



©TM

**FOOTBALL  
QUEENSLAND**

# **MyFootballClub Set Up 2018**

## **Additional Questions**



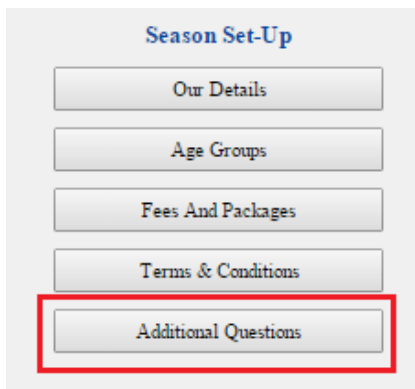
## How To Set Up Add-Ons and Get Started Vouchers

Additional Questions can be used for a variety of functions:

- survey their players (or parents), coaches and volunteers at the time of registration
- offer uniform ordering options and sizes
- ask for details about a medical condition
- Are you willing to work in the canteen during the season?
- Would you like to attend a referee's course?
- Are you available to be a coach or manager?

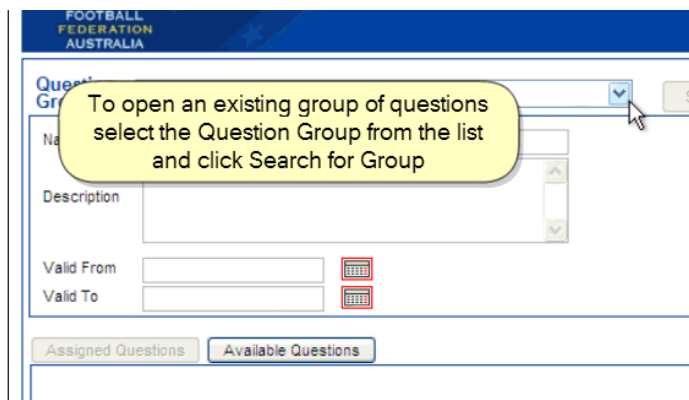
This function can create a large variety of questions to gather information from players during the registration process. As a club, you have the ability to make questions mandatory or optional.

### Step 1: Select "Additional Questions"



### Step 2: Complete the below fields.

If you have questions saved from previous seasons you can select them:



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If you are creating New Questions :

- Click Create New Group
- Enter the Name and Description ( if required) of the Group

Click Save New Group

### Step 3: Create questions and assign to a group

- Click Available Questions
- Click Create New Question
- Enter question name and description
- Select Control Type

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Group: Mini Roos Parent Questions

<b>Question</b>	Tell us how and when you can assist in fundraising	<b>Control Type</b>	Text
Description	eg - Saturday Raffle Days Bake Days and Selling Raffle tickets	Presentation Type	Text Box
	<input type="checkbox"/> Mandatory	Custom List	

Back Clear Save & Assign Save Question

### Types of questions

- Drop down list – a range of answers are available but only 1 can be selected
- Check-Box-List – this allows for check boxes to be ticked
- Text - This is a text field where respondents can enter a response or comment

Group: Mini Roos Parent Questions

<b>Question</b>	What size shorts would you like to order?	<b>Control Type</b>	Check Box List
Description	This is for Juniors and Seniors in 2016 season. Manufacturer is Simons Shorts See website <a href="http://www.simonsshortsareacool.com.au">www.simonsshortsareacool.com.au</a>	Presentation Type	CheckBox List
	<input type="checkbox"/> Mandatory	Custom List	Small Medium Large
			3 Maximum to be selected

Back Clear Save & Assign Save Question

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Group: Mini Roos Parent Questions

Question: Do you have a Working With Children (Blue) Card?

Description: Applies to all managers and coaches Junior and Senior

Control Type: Drop Down List

Presentation Type: Drop Down List

Custom List: Yes, No, In Progress

Mandatory

Available questions can be assigned to any group. If you already have questions for a previous group you can re-use them for this group. To create a new question click the Create New Question button.

Valid From: 24/12/2010

Valid To: 24/12/2011

Buttons: Search for Group, Create New Group, Delete Group, Copy Group, Assign Group to Roles, Save Group Edits

Available Questions for Group		Create New Question
Are you happy to coach this year?		Edit Assign
Ben		Edit Assign
Calendar question in LIVE		Edit Assign
Do you have a criminal record?		Edit Assign
Do you like FFA		Edit Assign
Do you like MFC?		Edit Assign
Do you Like this Association?		Edit Assign
Do you Like This Club?		Edit Assign
Do you like this District Assoc?		Edit Assign
Do you like this State?		Edit Assign

Page 1 of 3      < Prev > > Next >      Total Records: 24

#### Step 4: Assign the 'Group' to a Role

Once you've clicked Save and Assign, the questions have become assigned to the group and will now appear in the Assigned Questions area.

It is now time to assign this 'group' of questions to a role to ensure your questions are available to users.

Click Assign Group to Roles

Question Group: Mini Roos Parent Questions

Name: Mini Roos Parent Questions

Description:

Valid From: 16/12/2015

Valid To: 16/12/2016

Buttons: Create New Group, Delete Group, Copy Group, **Assign Group to Roles**, Save Group Edits

Questions in Group	Mandatory	Edit	Move Down	Move Up	Remove
Tell us how and when you can assist in fundraising	<input type="checkbox"/>	Edit	Move Down	Move Up	Remove
Do you have a Working With Children (Blue) Card?	<input type="checkbox"/>	Edit	Move Down	Move Up	Remove

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

Question Group: MyClub 2011 Player Questions

Description:

