



WELCOME TO SEASON 2026

THIS SESSION WILL BE RECORDED AND
UPLOADED TO THE WEBSITE

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We acknowledge that today's session is being held on the traditional lands of the Whadjuk people of the Noongar Nation.

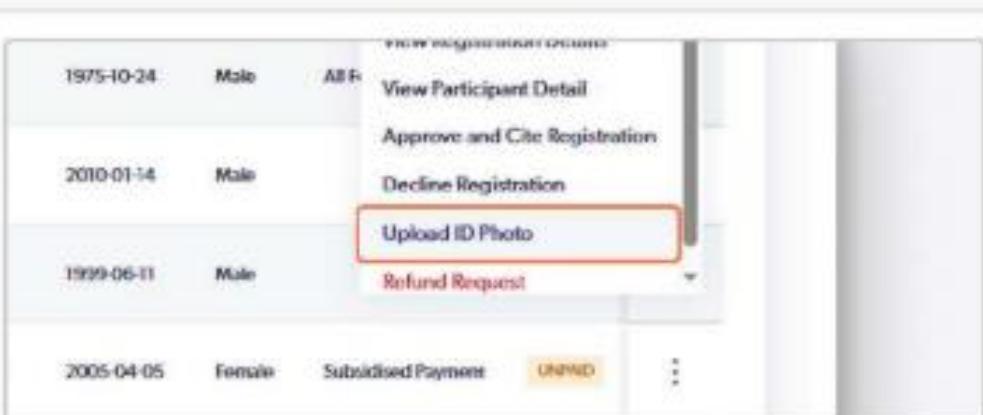
We pay our respects to their Elders, past and present, and extend that respect to Aboriginal and Torres Strait Islander peoples from other communities who may be here today

- **What's new for 2026**
- **How to login**
- **Admins and Working With Children Checks**
- **Inviting other Admins**
- **What is a product?**
- **How to create your products**
- **Payment Options**
- **Reporting**
- **Refunds**
- **ITCs**

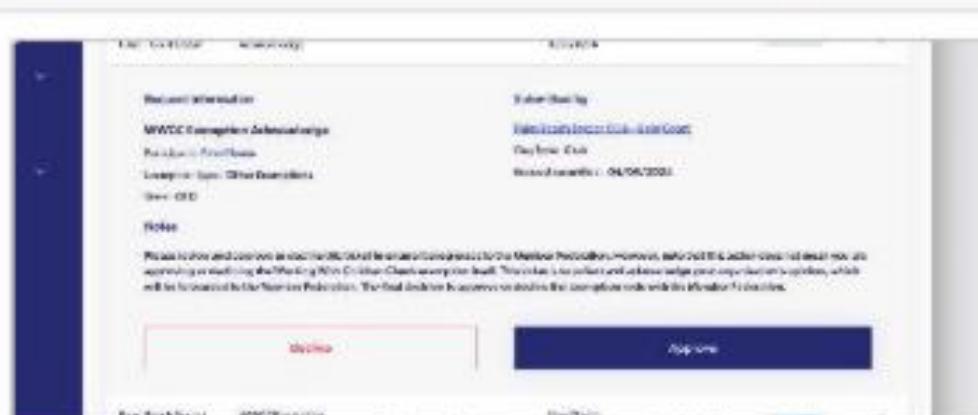


What's NEW for 2026

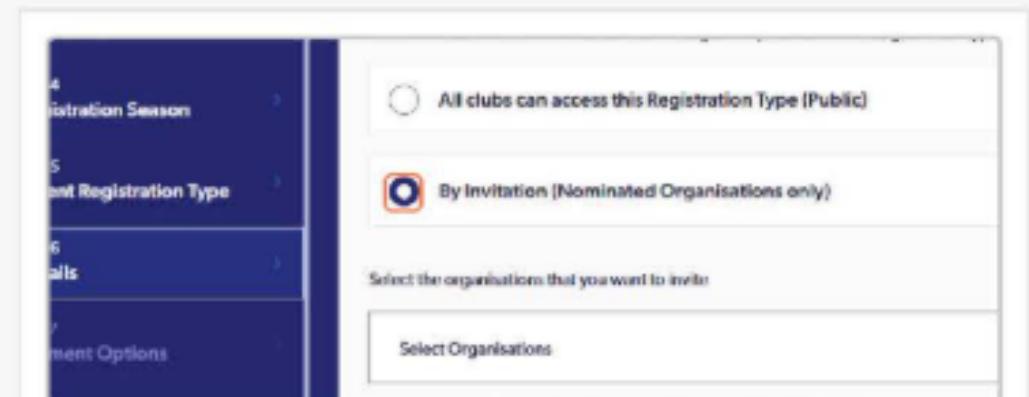
Admin Changes



 Ability to upload profile photos for participants
[Learn more](#)



 A change in flow to allow WWCC exemption tickets to be acknowledged by clubs before Member Federations finalise them



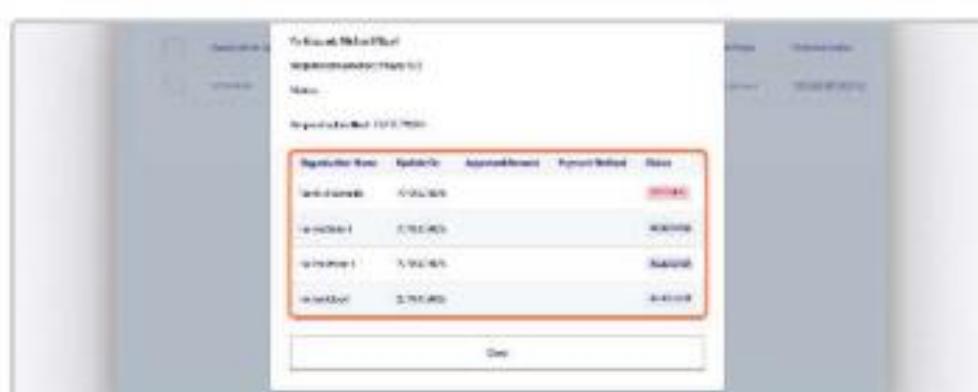
 Ability to make a registration type 'By Invitation' (Private)
[Learn more](#)



 New Regulation Fee Section
[Learn more](#)



 Creation of new reports (refund, financial, ITC, DTC & Disbursement) as well as increased fields to all details and custom participant reports



 Ability to view a refund request and to see what organisation has or hasn't actioned their approval ticket
[Learn more](#)



 Ability to cancel a refund request
[Learn more](#)



 Ability to view the next action of a de-registration
[Learn more](#)



What's NEW for 2026



Admin Changes

	
 <p>The new rollover feature of reg types and products</p> <p>Learn more</p>	 <p>The introduction of the all registrations tab</p>
	
	
 <p>Global Search feature enhanced to provide more search metrics to find participants quicker and easier</p>	 <p>Refund flow enhancement</p> <p>Learn more</p>

What's NEW for 2026

GLOBAL SEARCH X

[Participants](#) [Admins](#) [Types and Products](#) [Organisations](#)

FFA Number	First Name John	Last Name Smith	Year of Birth	
Contact Number	Email Address	Suburb	State	Receipt Number

Search

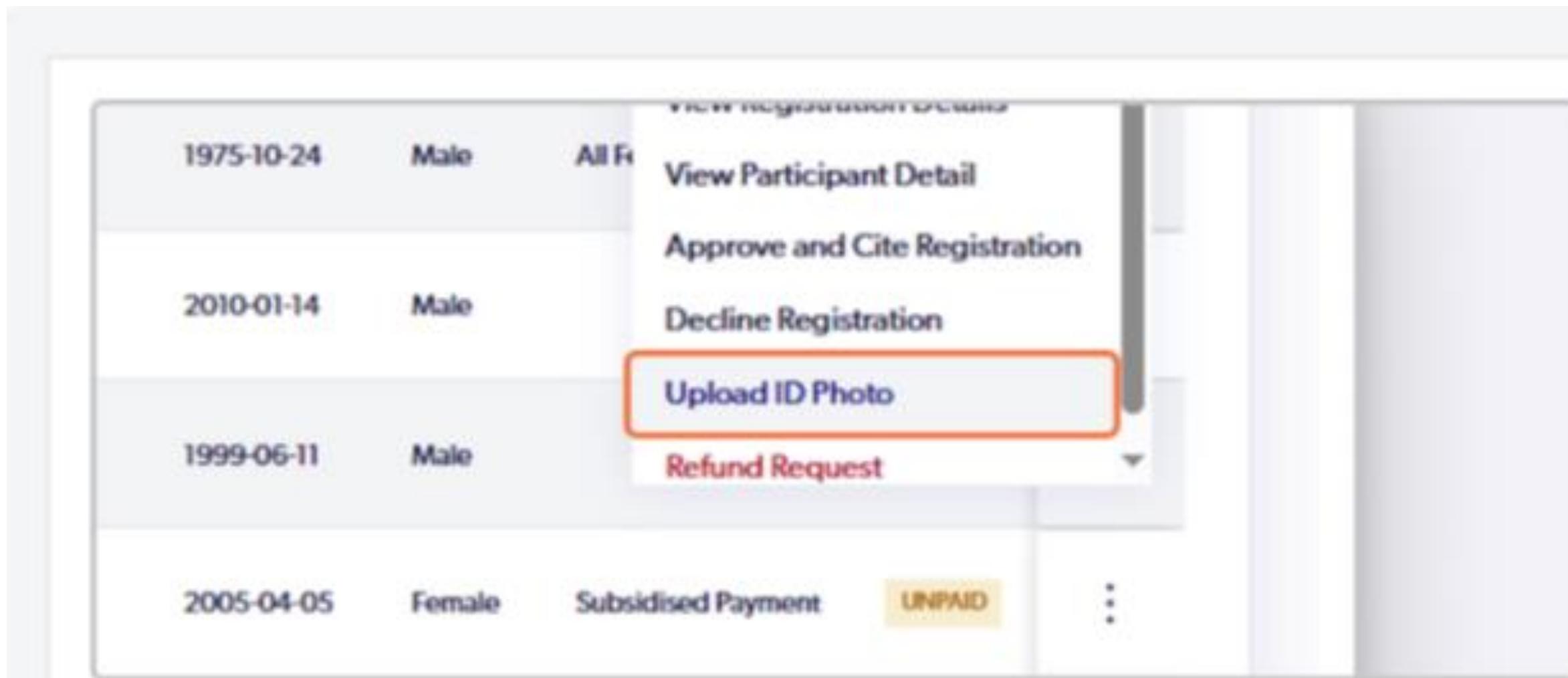
[Clear and search again](#)

