

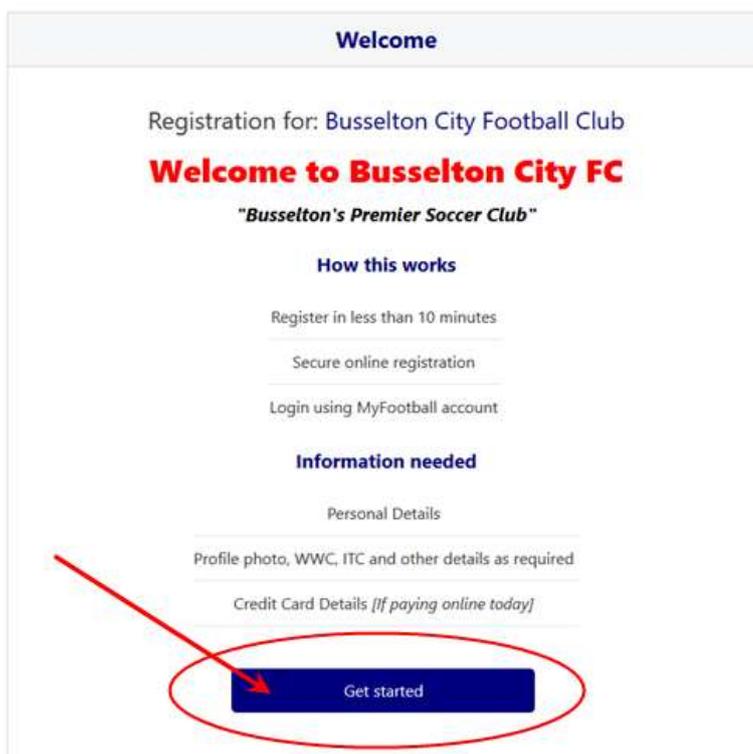
# How To Register To Play Football (Soccer)

Whether you are going to create a parental account, to enable you to register your kids, or you are going to be registering yourself to play, the first part is the same. Create your account.

1. Go to our website [www.bsncityfc.com.au](http://www.bsncityfc.com.au)
2. Hover your mouse over “Home” and then on the drop down menu, click “How To Register”.
3. Now click the appropriate button – “Junior Registrations” or “Senior Registrations”



4. This will take you to Busselton City's registration page.



5. Click on the “Get Started” button. This will take you to the sign up page. Enter your details as below, then click “I have read and accept the terms and conditions” (after you’ve read them of course). Then click “Register”.

The image shows a registration form for Football Federation Australia. It includes the following fields and elements:

- First Name \***: Input field containing "Paul".
- Last Name \***: Input field containing "Coshott".
- Email Address \***: Input field containing "web@bsncityfc.com.au".
- Create a Password \***: Input field containing ".....". Below it is a note: "Must be eight or more characters including a mix of upper and lower case letters, a number and a special character".
- Confirm Password \***: Input field containing ".....".
- Date of Birth \***: Input field containing "17 May 1967".
- Marketing Opt-in**: A checked checkbox with the text "Receive marketing promotions and special offer emails from Football Federation Australia".
- Terms and Conditions \***: A section with a small font disclaimer and a radio button for "I have read and accept the terms and conditions".
- REGISTER**: A blue button at the bottom center.

Red arrows point from the text in step 5 to the "First Name", "Last Name", "Email Address", "Create a Password", "Date of Birth", "I have read and accept the terms and conditions", and "REGISTER" fields.

6. An email is now sent to the email address you entered in step 5. This email will contain a code, which you will need to enter on the next screen.
7. Once you have entered the code, click “Continue”.
8. You then need to enter your password again. Do that and click “Continue”.

9. If you are registering yourself, this option is the default, so simply click “Continue”. If you are registering someone else, such as your child, click “Register my”, and if you need to, alter the drop down to indicate the relationship between you and the person you are registering. This defaults to “Child”. Make sure you leave “Link this participant to my account” ticked. Once this is correct, click “Continue”.

