



**FOOTBALL
QUEENSLAND**

MyFootballClub Set Up 2018

Online Payment and Self Registration



How To Set Up Online Payment and Self-Registration

If you have previously used Online Payments with the MyFootballClub system there is nothing you need to change unless your Bank Details have changed.

If you decide to allow your players a choice of payment, for example, pay by Direct Deposit in 2018, all you need to do is the following :

FOOTBALL FEDERATION AUSTRALIA	Club Name Football Club	Club Type Club
Our Details		

Primary Details	Bank Details	Our Contacts	Club Finder
Bank Commonwealth Bank of Australia	Account Name Football Club Inc Gener	Account BSB	Account Number
Please note that these fields are used for verification purposes only. To request online payment setup, or advise FFA of updated bank details, click HERE .			
<u>Invoice Message</u> This text will be added to the end of each invoice that is generated via registration. Maximum 500 characters. To pay your fees by Electronic Transfer. Please ensure that you include your full name and Invoice number. Bank CBA Name: Football Club Inc General Account BSB: A/c No:		GST Exempt <input type="checkbox"/> ~ Select this option if your organisation is NOT registered for GST.	Online Payment Gateway Enabled by FFA <input checked="" type="checkbox"/> ^ For the FFA to have enabled the Online Payment Gateway your organisation needs to have completed FFA's Online Payment Gateway Usage application form.
		Enable for Self-Registration <input checked="" type="checkbox"/> # This checkbox enables Players using the Self-Registration process to make payments through the Online Payment Gateway.	Pass on Transaction Fee <input checked="" type="checkbox"/> % Ticking this checkbox means that individuals who pay online will incur the transaction fee when paying online. When this checkbox is un-ticked, the club will be absorbing the transaction fee.
		Hide Manual Payment at Club <input type="checkbox"/> + Ticking this checkbox means that people will not see the Manual Payment at Club button during their registration and will be forced to pay online.	
			Save

You can add a note on the Invoices "Invoice Message" so that your players know that they have a choice to pay online.

NOTE - the Online Payment Gateway box enabled by FFA and the Enable for Self Registration - (see below) remain in place and cannot be removed.

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Primary Details | **Bank Details** | Our Contacts | Club Finder

Bank	<input type="text" value="Commonwealth Bank of Australia"/>	GST Exempt	<input type="checkbox"/> ~	~ Select this option if your organisation is NOT registered for GST.
Account Name	<input type="text" value="Football Club Inc General"/>	Online Payment Gateway Enabled by FFA	<input checked="" type="checkbox"/> ^	^ For the FFA to have enabled the Online Payment Gateway your organisation needs to have completed FFA's Online Payment Gateway Usage application form.
Account BSB	<input type="text"/>	Enable for Self-Registration	<input checked="" type="checkbox"/> #	# This checkbox enables Players using the Self-Registration process to make payments through the Online Payment Gateway.
Account Number	<input type="text"/>	Pass on Transaction Fee	<input checked="" type="checkbox"/> %	% Ticking this checkbox means that individuals who pay online will incur the transaction fee when paying online. When this checkbox is un-ticked, the club will be absorbing the transaction fee.
Please note that these fields are used for verification purposes only. To request online payment setup, or advise FFA of updated bank details, click HERE .		Hide Manual Payment at Club	<input type="checkbox"/> +	+ Ticking this checkbox means that people will not see the Manual Payment at Club button during their registration and will be forced to pay online.

Invoice Message
This text will be added to the end of each invoice that is generated via registration. Maximum 500 characters.

To pay your fees by Electronic Transfer .Please ensure that you include your full name and Invoice number . Bank CBA Name: Football Club Inc General Account BSB: A/c No: .

Exit Save

End.

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