Search Results

 John Smith FFA Number: 10068521 • Organisation: N/A • DOB: N/A • Suburb: Suburb • State:	 John Smith FFA Number: 10098243 • Organisation: N/A • DOB: 01/12/1984 (40) • Suburb: Suburb • State: SA
 john smith FFA Number: 10111258 • Organisation: N/A • DOB: 08/02/1990 (35) • Suburb: Suburb • State:	 John Smith FFA Number: 10124641 • Organisation: N/A • DOB: 20/06/2008 (17) • Suburb: Suburb • State:
 Johnny Smith FFA Number: 10129306 • Organisation: Hunter Valley Football (Assoc) • DOB: 07/01/2010 (15) • Suburb: Suburb • State: NSW	 John Smith FFA Number: 10131141 • Organisation: Kellyville Kolts Soccer Club (Hills Football) • DOB: 04/10/1963 (62) • Suburb: Suburb • State: NSW
 John Smith FFA Number: 10140218 • Organisation: N/A • DOB: 01/11/1974 (50) • Suburb: Suburb • State: QLD	 John Smith FFA Number: 10272452 • Organisation: N/A • DOB: 07/07/1977 (48) • Suburb: Suburb • State: NSW
 John Smith FFA Number: 10299278 • Organisation: N/A • DOB: 07/09/1993 (32) • Suburb: Suburb • State:	 John Smith FFA Number: 10309070 • Organisation: N/A • DOB: 08/01/1993 (32) • Suburb: Suburb • State:
 John Smith FFA Number: 10409217 • Organisation: N/A • DOB: N/A • Suburb: Suburb • State:	 John Smith FFA Number: 10423587 • Organisation: N/A • DOB: 03/08/1987 (38) • Suburb: Suburb • State:

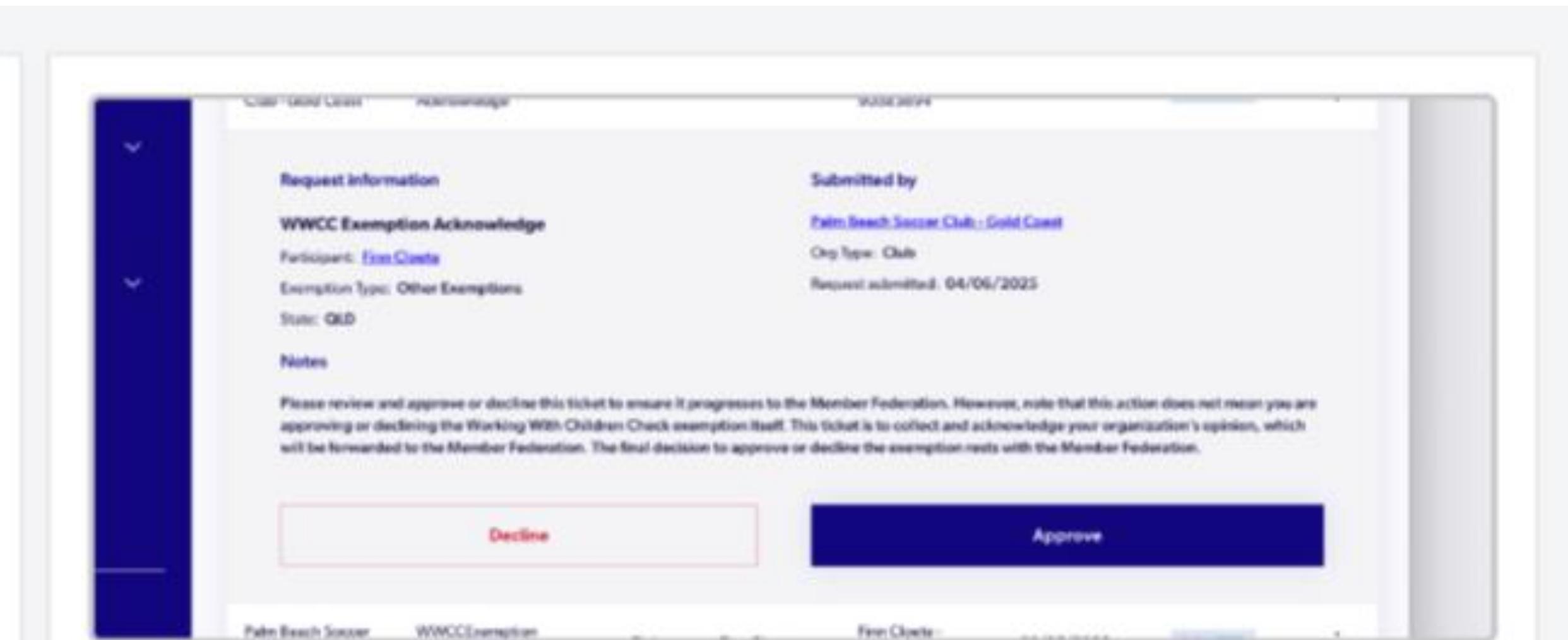
[«](#) [1](#) [2](#) [3](#) [4](#) [5](#) ... [10](#) [»](#)

What's NEW for 2026



Ability to upload profile photos for participants

[Learn more](#)



A change in flow to allow WWCC exemption tickets to be acknowledged by clubs before MFs finalise them

What's NEW for 2026

STANDARD REPORT

1 Select Report Type

Select Report Type
Disbursement Report

Approved/ Submitted Registration All Detail Report
Refund Report
Financial Report
Disbursement Report

Participant: Michael Nigel
Registration product: Player 0.2
Notes:
Request submitted: 19/11/2024

Organisation Name	Update On	Approved Amount	Payment Method	Status
Football Australia	27/03/2025			APPROVED
FA Test Socie 1	27/03/2025			REQUESTED
FA Test Assoc 1	27/03/2025			REQUESTED
FA Test Club 1	27/03/2025			REQUESTED



Creation of new reports (refund, financial, ITC, DTC & Disbursement) as well as increased fields to all details and custom participant reports



Ability to view a refund request and to see what organisation has or hasn't actioned their approval ticket

[Learn more](#)

What's NEW for 2026

Made the "By Invitation" a working feature

PLAYERS
Which playing level are you creating this Registration Type for?

- Amateur players only
- Professional players only
- Professional AND/OR Amateur players

PRODUCT ACCESS
How will Associations and Clubs be able to register a product for this Registration Type

All clubs can access this Registration Type (Public)

By Invitation (Nominated clubs only)

Select the organisations that you want to invite

Select Organisations
Football NSW 

Organisations that are not selected will not be able to use this Registration Type.

REGISTRATION AGE LIMITS
Set the expected age limits of this Type

Enter minimum age to Enter maximum age

ROLE CLASSIFICATION

Select Role 

GENDER OPTIONS
Which gender groups will participate in this competition?

FOOTBALL
NEW REGISTRATION TYPE

Step 1 Structure 

Step 2 Product Details 

Step 3 Payment Options 

Step 4 Terms and Conditions 

Step 5 Additional Questions 

Step 6 Review and Publish 

REVIEW 

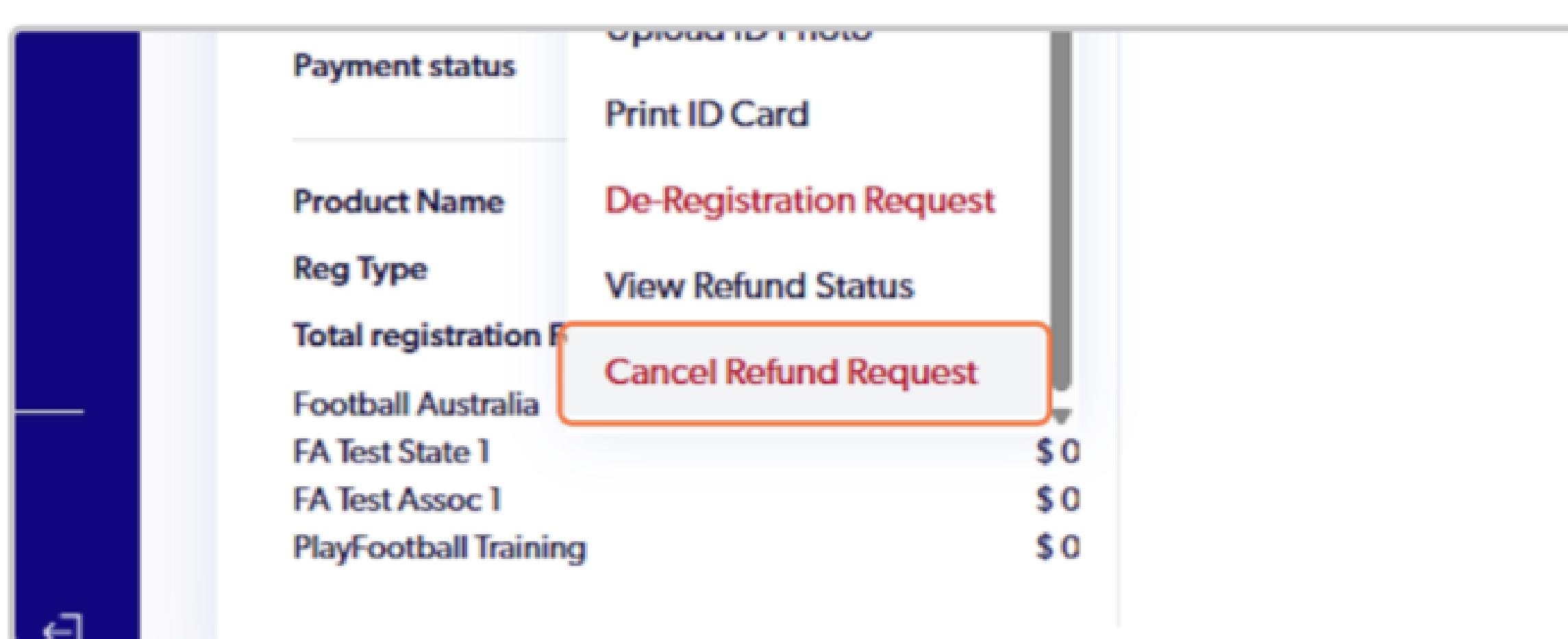
PARENT REGISTRATION TYPE 

Group	Not Provided
Season	1
Football Type	Not Provided
Playing level	Not Provided
Parent registration type	Not Provided

DETAILS 

Visibility	private
Nominated Organisation	Football NSW, Tigris FC, Wolves FC, Marsh FC
Form of the game	Indoor, Outdoor
Player rank	Amateur Players Only, Professional And Or Amateur Players, Professional Players Only
Gender	Male, Female, Mixed
Age bracket	0 - 0
Registrations open date	01/01/2024
Registrations closed date	31/12/2024

What's NEW for 2026



Payment status: [Upload ID Photo](#)

Print ID Card

Product Name: **De-Registration Request**

Reg Type: [View Refund Status](#)

