

Club Fee Setup for the 2016 Outdoor Season

The following Steps need to be followed to correctly set up Club Player Registration Fee Packages for the 2016 Outdoor season.



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 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

NOTE: Squirts are NOT an Outdoor fee. Please go to the Squirts Fee How To Guides to set up a Squirts Fee.

- a) Select the Football Type as **Outdoor** and the season as **2016 Outdoor**

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Add Fee

* Fee Name	* Season	* Valid From	Valid To	Max Players
<input type="text"/>	<input type="text" value="2016 Outdoor"/>	dd/mm/yyyy	dd/mm/yyyy	<input type="text"/>
Type	Football Type	Player Status		
Player	Outdoor	Amateur		
Age Group	Gender			
<input type="text"/>	<input type="text"/>			
Club Fee	<input type="checkbox"/> Available to Member Bodies <input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration			
<input type="text"/>				
<input type="button" value="Exit"/>	<input type="button" value="Delete"/>	<input type="button" value="Setup Package"/>		<input type="button" value="Save"/>

- b) 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.**

Add Fee

* Fee Name	* Season	* Valid From	Valid To	Max Players
<input type="text"/>	2016 Outdoor	01/01/2016	31/12/2016	<input type="text"/>
Type	FFA Classification	Football Type	Player Status	
Player	Registration	Outdoor	Amateur	
Age Group	Gender			
<ul style="list-style-type: none"> Juniors - Min Age: 4 - Max Age: 18 Seniors - Min Age: 15 - Max Age: 99 Professionals - Min Age: 15 - Max Age: 99 14/15 Girls - Min Age: 12 - Max Age: 15 - Min Age: 14 - Max Age: 15 Squirts - Min Age: 2 - Max Age: 5 Social Out of Season - Min Age: 3 - Max Age: 80 NPL Senior Women - Min Age: 15 - Max Age: 99 NPL Senior Men - Min Age: 16 - Max Age: 99 Masters Football - Min Age: 29 - Max Age: 99 All Ages - Min Age: 2 - Max Age: 99 Over 35's - Min Age: 34 - Max Age: 99 	<input type="text"/>	<input type="checkbox"/> Available to Member Bodies <input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration		
<input type="button" value="Setup Package"/>	<input type="button" value="Save"/>			

- c) Select the applicable Gender. **NOTE: a gender MUST be chosen or the fee will not display during registration.**

Add Fee

* Fee Name	* Season	* Valid From	Valid To	Max Players
<input type="text"/>	2016 Outdoor	01/01/2016	31/12/2016	<input type="text"/>
Type	FFA Classification	Football Type	Player Status	
Player	Registration	Outdoor	Amateur	
Age Group	Gender			
Juniors - Min Age: 4 - Max Age: 18	<ul style="list-style-type: none"> Male Female Mixed 	<input type="checkbox"/> Available to Member Bodies <input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration		
Club Fee				
<input type="text"/>				
<input type="button" value="Exit"/>	<input type="button" value="Delete"/>	<input type="button" value="Setup Package"/>		<input type="button" value="Save"/>

Club Fee Setup for the 2016 Outdoor Season

d) Select the fee Type as **Player**

Add Fee

* Fee Name	* Season	* Valid From	Valid To	Max Players
Junior Fee	2016 Outdoor	01/01/2016	31/12/2016	
Type	FFA Classification	Football Type	Player Status	
Player	Registration	Outdoor	Amateur	
Coach	Age Group	Gender		
Volunteer	: 18	Mixed		
Referee				
Club Fee				
			<input type="checkbox"/> Available to Member Bodies <input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration	
Exit		Delete		Setup Package Save

e) 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).

