

MEMO 02 - 25

To: Queensland Clubs
From: Football Queensland
Subject: PlayFootball v2.0 Implementation
Date: January 28, 2025

Dear Clubs

Football Queensland is pleased to inform clubs that PlayFootball v2.0 is now ready and fit for purpose. After many weeks of close collaboration with Football Australia, we are confident that the new PlayFootball v2.0 system can now be deployed to Queensland clubs with minimal disruption, ensuring a smooth start to the 2025 season.

All 2025 Registration Products have been set up for clubs by Football Queensland to ensure consistency of naming conventions across the state. No further products will be approved.

Some clubs have assisted Football Queensland in testing the PlayFootball v2.0 system, and while there have been a few challenges, the overall testing in a live environment has gone well and participants will now be able to finalise their registration in the new system.

A notable difference observed is that a participant who had previously claimed their PlayFootball profile, in accordance with the eDM circulated by Football Australia on December 2, 2024, did not encounter any difficulties. However, a participant who had not claimed their PlayFootball profile encountered some issues.

Clubs are encouraged to remind their participants of the importance of claiming their PlayFootball profile before registering in the new system.

There is also an alternative method that allows a participant to claim an existing participant record during the registration process. Please find links below to assist participants with the registration process.

| | |
|---|---|
| How to claim existing participant record prior to registration | Claim my existing record - prior |
| How to claim existing participant record during registration | Claim my existing record - during |

From today, a pop-up screen will be available in Squadi to redirect participants from the Squadi platform to PlayFootball v2.0, where they can complete their registration and pay the National Registration Fee (NRF).

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As we transition to the implementation stage, there are a number of action items clubs will need to complete before access can be granted to PlayFootball v2.0.

These steps include:

| | |
|---|--|
| 1. Club to complete and submit Online Payment Form. | Online Payment Form |
| 2. Club Administrator receives invitation to access PlayFootball v2.0 | Email generated by Football Queensland |
| 3. Club Administrator uploads Working with Children Check (WWCC) | Club administrator to action |
| 4. Club Administrator receives email to confirm access | Email generated by Football Queensland |
| 5. Club Administrator to upload Club's Terms and Conditions | Upload Club Terms & Conditions |

Other relevant information and how to guides, including how to create a single use voucher, approve and decline participant registrations, request a refund and more, were made available to each Club Administrator earlier today. These helpful 'How To' guides are available online for reference [Club Administrators | Play Football](#).

ITC Process

A welcome inclusion in the new PlayFootball v2.0 is the automated International Transfer Certificate (ITC) process. An ITC can be requested by a participant at time of registering for the NRF. Once the participant triggers the ITC, the registration will then be sent to Football Queensland and Football Australia to be processed.

Once the ITC request has been processed by both Football Queensland and Football Australia, the participant will be prompted to pay the NRF. After the participant has successfully completed their registration through payment of the registration fee, your club will be able to approve the registration. To find out more about how a participant can request an ITC, [click here](#).

Senior Registrations & Subsidised Payments

Football Queensland appreciates that season commencement is upon us and clubs are at their busiest. As there is a requirement to register participants within the Senior (Professional) and Senior Community product before the transfer window closes, Football Queensland's Customer Service team will work with clubs to ensure that players are registered across both systems.

For clubs obligated to pay NRF fees on behalf of senior contracted players, the 'Subsidised Payments' option within PlayFootball v2.0 will require clubs to complete payment within the system using a credit card, with the option to pay in bulk for up to 10 payments at a time.

To find out more about the 'Subsidised Payments' process in PlayFootball v2.0, [click here](#).

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Refunds for NRF Paid in Squadi

Participants who had registered and paid their NRF in Squadi before Football Australia mandated the collection of these payments through PlayFootball v2.0 will be refunded. Football Queensland will communicate with impacted participants and/or clubs as relevant based on the payment received.

End.