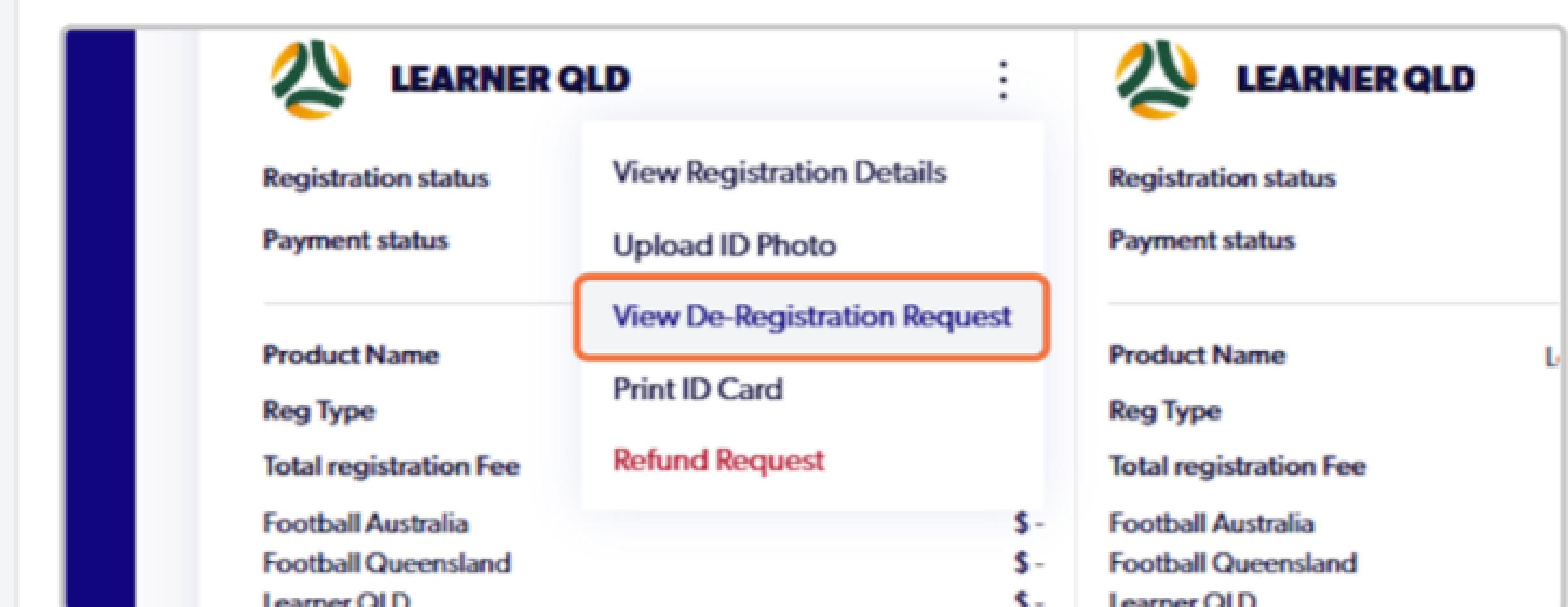
Total registration Fee: [Cancel Refund Request](#)

Football Australia	\$0
FA Test State 1	\$0
FA Test Assoc 1	\$0
PlayFootball Training	\$0



Ability to cancel a refund request

[Learn more](#)



LEARNER QLD

Registration status: [View Registration Details](#)

Payment status: [Upload ID Photo](#)

Product Name: **View De-Registration Request**

Reg Type: [Print ID Card](#)

Total registration Fee: **Refund Request**

Football Australia	\$ -
Football Queensland	\$ -
Learner QLD	\$ -

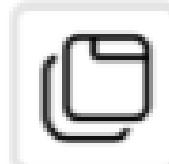


Ability to view the next action of a de-registration

[Learn more](#)

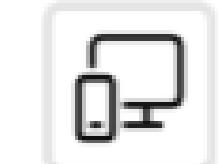


What's NEW for 2026



The new rollover feature of reg types and products

[Learn more](#)



The introduction of the all registrations tab

What's NEW for 2026

Received Approvals Sent Approvals Manage Auto Approvals

Search by submitter (org) name, submitter by, or submitted for... Q Filters 1 Export Data to CSV

Received from	Submission type	Org type	Submitted by	Submitted for	Submitted on	Status	Actions
Football Queensland	De-Registration	State	PayFootball Support		25/06/2025	REMITTED	...
Football Queensland	Edit Registration Type or Product	State	Fed Admin		18/06/2025	REMITTED	...
Football Queensland	Edit Registration Type or Product	State	Fed Admin		18/06/2025	REMITTED	...
Football Queensland	Edit Registration Type or Product	State	Fed Admin		18/06/2025	REMITTED	...
PG - South Coast	Refund Finalisation	Association	Tim Yeo		18/06/2025	REMITTED	...



Additional columns in the approval tab (submitted for, FFA number inclusive)

Discounts and Vouchers

All Registrations

ID Cards

Reports

Standard Report



Additional filters in the approval tab (refund finalisation, WWCC & DTC)

mission type	Org type
Club)	Club
WWCCExemption	Club
WWCC Exemption Acknowledge	
WWCC Upload	Club
DTC (Club)	

Regulation Fee Breakdown

Review and Publish

SET THE PAYMENT OPTIONS FOR PROFESSIONAL PLAYERS

Which payment options do we want to allow Clubs to offer their Professional players?

Club and Regulation fees upfront

Regulation fees upfront

Scheduled payment

Subsidised payment

SET THE FEE FOR THIS PRODUCT

These are the fees that all players will pay with their registration for this specific Product.

REGULATION FEE BREAKDOWN

Below is a fee breakdown for each parent organisations. Please expand to see detail on the fee variations/exceptions set up by each organisation.

Organisation / Variation / Exception Name	Fee Range / Variation / Exception Amount
▼ FA	\$ XX - \$ XX
▼ MF	\$ XX - \$ XX
▼ Assoc	\$ XX - \$ XX
Total Regulation Fee	\$ XX - \$ XX

Club Fee
\$ 10.00

New Total Fee
\$ XX - \$ XX

You can update this fee, or, if it's correct you can click the 'Next' button to continue

Help & getting started >

Amy Herbert
Profile | Sign out

← Step 2 of 9 Next

V1.0.0

Regulation Fee Breakdown

REGULATION FEE BREAKDOWN

Organisation / Variation / Exception Name	Fee Range / Variation / Exception Amount
^ FA	\$ XX - \$ XX
XX regulatory fee	\$ XX
Professional Variation Fee	Not Provided
Current Variation Fee	Not Provided
Age Exceptions	Not Provided
Time Exceptions	Not Provided
Gender Exceptions	Not Provided
^ MF	\$ XX - \$ XX
XX regulatory fee	\$ XX
Professional Variation Fee	Not Provided
Current Variation Fee	Not Provided
Age Exceptions	Not Provided
Time Exceptions	Not Provided
Gender Exceptions	Not Provided
^ Assoc	\$ XX - \$ XX
XX regulatory fee	\$ XX
Professional Variation Fee	Not Provided
Current Variation Fee	Not Provided
Age Exceptions	Not Provided
Time Exceptions	Not Provided
Gender Exceptions	Not Provided
Total Regulation Fee	\$ XX - \$ XX

How to login to Playfootball as an admin Step-by-step

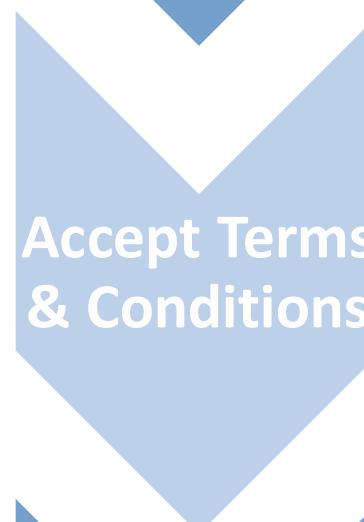
Step-by-Step Guide



- Go to the PlayFootball admin sign-in page
- <https://registration.playfootball.com.au/management/signin>



- Use your registered email address and password to sign in



- Tick the checkbox to confirm you agree to the Terms & Conditions



- Click sign in to access your admin dashboard

Visual Walkthrough

View the step-by-step guide:

https://scribehow.com/viewer/How to login as an admin in playfootball_b-ORsTG5ReOpJi8SvlthAg

How to invite admins

Sign in – Log in to your PlayFootball admin account

Open club management – Click my club from your dash board

Access Administrators – Select the administrators section

Enter contact details – Click invite an administrator

Assign Role – Fill in the required administrator information

Send invitation – Click invite to complete the process

Help & Support Guide

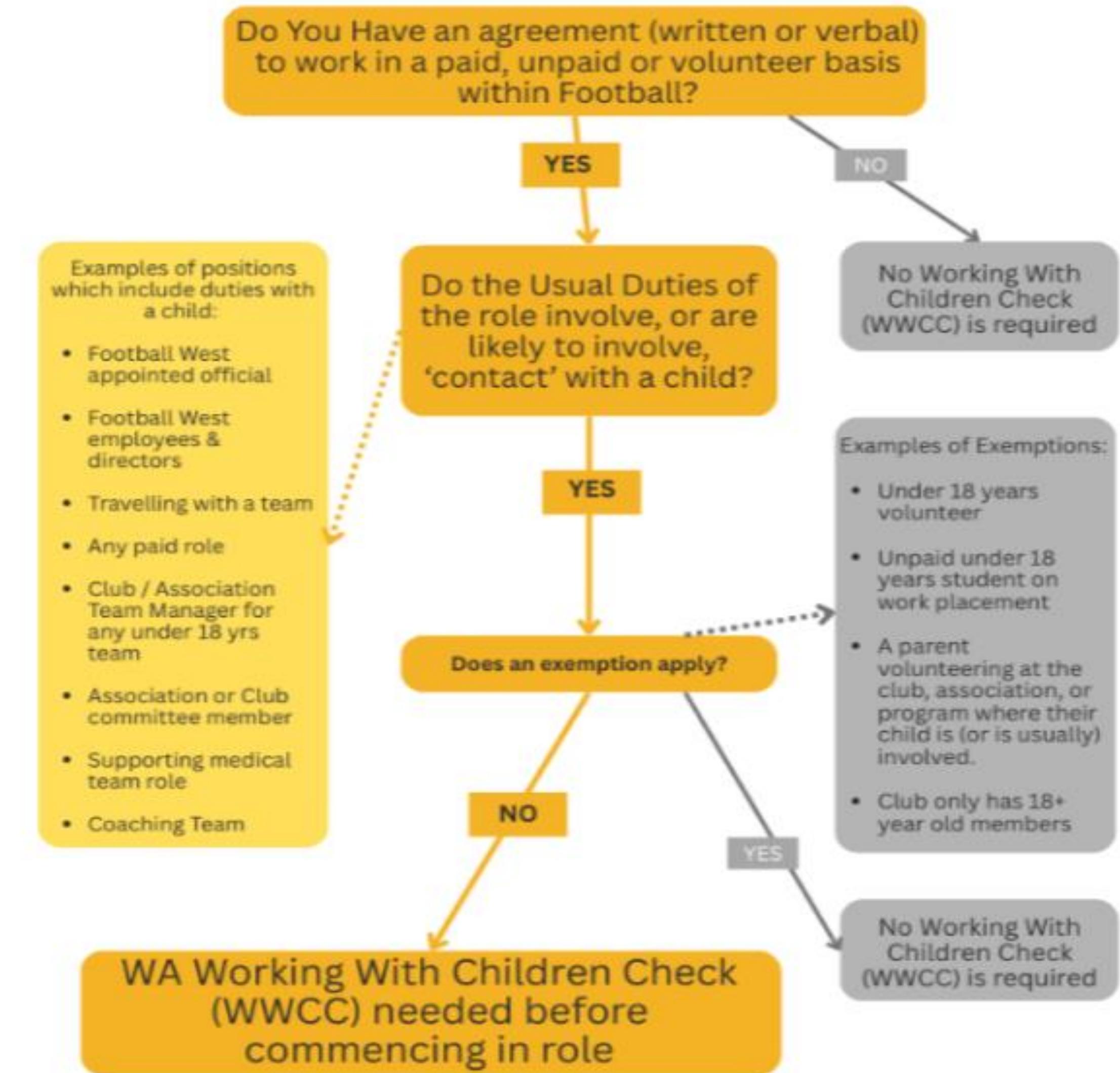
View the official step-by-step instructions:

