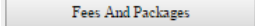


Manager Setup for 2017

The following Steps need to be followed to correctly set up a Manager Fee Package for 2017.

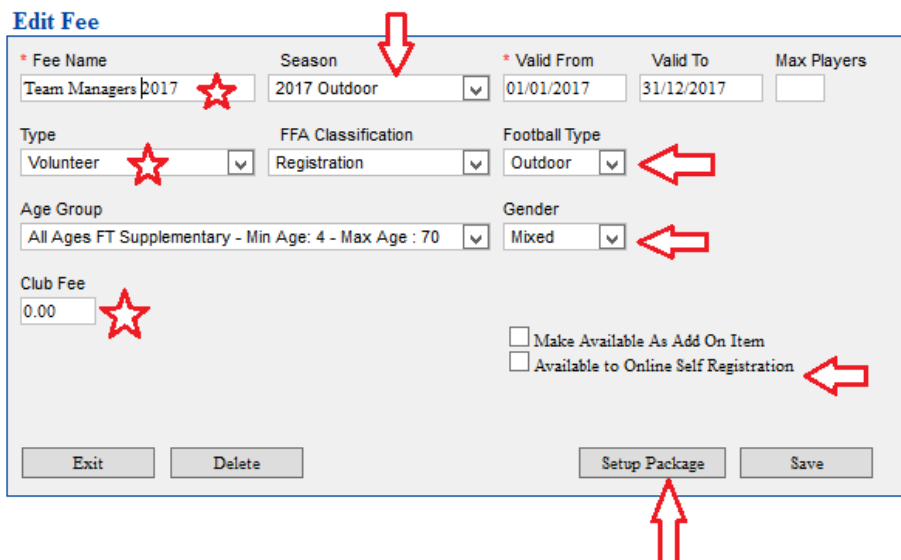
1. From the main menu of MyFootballClub, click on the  button.



2. Click on the  button.



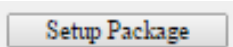
3. Type in the name of the fee – (Fee Name) you want your Managers to see when registering



Edit Fee

* Fee Name	Season	* Valid From	Valid To	Max Players
Team Managers 2017	2017 Outdoor	01/01/2017	31/12/2017	
Type	FFA Classification	Football Type		
Volunteer	Registration	Outdoor		
Age Group	Gender			
All Ages FT Supplementary - Min Age : 4 - Max Age : 70	Mixed			
Club Fee	<input type="checkbox"/> Make Available As Add On Item <input type="checkbox"/> Available to Online Self Registration			
0.00				

Buttons: Exit, Delete, Setup Package, Save

4. Select the Football Type as **Outdoor** and the season as **2017 Outdoor**
5. Select the Age Group and Gender for the fee you are entering - **NOTE: an Age Group and Gender MUST be chosen or the fee will not display during registration.**
6. Add in your **Club Fee if applicable**. Tick *Available to Online Self Registration*.
7. Click the  button

Manager Setup for 2017

- Select the applicable **Yellow** FFA Fee for the package you are creating (e.g. *FFA Supplementary Fee 2017*)
Scroll down and select **Blue** FQ fee (eg - *FQ Volunteers MFR*) **Pink** Zone Fee (eg *Managers/Volunteers*)
and/or **Light Pink** Competition Fee.
- Press the button

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 Professional NRF 2017	67.75	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FFA Junior NRF 2017	12.60	Football Federation Australia	Player	Outdoor	FFA 4 to 18 - Junior	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FFA Senior NRF 2017	25.00	Football Federation Australia	Player	Outdoor	FFA 19 to 100 - Senior	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FFA Junior NPL NRF 2017	12.60	Football Federation Australia	Player	NPL	FFA 4 to 18 - Junior		21/11/2016	30/11/2017
<input type="checkbox"/> FFA Senior NPL NRF 2017	25.00	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior		21/11/2016	30/11/2017
<input type="checkbox"/> FFA Professional NPL NRF 2017	67.75	Football Federation Australia	Player	NPL	FFA 19 to 100 - Senior		21/11/2016	30/11/2017

Selected Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/> FFA Supplementary Fee 2017	0.00	Football Federation Australia	Player	Outdoor	FFA - All Ages	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FQ - Volunteers 2017	0.00	Football Queensland	Volunteer	Outdoor	All Ages	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> SWQ 2016 Supplementary Fee	0.00	FQ - Football South West Queensland Inc	Player	Outdoor		Mixed	01/01/2016	31/12/2016

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Exit Fee Price 0.00 Package Price 0.00 Total Price (incl GST) 0.00

- Make sure that your fee (if any) is correct in Total Price.

Selected Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/> FFA Supplementary Fee 2017	0.00	Football Federation Australia	Player	Outdoor	FFA - All Ages	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> FQ - Volunteers 2017	0.00	Football Queensland	Volunteer	Outdoor	All Ages	Mixed	01/12/2016	31/12/2017
<input type="checkbox"/> SWQ 2016 Supplementary Fee	0.00	FQ - Football South West Queensland Inc	Player	Outdoor		Mixed	01/01/2016	31/12/2016

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Exit Fee Price 0.00 Package Price 0.00 Total Price (incl GST) 0.00

- When you have added all the package levels press the button.

Finish