Valid From: 24/12/2010

Valid To: 24/12/2011

Find Roles

FFA Test Club

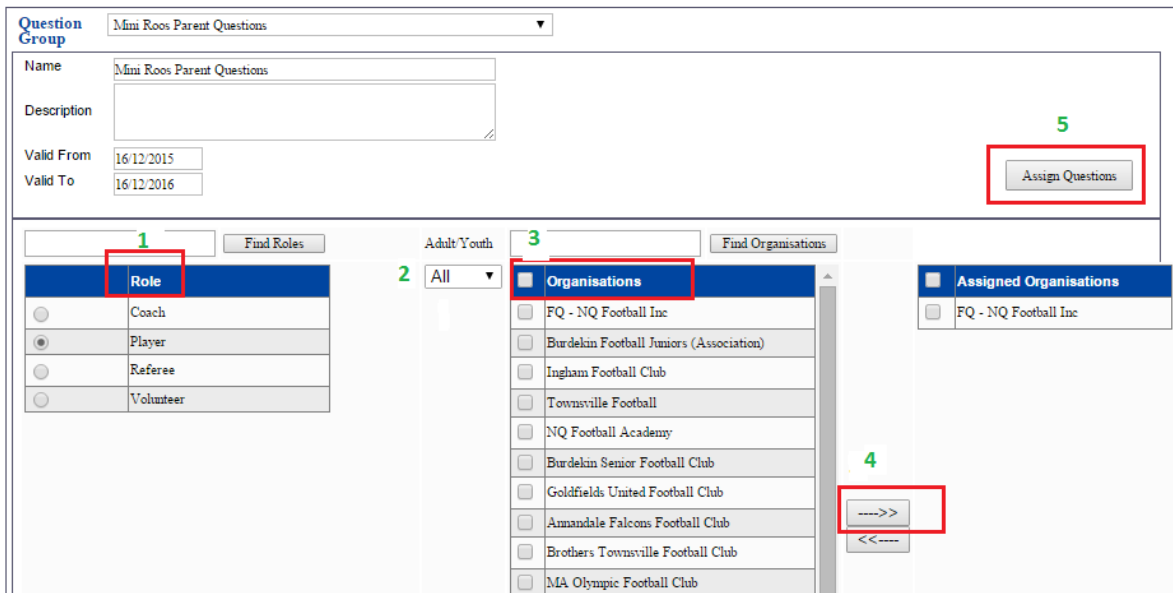
Role	Organisation
<input type="radio"/> Administrator	<input checked="" type="checkbox"/> Organisation
<input type="radio"/> Captain	<input type="checkbox"/> FFA Test Club
<input type="radio"/> Coach	
<input type="radio"/> Competition Roles	
<input type="radio"/> Member	
<input type="radio"/> Official	
<input type="radio"/> Player	
<input type="radio"/> Referee	
<input type="radio"/> Secretary	
<input type="radio"/> Student	
<input type="radio"/> Team Manager	
<input type="radio"/> Treasurer	
<input type="radio"/> Vice Captain	
<input type="radio"/> Vice President	
<input type="radio"/> Volunteer	

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You will be taken to the Assign Group to Roles screen.

- On the left hand side, select the type of role (player, coach, volunteer) **1**
- Select whether this group applies to Adult/Youth/All. **2**
- Select your club name from the organisation. **3**
- Click the Arrow. **4**
- Click Assign Questions **5**



Question Group: Mini Roos Parent Questions

Name: Mini Roos Parent Questions

Description:

Valid From: 16/12/2015

Valid To: 16/12/2016

Role: **1** (Coach, **Player**, Referee, Volunteer)

Adult/Youth: **2** (All)

Organisations: **3** (FQ - NQ Football Inc, Burdekin Football Juniors (Association), Ingham Football Club, Townsville Football, NQ Football Academy, Burdekin Senior Football Club, Goldfields United Football Club, Amandale Falcons Football Club, Brothers Townsville Football Club, MA Olympic Football Club)

Assigned Organisations: FQ - NQ Football Inc

Buttons: Find Roles, Find Organisations, ---> (4), <<---

Assign Questions (5)



Click Save Group Edits to save your changes and then click Close to return to the Main Menu

Search for Group or Create New Group

Delete Group

Copy Group

Assign Group to Roles

**Save Group Edits**

Save this group of questions

Questions in Group	Mandatory	Edit	Move Down	Move Up	Remove
Which team do you want to play with? (enter the team name or the players you want to play with)	<input type="checkbox"/>	Edit	Move Down	Move Up	Remove
Are you available to help in the canteen on weekends?	<input checked="" type="checkbox"/>	Edit	Move Down	Move Up	Remove

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

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Your questionnaire has now been created. When players register with your club these questions should appear unless specifically assigned to a specific role.

- Click Save Group Edits
- Note the **Green** tick below– Your Changes have been saved
- Click Close at the Top of the Screen and you will return to the Main Menu.

The screenshot shows the 'REGISTRATION FOR REGISTRARS' interface. At the top, it displays the user 'FFA Test Club', role 'Club Registrar', and organisation 'FFA Test Club[1234]'. A 'Close' button is highlighted in the top right corner. The main section is titled 'Question Group' and shows 'MyClub 2011 Player Questions' selected. Below this, there are fields for Name, Description, Valid From (24/12/2010), and Valid To (24/12/2011). A green checkmark and the message 'Your changes have been saved.' are displayed. On the right side, there are buttons for 'Delete Group', 'Copy Group', 'Assign Group to Roles', and 'Save Group Edits'. Below the form, there are tabs for 'Assigned Questions' and 'Available Questions'. A table titled 'Questions in Group' lists two questions: 'Which team do you want to play with?' (not mandatory) and 'Are you available to help in the canteen on weekends?' (mandatory). Each question has 'Edit', 'Move Down', 'Move Up', and 'Remove' buttons. At the bottom, it shows 'Page 1 of 1' and 'Total Records 2'.

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