<https://support.playfootball.com.au/support/solutions/articles/22000283702-admin-club-how-to-invite-an-administrator-to-your-organisation>

- Football Australia now requires all individuals who are seeking administrator access to PlayFootball to hold a current [WWCC / WWVP / Blue Card].
- No exemptions will be granted, even for those who may be exempted from holding a [WWCC / WWVP / Blue Card] in other capacities or for other purposes (e.g., in some states certain occupations, like teachers, do not need a check when performing that occupation).
- Additionally, we have been advised by Football Australia that individuals under the age of 18 will not be granted PlayFootball administrator access.
- Whilst we are aware that there is still capability on the PlayFootball platform for an administrator to request an exemption, these will automatically be rejected by Football Australia. We have been advised by Football Australia that they will be removing this capability in due course.
- Football Australia has strict obligations under the Privacy Act and Australian Privacy Principles with respect to the personal information they hold and maintain through the PlayFootball platform.
- Whilst we acknowledge this may require some transitional adjustments for some clubs and associations, Football Australia is taking a standardised and firm approach across all states and territories
- If you have any concerns or difficulties in obtaining a [WWCC / WWVP / Blue Card] and there is no alternate administrator at your club or association, please contact us.

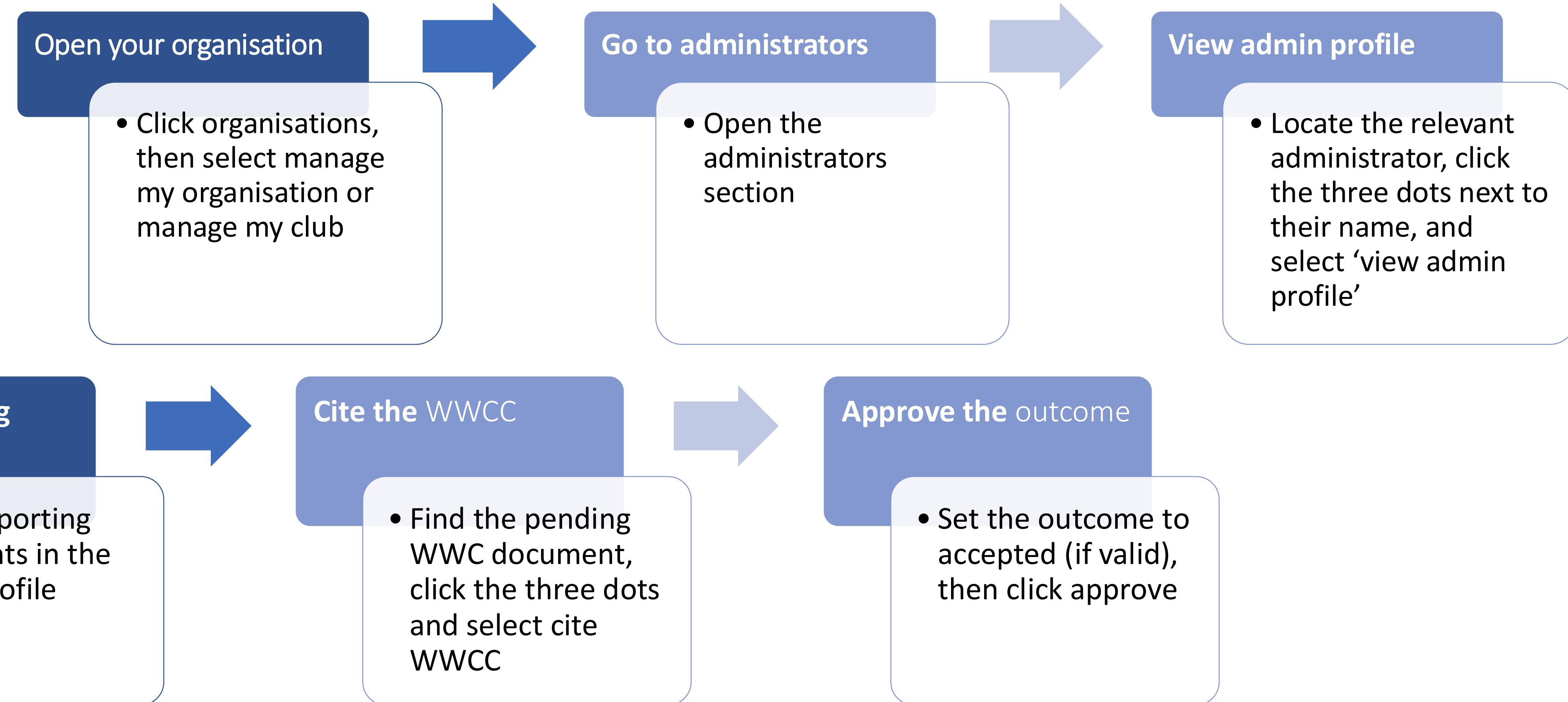
Who needs a Working with Children Check?

Do I Need A Working With Children Check?



How to accept WWCC for other admins

Step by step:



Help Support Guide

View the official step-by-step instructions:

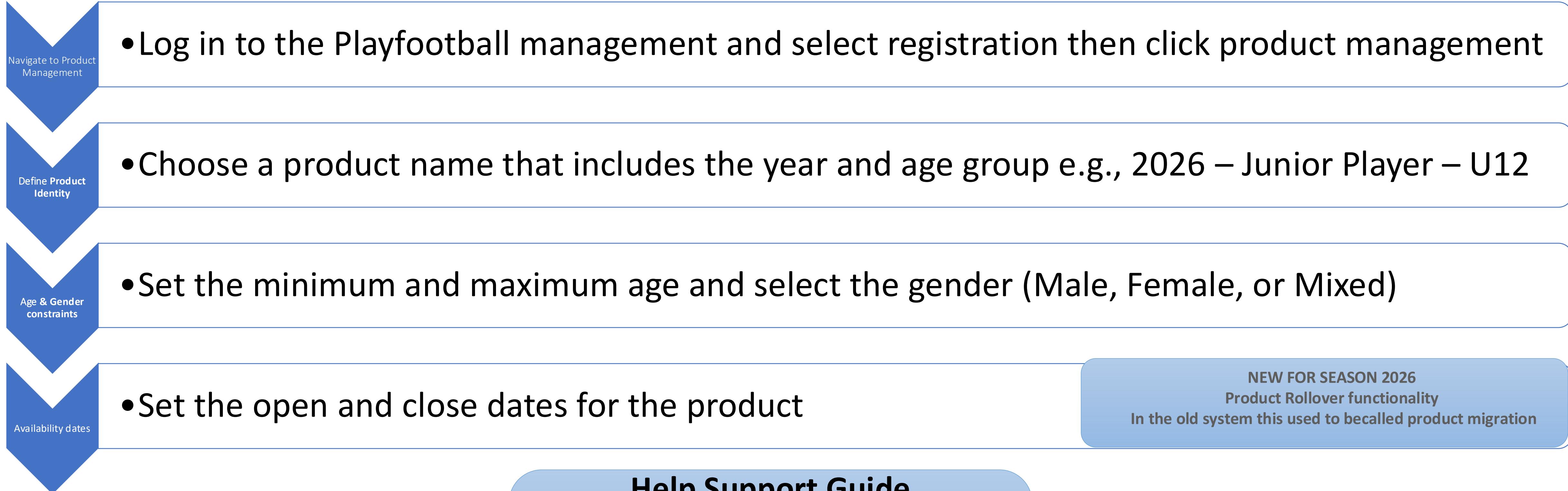
<https://support.playfootball.com.au/support/solutions/articles/22000287104-admin-how-to-cite-admin-wwcc>

- **What is a Product in PlayFootball 2.0?**
- A product is the **specific registration option** you select when signing up in PlayFootball. It tells the system **who you are and what you're registering for**.
- Examples: Player Under 12, Women's Metro, MiniRoos, Coach.
- Each product includes:
- **Role** (player, coach, referee, volunteer)
- **Age group & gender** (e.g. U10 Boys, U18 Girls)
- **Competition level** (community, metro, amateur)
- **Fee** set by the club/association
- Products are **created by clubs** so participants can choose the correct one for their season.

This ensures:

- You're placed in the **right competition**
- Insurance and system records are correct
- The right fees are charged and managed

Initial Setup & Eligibility



- Log in to the Playfootball management and select registration then click product management
- Choose a product name that includes the year and age group e.g., 2026 – Junior Player – U12
- Set the minimum and maximum age and select the gender (Male, Female, or Mixed)
- Set the open and close dates for the product

NEW FOR SEASON 2026
Product Rollover functionality
In the old system this used to be called product migration

Help Support Guide

View the official step-by-step instructions:
<https://support.playfootball.com.au/support/solutions/articles/22000283744-admin-how-to-create-a-registration-product>

Fee breakdown

Enter your Club fee
(this will be added to
the governing fee)

Financials & Customization

Payment Setting

Add any fee exceptions
that you may have
(free exceptions
included age groups,
time period and
gender)

Payment Options Explained

- All Fees Upfront - All fees paid online at the time of registering
- Regulation fees upfront - Football Australia, Member Federation & Association fees paid online at the time of registering. The remaining Club fee to be paid outside of system.
- Scheduled payment - Football Australia, Member Federation, Association & 1/4 of the club fee to be paid online at the time of registering. The remaining 3/4 of the Club fee is to be collected between the Participant and Club outside of the system
- Subsidised payment - Club will subsidise your payment and you may need to pay Club back outside of the system. Club will need to pay the Regulation fees in system for these registrations.

Help Support Guide

View the official step-by-step instructions:

<https://support.playfootball.com.au/support/solutions/articles/22000283744-admin-how-to-create-a-registration-product>

How to Create a product – Kidsport Vouchers

- **In Relation to Kid Sport vouchers**

1. We recommend setting up a new Kid Sport voucher product with a subsidized payment option. When participants select the subsidized payment method, they will not pay anything at the time of registering.

Your club will then make the payment of the FA/FW fees via the Play Football system.

