



©TM

**FOOTBALL
QUEENSLAND**

MyFootballClub Set Up 2018

Player Fees and Packages

Outdoor

How to Set Up Packages for Junior Players in 2018 Outdoor Season

The following Steps need to be followed to correctly set up Club Player Registration Fee Packages for the 2018 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

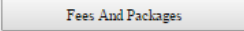
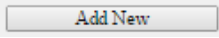
- Age groups are an important component within the MyFootballClub system. They determine which registration packages players/coaches/volunteers see when they register.
- Care should be taken when setting up age groups. We strongly recommend that you follow the age groups setup within your Zone's or Club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

Fee Segment	Minimum Age	Maximum Age
Miniroos	5	12
Juniors	12	18
Seniors	16	99
Coaches /Volunteers	16	99
Over 35's/Legends	34	99
Club 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. 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:

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Outdoor Player Fees

- Select the Football Type as **Outdoor** and the season as **2018 Outdoor**
- Give your Fee a Name e.g **Rangers Junior Club Fee 2018**
- 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).

Edit Fee

* Fee Name	* Season	* Valid From	Valid To	Max Players
Junior Playing in Senior Comp	2018 Outdoor	01/01/2018	31/12/2018	
Type	* FFA Classification	Football Type	* Player Status	
Player	Registration	Outdoor	Amateur	
Age Group	Gender			
Juniors - Min Age: 12 - Max Age : 16	Mixed			
Club Fee				
150.00				
<input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration				
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 2018 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 2018* for a Senior Player Fee)
- Scroll down and select an applicable **Blue** FQ fee

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 2018	12.60	Football Federation Australia	Player	Outdoor	FFA 4 to 18 - Junior	Mixed	01/12/2017	31/12/2018
<input type="checkbox"/> FQ - Junior MFR 2018	32.90	Football Queensland	Player	Outdoor	FQ - Juniors	Mixed	01/12/2017	31/12/2018

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i) Scroll down and select an applicable **Pink Zone Fee** for Juniors and/or **Light Pink Competition Fee**. Press the button

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

<input type="button" value="Remove Selected Fee From Package"/>			
Fee Price	<input type="text" value="0.00"/>	Package Price	<input type="text" value="43.50"/>
Total Price (incl GST)	<input type="text" value="43.50"/>		<input type="button" value="Save"/>

k) 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.

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.

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

End

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