The screenshot shows a registration interface for a user named 'Coshott, Paul'. At the top right is a 'Logout' link. Below the name is a progress indicator with five circles, the first of which is filled. The main heading is 'Select the person you are registering for'. There are two main sections: 'I am registering myself' and 'I am registering a new person'. Under the first section, there is a radio button next to 'Coshott, Paul (Reference:)', which is circled in red with an arrow pointing to it. Under the second section, there is a radio button next to 'Register my', which is also circled in red with an arrow pointing to it. To the right of this radio button is a dropdown menu currently set to 'CHILD', which is also circled in red with an arrow pointing to it. Below these options is a checked checkbox labeled 'Link this participant to my account'. At the bottom, there is a blue 'Continue' button. A light blue information box contains the text: 'If the person you are purchasing the product on behalf of is not shown, you will need to: Login as that person - or Login to your account and link the person record to your account (record must have the same email address as yours to be able to link)'.

10. Next, you’ll need to enter basic details of your child, to see if the system can find an existing record for them. For this “how to”, we’ll register a new player, and continue with a player that has never registered before (the process is the same for those that have played before). We’d suggest using the same email address as the one you registered yourself with. Then click “Search”.

### Basic Participant Details

**We will use these details to check for an existing record.**

**First Name**

**Last Name**

**Email Address**

**Date of Birth**

**Gender**

Male
  Female
  Unspecified

11. Next, you'll be presented with all of the registration packages available from Busselton City FC. Depending on your age, only one or two of these will be applicable to you or your child. Choose the registration package (or product) required and click "Select".

<b>Bsn City FC MiniRoos 12yrs</b> Bsn City FC MiniRoos 12yrs			<b>No</b> → <input type="button" value="N/A"/>
Role	Player	Age	12-12 Mixed
Type	Club Football	Level	Community
<b>Bsn City FC MiniRoos 5-11yrs</b> Bsn City FC MiniRoos 5-11yrs			<b>Yes</b> → <input type="button" value="Select"/>
Role	Player	Age	5-11 Mixed
Type	Club Football	Level	Community

12. You will now see the cost of the package you chose, along with the breakdown of where your fee comes from. Many of you may not have realised, that of the entire fee you pay, less than a third actually comes to your club. Click "Continue".