2. The other option is for the club to create a voucher code and set the product up with any other payment option.

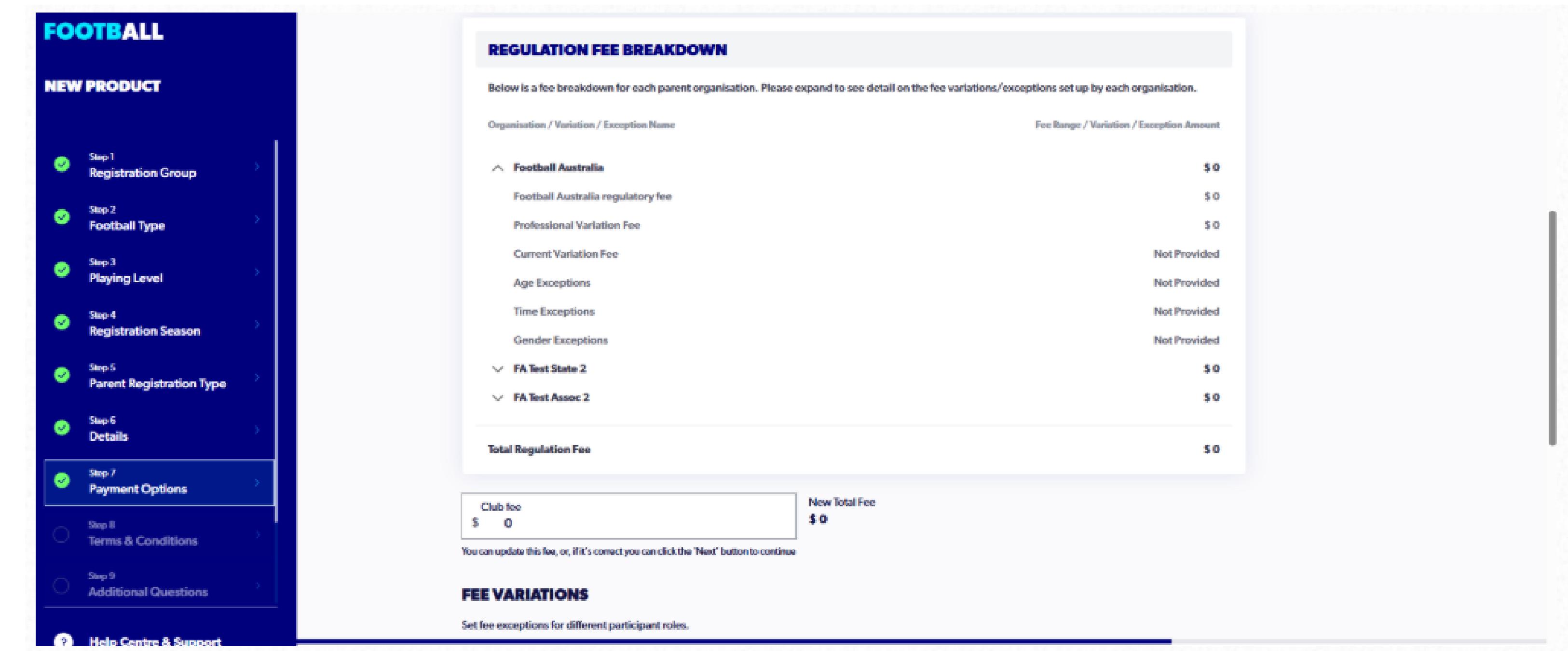
The participant will still be required to pay the Football Australia and Football West fees upfront however the voucher can be used to discount the club fees. The club will then not have to make any payments on behalf of the participant.

- **Football West recognises the challenges this presents for clubs and participants and is actively working to identify solutions to assist with the process.**

How to create a Product – Regulation Fee Breakdown (New for 2026)

Regulation Fee Breakdown

- As an administrator you can now view the breakdown of fees set from the levels above when building/editing your Registration Types. Located in the **Payment Options** step is the new "Regulation Fee Breakdown" giving you oversight of each variation/exception of fee set by association/Member Federation or Football Australia.



The screenshot shows the 'New Product' creation interface for Football West. The left sidebar lists steps from 'Step 1 Registration Group' to 'Step 9 Additional Questions'. 'Step 7 Payment Options' is currently selected, highlighted in blue. The main content area is titled 'REGULATION FEE BREAKDOWN' and contains the following table:

Organisation / Variation / Exception Name	Fee Range / Variation / Exception Amount
Football Australia	\$0
Football Australia regulatory fee	\$0
Professional Variation Fee	\$0
Current Variation Fee	Not Provided
Age Exceptions	Not Provided
Time Exceptions	Not Provided
Gender Exceptions	Not Provided
FA Test State 2	\$0
FA Test Assoc 2	\$0
Total Regulation Fee	\$0

Below the table, there are input fields for 'Club fee' (\$0) and 'New Total Fee' (\$0). A note says: 'You can update this fee, or, if it's correct you can click the 'Next' button to continue.'

FEE VARIATIONS
Set fee exceptions for different participant roles.

How to create a product

Step 3. Add Terms and Conditions

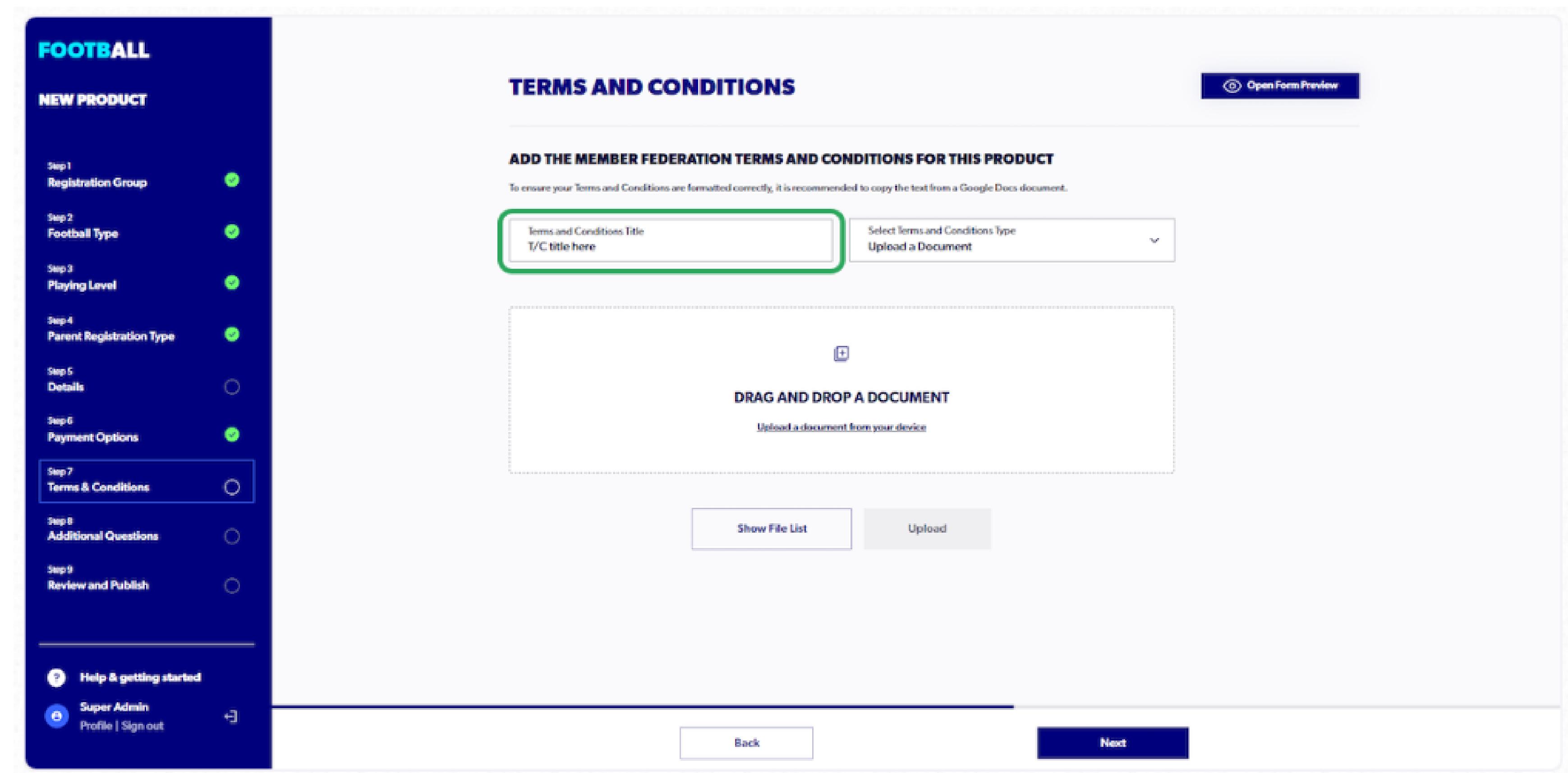
Once you have completed your fees add your terms and conditions

Helpful Hint: Make sure you upload a title of your terms and conditions.

Step 4. Review everything to make sure all details are correct

Once everything has been reviewed click on submit

Helpful Hint: All columns in the side bar should be ticked green for you to create the product



FOOTBALL

NEW PRODUCT

Step 1 Registration Group

Step 2 Football Type

Step 3 Playing Level

Step 4 Parent Registration Type

Step 5 Details

Step 6 Payment Options

Step 7 Terms & Conditions

Step 8 Additional Questions

Step 9 Review and Publish

Help & getting started

Super Admin Profile | Sign out

TERMS AND CONDITIONS

ADD THE MEMBER FEDERATION TERMS AND CONDITIONS FOR THIS PRODUCT

To ensure your Terms and Conditions are formatted correctly, it is recommended to copy the text from a Google Docs document.