Add Fee

* Fee Name	* Season	* Valid From	Valid To	Max Players
Junior Fee	2016 Outdoor	01/01/2016	31/12/2016	
Type	FFA Classification	Football Type	Player Status	
Player	Registration	Outdoor	Amateur	
Age Group	Gender			
Juniors - Min Age: 4 - Max Age : 18	Mixed			
Club Fee		<input type="checkbox"/> Available to Member Bodies <input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration		
100.00				
Exit		Delete		Setup Package Save

f) Click the  button

g) Select the applicable **Yellow** FFA Fee for the package you are creating (e.g. *FFA Senior NRF 2016* for a Senior Player Fee)

Club Fee Setup for the 2016 Outdoor Season

Select Fees to include in Package

Available for Selection										Show All Records <input checked="" type="checkbox"/>
Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To		
<input type="checkbox"/> FFA Junior NPL NRF 2016	12.60	Football Federation Australia	Player	NPL	FFA 4 to 18 - Junior		01/12/2015	30/11/2016		
<input type="checkbox"/> FFA Senior NPL NRF 2016	25.00	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior	Mixed	01/12/2015	30/11/2016		
<input type="checkbox"/> FFA Professional NPL NRF 2016	67.75	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior	Mixed	01/12/2015	30/11/2016		
<input type="checkbox"/> FFA Supplementary NPL 2016	0.00	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior	Mixed	01/12/2015	30/11/2016		
<input type="checkbox"/> FFA Senior NRF 2016	25.00	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016		
<input checked="" type="checkbox"/> FFA Junior NRF 2016	12.60	Football Federation Australia	Player	Outdoor	FFA 4 to 18 - Junior	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FFA Professional NRF 2016	67.75	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FFA Supplementary Fee 2016	0.00	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016		

Add Selected Fee To Package

Selected Show All Records

h) Scroll down and select an applicable Blue FQ fee

Select Fees to include in Package

Available for Selection										Show All Records <input checked="" type="checkbox"/>
<input type="checkbox"/> FQ-AIA MiniRoos Team Leader	0.00	Football Queensland	Coach	Outdoor	All Ages	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FQ-Associate Referee	25.00	Football Queensland	Referee	Outdoor	Seniors	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FQ-Coaches MFR	0.00	Football Queensland	Coach	Outdoor	Seniors	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FQ-ICC Referee (JUS)	59.00	Football Queensland	Referee	Outdoor	Juniors	Mixed	01/12/2015	31/12/2016		
<input checked="" type="checkbox"/> FQ-Junior MFR	30.90	Football Queensland	Player	Outdoor	Juniors	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FQ - Professional MFR	67.25	Football Queensland	Player	Outdoor	Professionals	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FQ-Senior MFR	73.50	Football Queensland	Player	Outdoor	Seniors	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FQ-Senior Referee	98.50	Football Queensland	Referee	Outdoor	Seniors	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FQ-Supplementary	0.00	Football Queensland	Player	Outdoor	All Ages	Mixed	01/12/2015	31/12/2016		
<input type="checkbox"/> FQ-ICC 18's Comp Fee	29.50	Football Queensland	Player	Tournament	Juniors	Mixed	01/12/2015	31/12/2016		
<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 CQ Comp Fee	156.50	Football Queensland	Player	Tournament	Juniors	Mixed	01/12/2015	31/12/2016		

Add Selected Fee To Package

Selected Show All Records

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

Select Fees to include in Package

Available for Selection										Show All Records <input checked="" type="checkbox"/>
<input type="checkbox"/> FQ-Senior Referee (C10)	25.00	Football Queensland	Referee	Outdoor	Juniors	Mixed	04/12/2014	31/12/2015		
<input type="checkbox"/> FQ-Senior Referee	98.50	Football Queensland	Referee	Outdoor	Seniors	Mixed	04/12/2014	31/12/2015		
<input type="checkbox"/> FQ-Associate Referee	25.00	Football Queensland	Referee	Outdoor	Seniors	Mixed	04/12/2014	31/12/2015		
<input type="checkbox"/> FQ-NPL Junior Comp Fee	29.50	Football Queensland	Player	NPL	Juniors	Mixed	01/12/2014	31/12/2015		
<input type="checkbox"/> FQ-NPL Coaches MFR	24.00	Football Queensland	Coach	NPL	Seniors	Mixed	01/12/2014	31/12/2015		
<input checked="" type="checkbox"/> Admin Fee - Cancellation	10.00	FQ - Football Brisbane	Player	Outdoor	All Ages 4 to 99	Mixed	10/12/2015	31/12/2016		
<input checked="" type="checkbox"/> Admin Fee - Supplementary	10.00	FQ - Football Brisbane	Player	Outdoor	All Ages 4 to 99	Mixed	10/12/2015	31/12/2016		
<input checked="" type="checkbox"/> Competition - Mini Roos	18.00	FQ - Football Brisbane	Player	Outdoor	Mini Roos	Mixed	10/12/2015	31/12/2016		
<input checked="" type="checkbox"/> Competition - Junior	29.50	FQ - Football Brisbane	Player	Outdoor	Junior	Mixed	10/12/2015	31/12/2016		
<input checked="" type="checkbox"/> Competition - Senior Men	79.50	FQ - Football Brisbane	Player	Outdoor	Senior	Male	10/12/2015	31/12/2016		
<input checked="" type="checkbox"/> Competition - Senior Women	69.00	FQ - Football Brisbane	Player	Outdoor	Senior		10/12/2015	31/12/2016		
<input checked="" type="checkbox"/> Junior Playing Senior Mens	79.50	FQ - Football Brisbane	Player	Outdoor	Junior Playing Senior	Male	10/12/2015	31/12/2016		
<input checked="" type="checkbox"/> Junior Playing Senior Womens	69.00	FO - Football Brisbane	Player	Outdoor	Junior Playing Senior	Female	10/12/2015	31/12/2016		

