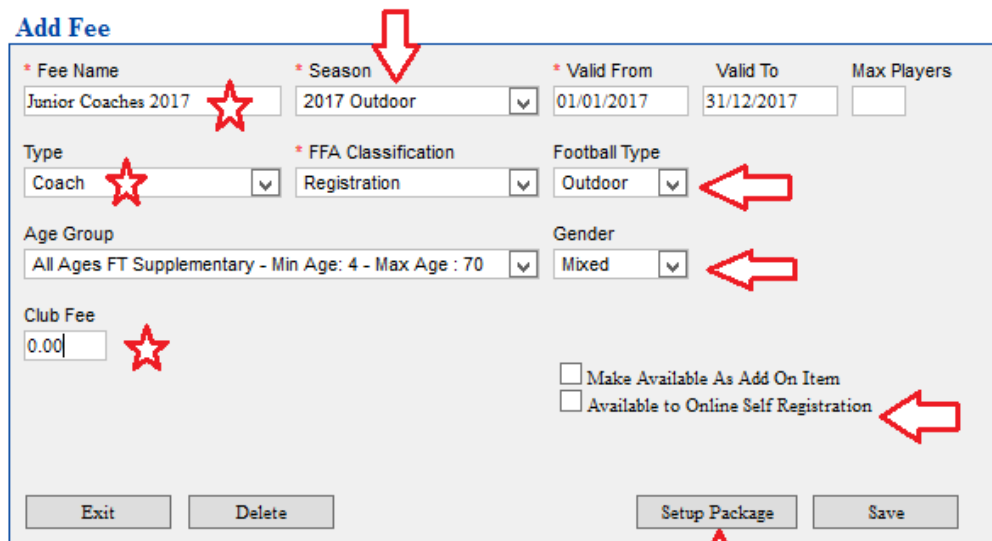
REGISTRATION FOR REGISTRARS
User: Catherine Ware Role(s): Club Registrar Organisation: Atherton Football Club Inc
FOOTBALL REGISTRATION AUSTRALIA
FFA will be removing declared duplicate registrations from the system. [CLICK HERE](#) for more information.

Season Set-Up	2016 Registration	Club Administration
Our Details	Re-Register Returning Players	Search By Club List
Age Groups	New Registration - Over 18's	Search By Individual
Fees And Packages	New Registration - 18's & Under	Create / Edit Team
Terms & Conditions	Take Payments (0)	Team Allocation
Additional Questions	Approve Registrations (0)	Communications
	Cancellations (0)	Reports

- Click on the  button.



- Type in the name of the fee – (*Fee Name*) you want your players to see when registering
- Select the Football Type as **Outdoor** and the season as **2017 Outdoor**
- Select the Age Group and Gender for the fee you are entering - **NOTE: an Age Group and Gender MUST be chosen or the fee will not display during registration.**
- Add in your **Club Fee if applicable** (there is NO FEE in 2017 from Football Queensland or FFA).
 - Tick *Available to Online Self Registration*.



Add Fee

* Fee Name Junior Coaches 2017	* Season 2017 Outdoor	* Valid From 01/01/2017	Valid To 31/12/2017	Max Players
Type Coach	* FFA Classification Registration	Football Type Outdoor		
Age Group All Ages FT Supplementary - Min Age: 4 - Max Age: 70	Gender Mixed			
Club Fee 0.00	<input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration			

Buttons: Exit, Delete, Setup Package, Save

Coach Setup for the 2017 Season

- Click the **Setup Package** button
- Select the applicable **Yellow** FFA Fee for the package you are creating (e.g. *FFA Supplementary Fee 2017*)
Scroll down and select **Blue** FQ fee (eg - *FQ Coaches 2017*) **Pink** Zone Fee (eg *Coaches*) and/or **Light Pink** Competition Fee.
- Press the **Add Selected Fee To Package** button

Select Fees to include in Package

Available for Selection Show All Records

<input type="checkbox"/>	Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/>	FQ-ICC Coaches	0.00	Football Queensland	Coach	Tournament	Seniors	Mixed	01/12/2015	31/12/2016
<input type="checkbox"/>	FQ-ICC WB Comp Fee	200.00	Football Queensland	Player	Tournament	Juniors	Mixed	01/12/2015	31/12/2016
<input checked="" type="checkbox"/>	SWQ 2016/2017 Supplementary Fee	0.00	FQ - Football South West Queensland Inc	Player	SumSocial	All Ages - Supplementary	Mixed	01/07/2016	30/06/2017
<input checked="" type="checkbox"/>	SWQ 2016 Referees Junior Fee	21.00	FQ - Football South West Queensland Inc	Referee	Outdoor	SWQ Referees - Junior	Mixed	01/01/2016	31/12/2016
<input checked="" type="checkbox"/>	SWQ 2016 Referees Senior Fee	21.50	FQ - Football South West Queensland Inc	Referee	Outdoor	SWQ Referees - Senior	Mixed	01/01/2016	31/12/2016
<input checked="" type="checkbox"/>	SWQ 2016 Senior Player Fee	17.50	FQ - Football South West Queensland Inc	Player	Outdoor	SWQ Senior Players	Mixed	01/01/2016	31/12/2016
<input checked="" type="checkbox"/>	SWQ 2016 Referees Assoc Fee	0.00	FQ - Football South West Queensland Inc	Referee	Outdoor	SWQ Referees - Associate	Mixed	01/01/2016	31/12/2016
<input checked="" type="checkbox"/>	SWQ 2016 Junior Player Fee	21.50	FQ - Football South West Queensland Inc	Player	Outdoor	SWQ Junior Players	Mixed	01/01/2016	31/12/2016

Add Selected Fee To Package

Selected Show All Records

<input type="checkbox"/>	Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<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 type="checkbox"/>	FQ - Coaches 2017	0.00	Football Queensland	Coach	Outdoor	All Ages	Mixed	01/12/2016	31/12/2017
<input checked="" type="checkbox"/>	SWQ 2016 Supplementary Fee	0.00	FQ - Football South West Queensland Inc	Player	Outdoor		Mixed	01/01/2016	31/12/2016

Page 1 of 1 < Prev >< Next > Total Records 3

Remove Selected Fee From Package

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

- Take note of the Total Price. This is the fee (if any) that the Coach will see when they register.
- When you have the fee package correct, press the **Save** button.

Finish