



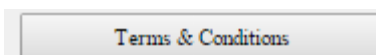
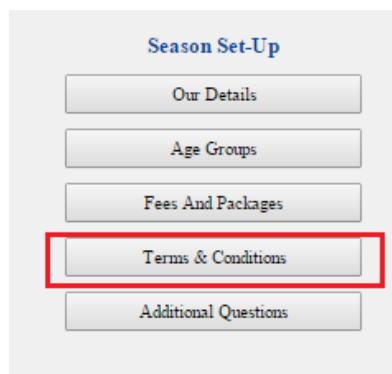
Club Set Up for the 2017 Season

Setting up Terms and Conditions

Setting up Terms & Conditions Terms & Conditions (T&Cs) can be setup by Clubs and must be accepted through the registration process either when self-registering or through registration by registrar. FFA has standard T&Cs that cover player registration set up in the system. Clubs can upload T&Cs that cover areas such as grading policy, acceptance of social club membership etc. Once T&Cs are accepted by a player they are locked and cannot be changed until such time as the Valid to Date expires. T&Cs are made available to Players based on their age – either Youth (up to 18 years of age) or Senior (over 18 years of age).

Tips and Considerations

- We advise that you develop your T&C's in Microsoft Word and then cut and paste into the T&C's which will be highlighted in the steps below.
- Once you have created your T&C's in the system, and this has been registered against you by a player, you will not be able to edit the content of the T&C's. You will be able to change the Valid To and Valid From dates at any time.
- Please note you will have to create T&C's for junior separate to the T&C's for seniors. This can be the same set of T&C's.
- Note: Any links or URL's you wish to enter in your T&C's will be clickable as hyperlinks when surrounded by the syntax << ... >>



Step 1 – Select Terms and Conditions

Terms & Conditions						
Show All Records <input checked="" type="checkbox"/>						
	T & C Title	T & C Text	T & C Type	Role	Valid From	Valid To
Edit	FEES	Deposits have been p..	Junior	Player	01/01/2016	31/12/2016
Edit	Conduct & Club Expectations	Upon acceptance of y..	Junior	Player	01/01/2016	31/12/2016
Edit	Conduct & Club Expectations	Upon acceptance of y..	Junior	Player	01/01/2015	31/12/2015
Edit	Finance	Note all registratio..	Junior	Player	01/01/2015	31/12/2015

Exit Add New

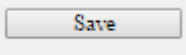


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Step 2: Review the Terms and Conditions Home Page

If your club has created T&C's in the system previously, they will appear in the table above. You will be able to use these T&C's again this season, however you will need to change the Valid From and Valid To dates in the T&C's. You cannot change the text. Click Save



Edit Terms & Conditions

Title
2015 Str Player

1. Please be advised that unless registration fees (if applicable) are paid in full by 30th April, your position in your current team may not be guaranteed and your membership with the Club maybe cancelled. If you are experiencing problems paying your fees, please contact the Registrar.
2. Whilst we encourage the use of our Social Media pages, inappropriate use may see your membership revoked.
3. All players, parents, team officials and supporters must adhere to the relevant Code of Conduct as outlined in our Club Handbook and on our website. Any actions that may bring the Club into disrepute may render the cancellation of the member's registration.
4. As a Club, we are very conscious about our members (and the greater community's) health and safety. Whilst we inspect the fields to ensure a safe environment to train and play on, it is a public park and everyone has an obligation to report and/or remedy any health or safety concerns. This can be done by advising volunteers at the Canteen on training days or emailing the Club.
5. Unless otherwise expressly advised via email to fricke@hotmail.net.au, we have your permission to use electronic images of our members on our website and social media pages for promotional purposes.
6. To acknowledge our generous sponsors, Club shirts that are provided free of charge to all playing members shall be worn to and from games and other official functions as directed by the Club.

Type	Role	* Valid From	Valid To
Senior	Player	06/01/2015	31/12/2015

Exit Save

Step 3: Click on the Add New button and complete the fields below

Add Terms & Conditions

Title

Type

Role

* Valid From

Valid To

dd/mm/yyyy dd/mm/yyyy

Exit Save

Step 4: Reviewing your T&C's

Your T&C's should now appear in the T&C's Homepage. Please review the T&C's and ensure they are correct. Note you can come back into the system and edit the T&C's. However once they have been registered against in the



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system you will be unable to change the content however you can change the Valid to and Valid From Dates. Click the Exit button, which is located at bottom of the page on the right. This will return you to the Club Homepage.