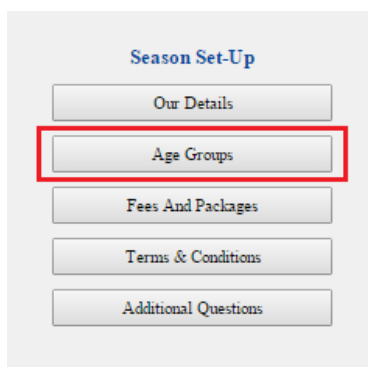# Club Set Up for the 2017 Season
Setting up Age Groups

Age groups are an important component within the system. They determine which registration packages an individual can see when they register. Care should be taken when setting up age groups. We strongly recommend that you follow the age groups setup by Football Queensland and your Zone.

Step 1

- If you set up age groups last year, you can use these to create packages this year.
- More care should be taken with the age groups if your club intends to promote self registration as players will view the age groups when registering with your club
- Once you have created your age groups, we advise you to communicate these to your Players and Club Registrars so they are clear on the packages they should be selecting.
- Please consider whether you have players that are playing outside of their age groups, either playing up or down. Remember that they won't be able to register outside the age range set-up in the system.
- Have your age groups ready prior to creating them in the system.
- Age groups will restrict which packages and fees players can select when registering but will not restrict you from allocating players to a team outside of the players age group

Step 2 – Age Group Home Page

If your club has created age groups in the system previously, they will appear in the table below. You will be able to use these age groups to create your registration packages this year and you can also create new age groups

Age Groups
Show All Records ☐

	Min Age	Max Age	Min Players	Max Players	Label
Edit	4	18	0	0	Juniors
Edit	15	99	0	0	Seniors
Edit	15	99	0	0	Professionals
Edit	13	15	0	0	14/15 Girls - Min Age 12 - Max Age - 15
Edit	2	5	0	0	Squirts
Edit	3	80	0	0	Social Out of Season
Edit	15	99	0	0	FQ - NPL Snr Women
Edit	16	99	0	0	FQ - NPL Senior Men
Edit	29	99	0	0	Masters Football
Edit	2	99	0	0	All Ages

Page 1 of 2	< Prev > < Next >	Total Records 15		

Exit   Add New

Step 3: Adding a New Age group

Click on Add New and a window will popup. Enter the information to setup this age group. Minimum requirements are Minimum Age, Maximum Age and Label. Then click Save.

Step 4: Reviewing your age groups

Your age groups will now appear in the table and can be reviewed at any time. Click Exit, which is located at bottom of the page on the right. This will return you to the Club Homepage.