Terms and Conditions Title
T/C title here

Select Terms and Conditions type
Upload a Document

DRAG AND DROP A DOCUMENT

Upload a document from your device

Show File List

Upload

Back

Next

How to create a product – DEMO / VIDEO

- [Video Admin - How to Create a Registration Product : playfootball](#)

How to create a product – Editing After creation

Home / Registration Products

FA Test Club | Administrator

REGISTRATION PRODUCTS

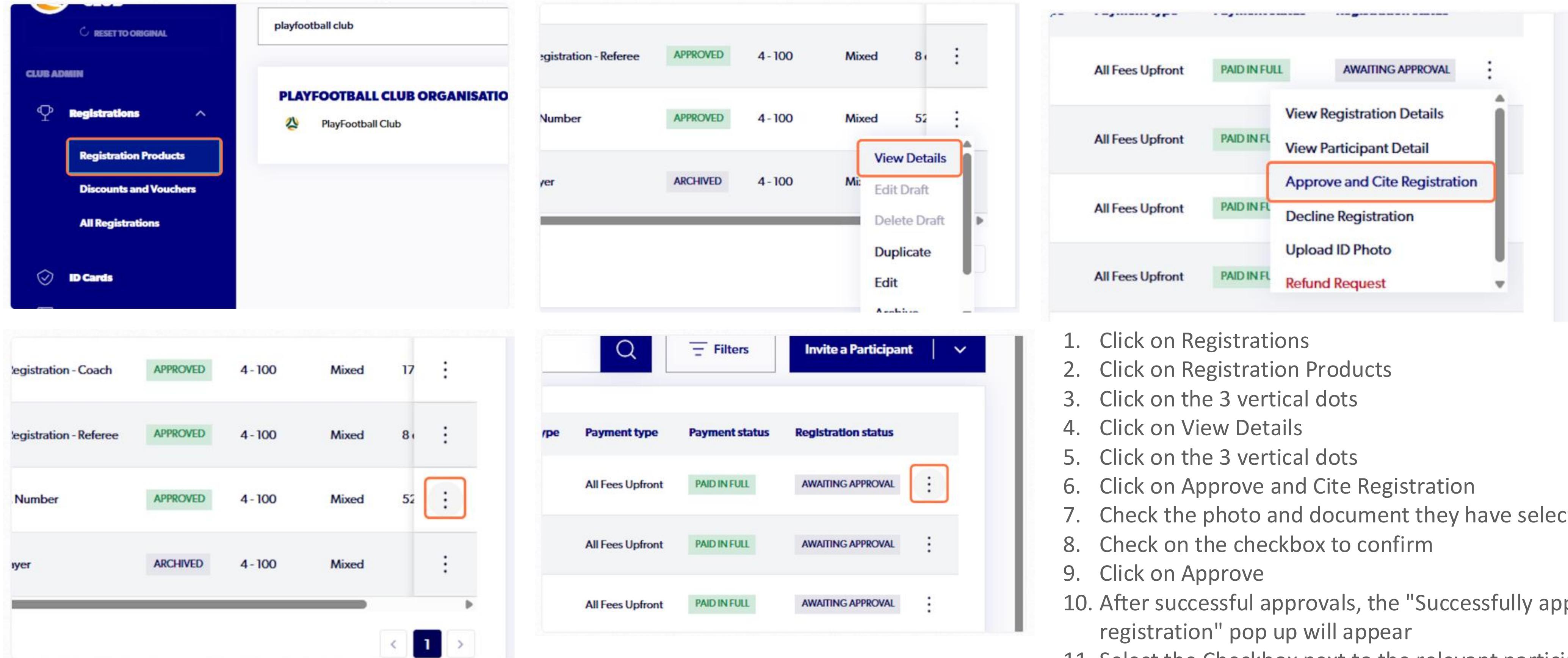
Search by product name...

Filters 1 Bulk Roll-over Create New Product

Season	Registration Group name	Playing Level	Role	Registration Type name	Registration Product name	Status	Age Group	Gender	No.
2025	Club Football Players	Community	Player	Senior 2025	Senior 2025	DRAFT	14-100	Male	+
2025	Club Football Players	Community	Player	Senior 2025	Senior 2025	APPROVED	14-100	Mixed	+
2025	Non Playing Roles	All	Referee	Referee - Club Football	Referee - Club Football (2025)	APPROVED	4-100	Mixed	+
2025	Club Football Players	Community	Player	REG Type Test- Community Juniors Dimitri	REG Type Test- Community Juniors Dimitri	APPROVED	8-16	Mixed	+
2025	Club Football Players	Community	Player	REG Type Test- Community Juniors Dimitri	Lach5 - Capacity testing	APPROVED	8-16	Mixed	+
2025	Club Football Players	Community	Player	REG Type Test- Community Juniors Dimitri	REG Type Test- Community Juniors Dimitri	APPROVED	8-16	Mixed	+
2025	Club Football Players	Representative	Player	Junior REP - Lach Test	Junior REP - Lach Test	APPROVED	4-18	Mixed	2 or +
2025	Non Playing Roles	All	Volunteer	Volunteer registration	Volunteer	DRAFT	4-100	Mixed	+

FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	DRAFT	11-1	+
FQ - South Coast Junior 11-17 Years	Capacity - 1	APPROVED	0 - 9	+
FQ - South Coast Junior 11-17 Years	Expression of interest - No	APPROVE	Edit Draft	
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVE	Delete Draft	
Senior NPL (MF Sub)	Senior NPL (MF Sub)	DRAFT	Archive	
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	APPROVED	11-1	+
FQ - South Coast Junior 11-17 Years	FQ - South Coast Junior 11-17 Years	SUBMITTED	11-1	+

Approving Players Registration

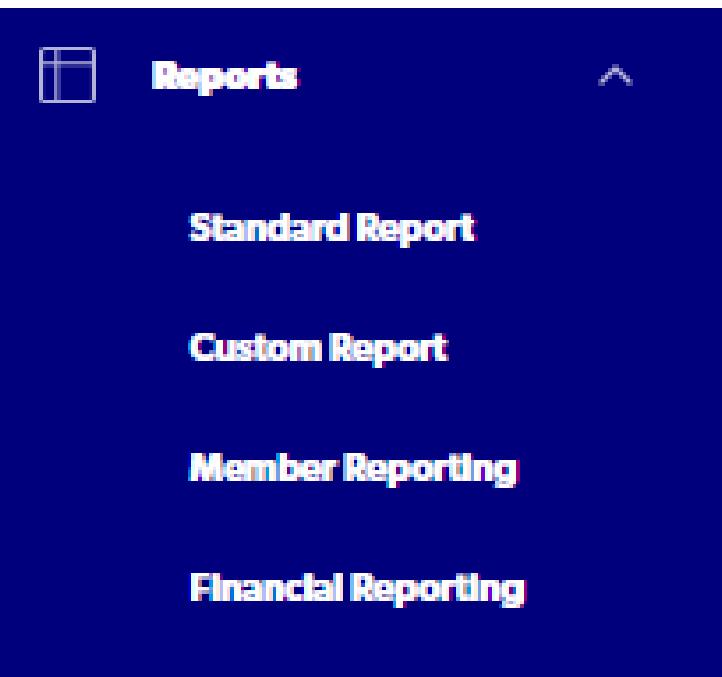


The screenshot shows the Football West registration interface. On the left, a sidebar for 'CLUB ADMIN' includes 'Registrations' (selected), 'Registration Products' (highlighted with a red box), 'Discounts and Vouchers', 'All Registrations', and 'ID Cards'. The main area shows a list of registrations for 'playfootball club' under 'PLAYFOOTBALL CLUB ORGANISATION'. One registration is 'APPROVED', and another is 'ARCHIVED'. A context menu is open for the 'ARCHIVED' registration, with the 'View Details' option highlighted with a red box. The 'Registration Products' section on the left is also highlighted with a red box.

1. Click on Registrations
2. Click on Registration Products
3. Click on the 3 vertical dots
4. Click on View Details
5. Click on the 3 vertical dots
6. Click on Approve and Cite Registration
7. Check the photo and document they have selected
8. Check on the checkbox to confirm
9. Click on Approve
10. After successful approvals, the "Successfully approved registration" pop up will appear
11. Select the Checkbox next to the relevant participant(s)
12. Click on "Approval and cite"
13. Click on "Approve"
14. After successful approvals, the "Successfully approved registration" pop up will appear

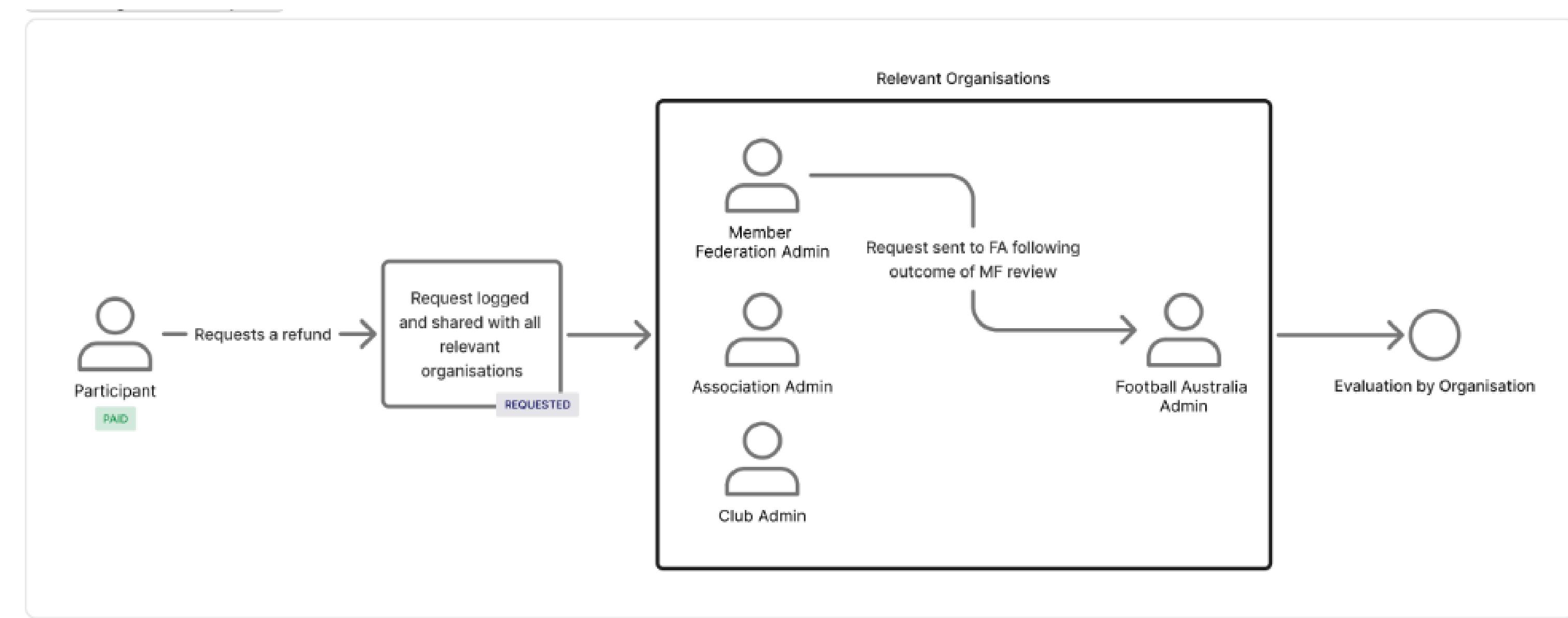
Reporting

- **Standard Report:** Provides a list of all registered participants
- **Custom Report:** Provides a list of the participants and the responses entered during the registration process.
- **Member Report:** Coming Soon.
- **Financial Report:** Provides a list of transactions made through the system to the club.



