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**FOOTBALL
QUEENSLAND**

MyFootballClub Set Up 2018

Volunteers and Non-Coaching Staff



How To Set Up Packages for Volunteers and Non-Coaching Staff

Step 1 - Check that there is an appropriate Age Group for the 2018 Season

Fee Segment	Minimum Age	Maximum Age
Volunteers/Non Coaching Staff	15	99

- Age groups will carry over from the previous season however the age groups used in previous seasons cannot be deleted for audit reasons.
- It is recommended that clubs rename any fees not being used -old or something similar so you can tell which are in use (e.g. **Juniors – old 2017**).
- Instructions on how Age groups work are contained at http://www.myfootballclub.com.au/fileadmin/user_upload/Setting_Up_Age_Groups_.pdf

Step 2 - Fee Package Set Up

1. From the main menu is MyFootballClub, click on the button.
2. Click on the button.
3. Set up the required fee.

PLEASE NOTE: 'Football Type' must be selected first.

- a) Select the Football Type as **Outdoor**
- b) The season will default to '**2018 Outdoor**'
- c) Select the "Type" applicable to Volunteer;(This TYPE name is set up at FFA level and cannot be changed)
- d) Select the applicable Gender usually MIXED **NOTE: a gender MUST be chosen or the fee will not display during registration.**
- e) Select the Age Group eg Coaches and Volunteers - **NOTE: an Age Group MUST be chosen or the fee will not display during registration.**
- f) Add in the \$0 Club Fee.
- g) You do not have to add anything else to the Package i.e FFA/FQ fees etc.
- h) When you have the fee package correct, press the button.
- i) When you have double checked your packages select "Edit" the package and then tick the '**Available for Online Self Registration**' box.

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NOTE – when your Non Coaching Staff register they will be asked to select one of the following. This option cannot be changed as it is set up at FFA level.

A screenshot of a web-based form titled "Volunteer Information". The form includes a "Category :" dropdown menu which is currently open, displaying a list of roles: Secretary, Treasurer, Team Manager, Administrator, President, Vice President, Registrar, Other, Supporter, Team Other, Life Member, Canteen Coordinator, Marketing Coordinator, Member Protection Officer, MiniRoos Coordinator, and Club Coach Coordinator. The "Secretary" option is highlighted in blue. Other visible elements include a "Confirm" button, an "Add Packages" button, and a table with columns for "Role" and "Type".

Ask your volunteers to select appropriately as listed above and if they are not listed use “Team Other” when registering.

End.

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