**Product Details**

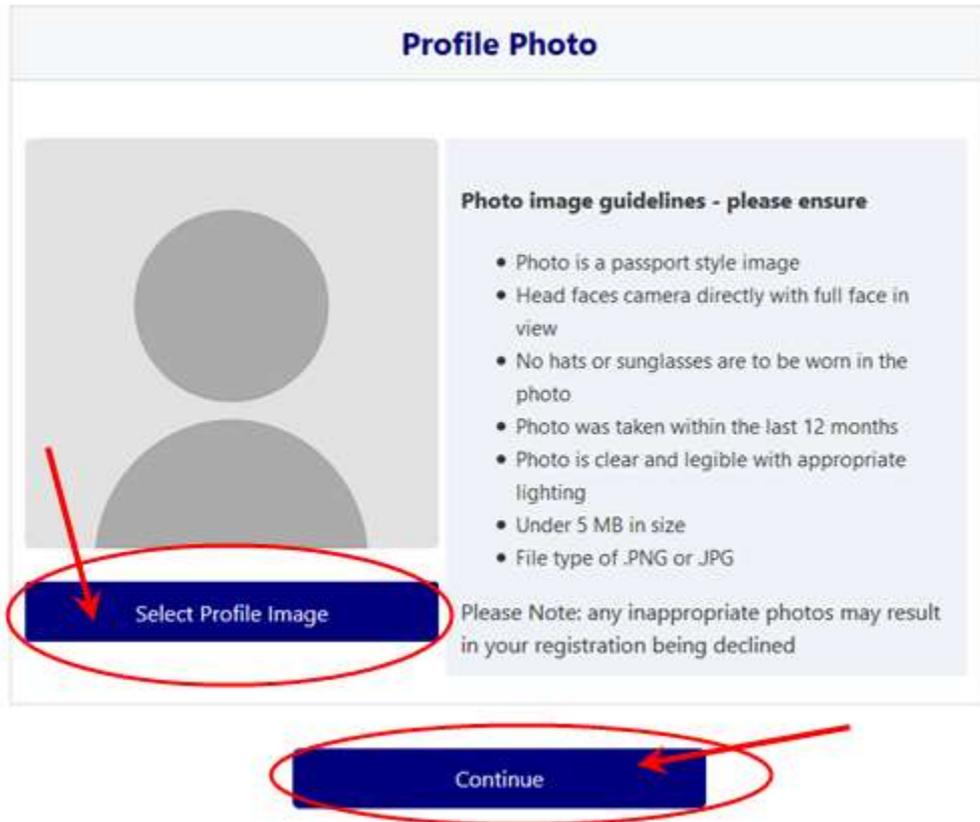
<b>Bsn City FC MiniRoos 5-11yrs</b>	<b>\$150.00</b>
Bsn City FC MiniRoos 5-11yrs	
Includes fees to:	
Football Federation Australia (Junior)	\$14.00
Football West (Regional Junior)	\$20.99
FW - Leeuwin Naturaliste Junior Soccer Association (LNJSA Miniroos 5-11yrs)	\$68.20
Busselton City Football Club	\$46.81
* Prices quoted in AUD and include GST of 10%.	
<b>Total</b>	<b>\$150.00</b>

Update Shopping Cart

**Continue**

13. The next screen allows you to enter all of the players details. If they have registered before, all the details will be shown (you can change anything that needs to be updated, such as their home address or mobile number). Any data box that has an \* means you must enter that piece of information. Once you have entered all the relevant info, click "Continue"

14. Now you are asked to upload a photo of the player you are registering. With a photo ready to go on your phone, tablet or computer, click “Select Profile Image” to choose the head shot. Once you have that displaying as you want, click “Continue”.



15. The next page is for reviewing your order (registration). At the bottom you will be required to tick the appropriate agreements, such as “Terms & Conditions”. When you tick this, the T&C’s will popup. You need to scroll down (as you read), and then click “Accept All T&C’s displayed”. You’ll also need to decide which marketing communication you are happy to receive. We would highly recommend leaving “FW - Leeuwin Naturaliste Junior Soccer Association” and “Busselton City Football Club” ticked, so you don’t miss any important emails.

16. Click "Continue".

In order to register, each participant must agree to comply with the Terms and Conditions including any incorporating documents such as the FFA Statutes, National Code of Conduct and Spectator Code of Behaviour.

I have read and agree to comply with the [Terms & Conditions](#). If the person being registered is under 18, I confirm that I am their parent/legal guardian.

If this registration form is being completed on behalf of another person, I confirm that I have provided that person (or, if that person is a child, I have provided their parent or legal guardian) with a copy of the Terms and Conditions and they have read and agreed to comply with them.

I confirm I wish to opt into marketing communications from the following organisations:

- Football Federation Australia
- Football West
- FW - Leeuwin Naturaliste Junior Soccer Association
- Busselton City Football Club

**Continue**

17. The payment page is next. As we are only accepting direct deposits this season, simply click "Submit and Pay Later".

18. You will receive an invoice via email with bank details and other instructions.

19. The Confirmation screen is now displayed. You can click "Finished Registration" or if you have another rego to perform, click "Perform another registration".

If you are paying for more than one player, could we please ask you to make separate direct deposits for each player. This makes tracking payments so much easier.

Please use the player's name as the reference (not the parents name).

**Welcome to Busselton City FC. We hope you have a fantastic season of soccer. And remember, we are here to help. Please do not hesitate to contact us, if you need anything.**