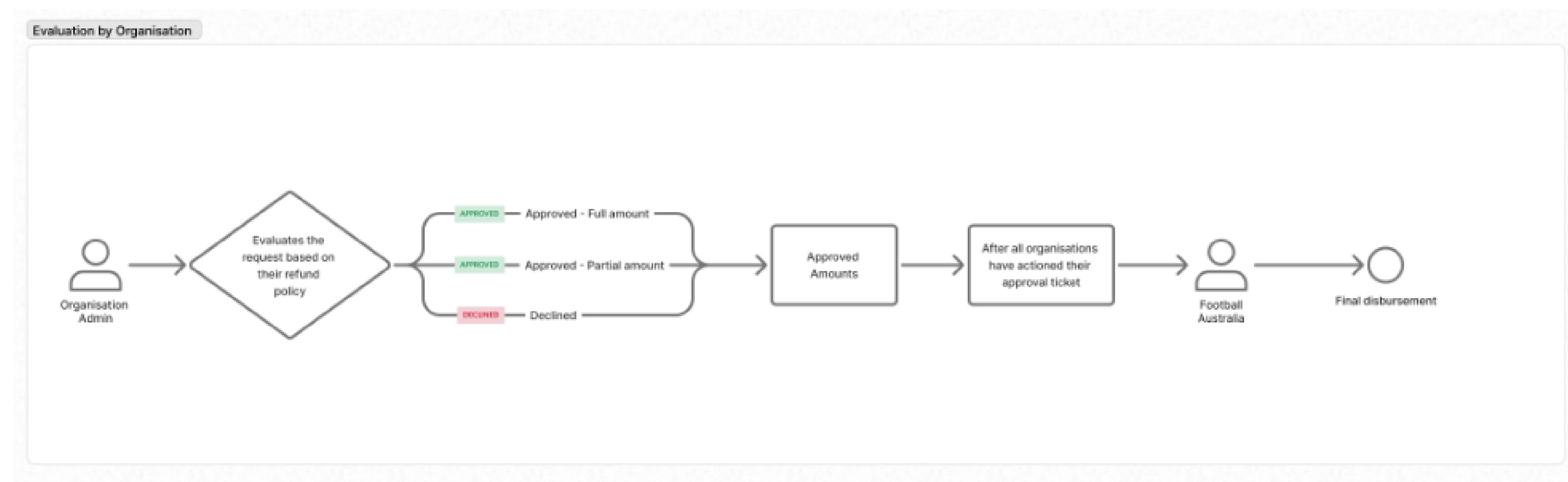
Refunds

- The refund process has been enhanced for Season 2026 to make it easier for organisations and Football Australia to manage and reconcile refunds. Participants can still request refunds of their registration fees, and the amount approved is determined by each organisations refund policy.
- The new solution introduces improved tracking and reporting, including the ability to net refunds against disbursements, providing clearer visibility of financial transactions.
- **How does the refund process work?**
- The refund process follows a sequence of steps involving both participants and organisations. While the participant experience remains largely the same, the backend tracking and reconciliation have been enhanced

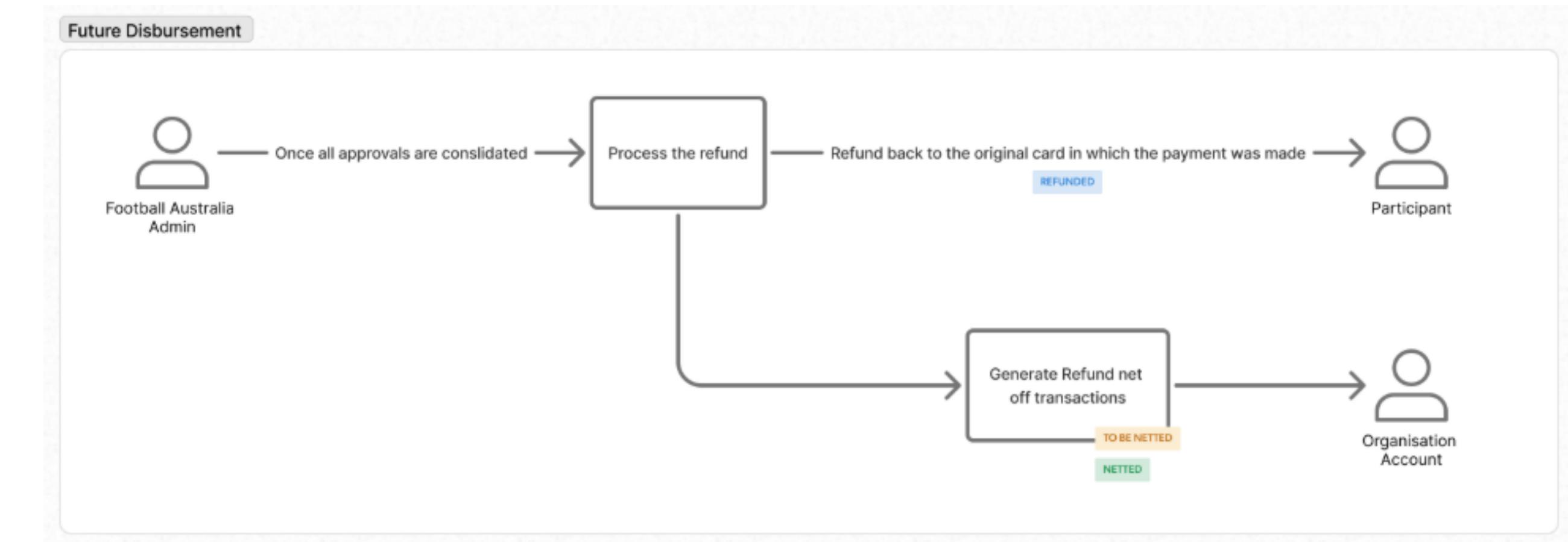


Refunds

- **Submitting a refund request**
- A participant requests (or an Admin on behalf of a participant) a refund through PlayFootball. The request is automatically logged and shared with all relevant organisations (e.g. member federation, association, and club) for review.
- **Evaluation by Organisations**
- - Each organisation evaluates the request based on its refund policy. This may include a partial or full approval, or a full decline with justification
- Refunds are now netted off against disbursements for each organisation. Organisations are no longer invoiced unless the net-off process cannot be applied.



- **Final disbursement/Net off**
- Once all approvals are consolidated, Football Australia processes the refund back to the participant's original payment method.
- For each organisation's approved refund amount it will be taken off of their upcoming disbursement e.g.

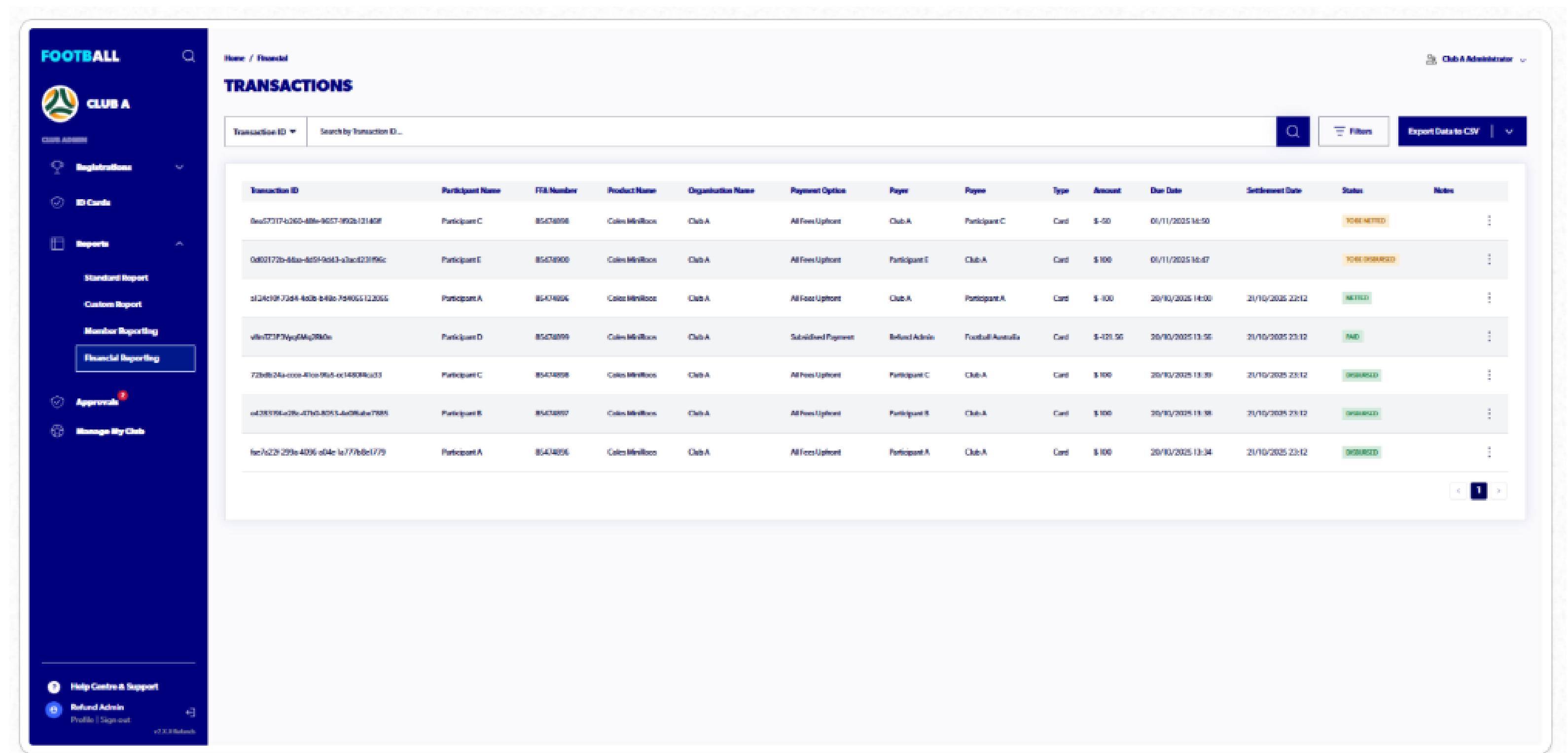


Example: How the Net-Off Process works & Reporting

- The new refund solution introduces a net-off process, which means refund amounts are automatically deducted from an organisation's future disbursement instead of being processed separately or invoiced.
- In the above example, Club A has approved \$100 in refunds. Once all organisations have completed their review and Football Australia has processed and settled the refund, the amount is netted off in the disbursement period in which it is processed (shown here as 21 October 2025)

Organisation	Disbursement Period	Total Disbursement	Refunds Approved	Final Disbursement
Club A	21 October 2025	\$300.00	\$100.00	\$200.00

- **Financial Reporting**
- This screenshot below shows how refunds appear in the organisations financial reporting tab
- Note: Even if the organisation has approved a refund, it will not immediately appear as a row in the ledger. It only appears after the entire refund has been processed and settled by Football Australia