Add Selected Fee To Package

Selected Show All Records

Club Fee Setup for the 2016 Outdoor Season

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"/> NQ 2015 Seniors Levy	27.50	FQ - NQ Football Inc	Player	Outdoor	Senior - 16 to 99yrs	Mixed	08/12/2014	31/12/2015
<input 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 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 type="checkbox"/> NQ 2015 Coaches Levy	0.00	FQ - NQ Football Inc	Coach	Outdoor	Coaches/Volunteers	Mixed	08/12/2014	31/12/2015
<input 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

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 button

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

Professional Player 125.00 FQ - Football Brisbane Player Outdoor Professional Mixed 10/12/2015 31/12/2016

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 2016	12.60	Football Federation Australia	Player	Outdoor	FFA 4 to 18 - Junior	Mixed	01/12/2015	31/12/2016
<input type="checkbox"/> FQ-Junior MFR	30.90	Football Queensland	Player	Outdoor	Juniors	Mixed	01/12/2015	31/12/2016
<input checked="" type="checkbox"/> Competition - Junior	29.50	FQ - Football Brisbane	Player	Outdoor	Junior	Mixed	10/12/2015	31/12/2016

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Fee Price Package Price **Total Price (incl GST)**

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

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

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 Junior NPL NRF 2016	12.60	Football Federation Australia	Player	NPL	FFA 4 to 18 - Junior		01/12/2015	30/11/2016
<input type="checkbox"/> FFA Senior NPL NRF 2016	25.00	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior	Mixed	01/12/2015	30/11/2016
<input type="checkbox"/> FFA Professional NPL NRF 2016	67.75	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior	Mixed	01/12/2015	30/11/2016
<input type="checkbox"/> FFA Supplementary NPL 2016	0.00	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior	Mixed	01/12/2015	30/11/2016
<input type="checkbox"/> FFA Junior NRF 2016	12.60	Football Federation Australia	Player	Outdoor	FFA 4 to 18 - Junior	Mixed	01/12/2015	31/12/2016
<input type="checkbox"/> FFA Professional NRF 2016	67.75	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016
<input type="checkbox"/> FFA Supplementary Fee 2016	0.00	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016
<input type="checkbox"/> FFA Junior Futsal 2015/16	3.15	Football Federation Australia	Player	Futsal	FFA 4 to 18 - Junior	Mixed	26/06/2015	30/06/2016

Selected Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/> FFA Senior NRF 2016	25.00	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016
<input type="checkbox"/> FQ-Senior MFR	73.50	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior	Mixed	01/12/2015	31/12/2016

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Remove Selected Fee From Package

Fee Price 0.00 Package Price 98.50 Total Price (incl GST) 98.50 Save

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.

Ok

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

Edit Fee

* Fee Name: test * Season: 2016 Outdoor * Valid From: 01/01/2016 Valid To: 31/12/2016 Max Players:

Type: Player * FFA Classification: Registration Football Type: Outdoor * Player Status: Amateur

Age Group: Under 14 - Min Age : 13 - Max Age : 14 Gender: Mixed

Club Fee: 90.00

Make Available As Add On Item

Available to Online Self Registration

Exit Delete Setup Package Save

Finish