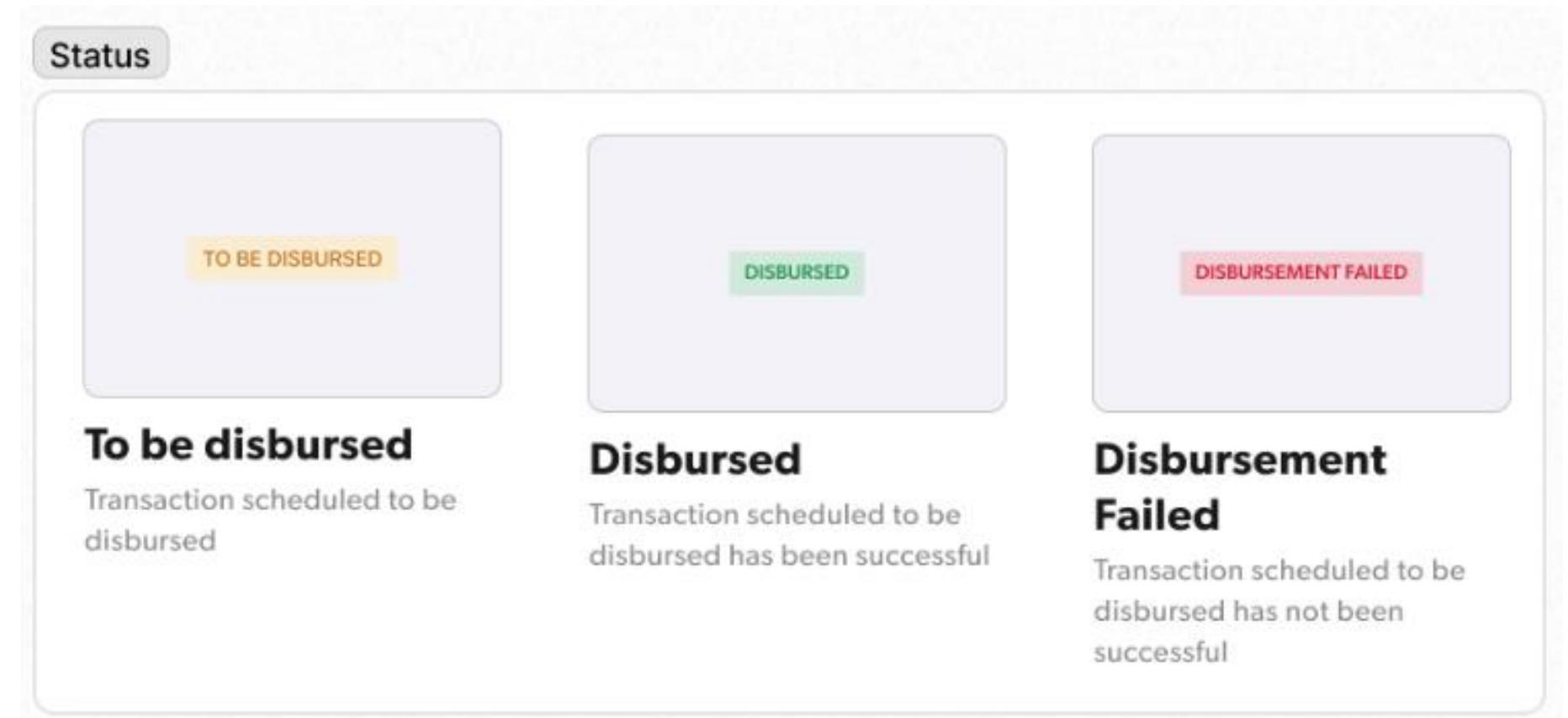
The screenshot shows the Football West Club Admin interface. The sidebar on the left is titled 'CLUB A' and includes links for 'Registrations', 'ID Cards', 'Reports' (with 'Standard Report' and 'Custom Report' options), 'Monitor Reporting' (with 'Financial Reporting' selected), 'Approvals' (with a red notification dot), and 'Manage My Club'. The main content area is titled 'TRANSACTIONS' and displays a table of transaction details. The table includes columns for Transaction ID, Participant Name, FFA Number, Product Name, Organisation Name, Payment Option, Payer, Payee, Type, Amount, Due Date, Settlement Date, Status, and Notes. The last row in the table is for a transaction to 'Participant A' for \$100, with the status 'REFUNDED' and a note 'Football Australia'.

Transaction ID	Participant Name	FFA Number	Product Name	Organisation Name	Payment Option	Payer	Payee	Type	Amount	Due Date	Settlement Date	Status	Notes
0ea57317-b260-489e-9607-1902a12140f	Participant C	85474000	Coles Minibon	Club A	All Fees Upfront	Club A	Participant C	Card	\$-100	01/11/2025 14:00	01/10/2025 23:12	TO BE SETTLED	
0d00172a-81a4-4d51-9e43-a2ae23199c	Participant E	85474000	Coles Minibon	Club A	All Fees Upfront	Participant E	Club A	Card	\$100	01/11/2025 14:07	01/10/2025 23:12	TO BE SETTLED	
0124c101-72d4-4a0b-b48c-7d4051122055	Participant A	85474000	Coles Minibon	Club A	All Fees Upfront	Club A	Participant A	Card	\$100	20/10/2025 14:00	20/10/2025 22:12	SETTLED	
01e023f7-79c4-45a0-9540-05940e0a0e	Participant D	85474000	Coles Minibon	Club A	Subsidised Payment	Refund Admin	Football Australia	Card	\$-100.00	20/10/2025 13:55	20/10/2025 23:12	Paid	
723b9b24a-0000-41c0-99e5-ec143089a033	Participant C	85474000	Coles Minibon	Club A	All Fees Upfront	Participant C	Club A	Card	\$100	20/10/2025 13:59	20/10/2025 23:12	DEBATED	
ea428394a-29a-477b-8279-14e298a0e788	Participant B	85474000	Coles Minibon	Club A	All Fees Upfront	Participant B	Club A	Card	\$100	20/10/2025 13:59	20/10/2025 23:12	DEBATED	
fe7a23-293a-4036-e14c-1a77b8e179	Participant A	85474000	Coles Minibon	Club A	All Fees Upfront	Participant A	Club A	Card	\$100	20/10/2025 13:54	20/10/2025 23:12	REFUNDED	

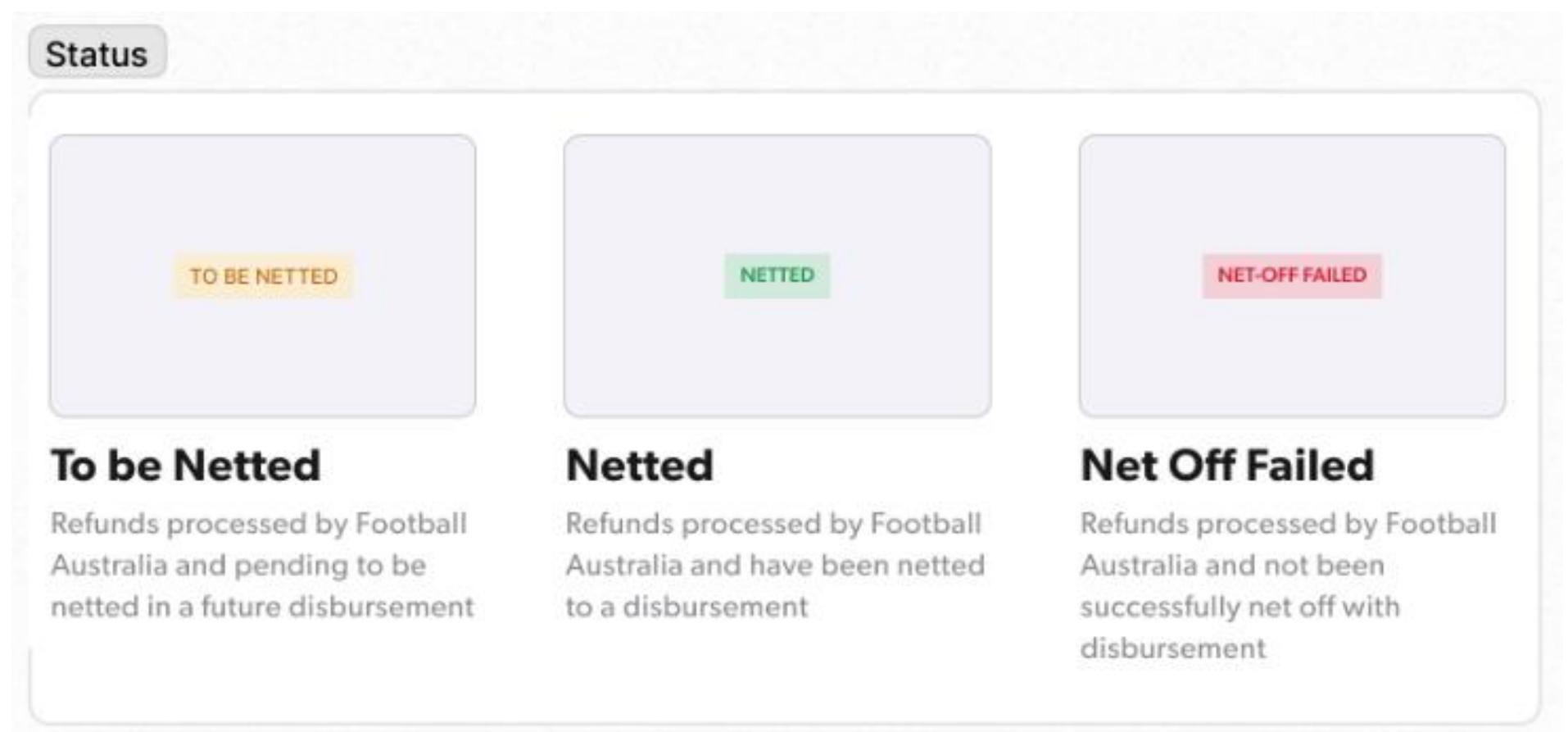
Refunds

- In addition, the ledger now includes enhanced statuses for all transactions, not just refunds. This allows admins to quickly distinguish transaction types and track the stage each transaction is at.
- Transactions in the organisation financial reporting fall into three main types (status'):
- Funds the organisation has paid on behalf of the participant.
- **Disbursement Reporting**
- The disbursement report has been updated to reflect the new refund process. Key changes include:
- Refunds included as negative amounts – Any approved refunds are now shown in the report as negative values, reducing the organisation's total disbursement.
- Final disbursement total – The report now calculates the net disbursement, automatically deducting refunds from the total amount to be paid.

Organization:



Participant:



An ITC is required whenever a player aged 10 or older is moving from one country to another to register with a new club.

It's a FIFA-mandated process, and Football West, as part of Football Australia, follows FIFA and FA rules closely

- **Responsibility:** The *new club* must initiate the ITC process through **PlayFootball** when registering the player
- **Age requirement:** Any player aged **10** years and over who last registered overseas needs an ITC to play in Australia. Players under 10 don't require one
- **FIFA system:** The request goes through FIFA's **Transfer Matching System (TMS)**, where the former federation must confirm whether the player is free to move.
- **Minor players (under 18):** If the player is under 18, additional FIFA "Minor Exemption" documentation is required (proof of parent's residency, school enrolment, etc.). This part often causes delays.
- **Processing time:** It can take anywhere from a few days to several weeks depending on the responsiveness of the former association. FIFA rules allow up to 30 days for a response.

Common club mistakes:

- Playing a player before clearance is confirmed (which makes them *ineligible*).
- Not uploading the correct supporting documents for under-18s.
- Assuming a "pending" status in PlayFootball means the player can play (it doesn't).

We have a power point presentation with further information – we will circulate this to the Clubs that would like it



QUESTIONS



Thank You & Reminder

- Thank you all for attending today's information session.
- We hope the information shared was clear and useful
- If you have any further questions or require clarification, please email clubsupport@playfootball.com.au
- This session will be recorded and uploaded to the website in the next week.
- Please make sure your Club has subscribed to the Play Football STATUS page.
 - [PlayFootball Status](#)