



**FOOTBALL
QUEENSLAND**

MyFootballClub Set Up 2018
Player Fees and Packages
Junior in Senior Competition



How To Set up Fees and Packages for a Junior playing in a Senior Competition

Competition Fees relate to the competition in which the player participates in, and **NOT** the age of the player.e.g Participants in Senior Competitions that have not reached the age of 19 will pay the Junior FFA and Football Queensland Registration Fee **BUT** will pay the Senior Competition Fee.

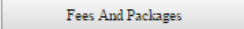
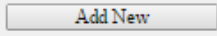
Step 1 - Check That Age Groups Are Still Applicable For The Coming Season

- This age groups should be as per below:

Fee Segment	Minimum Age	Maximum Age
Senior Players 19 and Over	18	50
Junior Boys Playing in a Senior Competition	16	18
Junior Girls Playing in a Senior Competition	15	18
Junior Boys	11	18

- More instructions on how Age groups work are contained at http://www.myfootballclub.com.au/fileadmin/user_upload/Setting_Up_Age_Groups_.pdf

Step 2 - Fee Package Set Up

- From the main menu of MyFootballClub, click on the  button.
- Click on the  button.
- Set up the required fee.

PLEASE NOTE: 'Football Type' must be selected first.

- Select the Football Type as **Outdoor**
- The season will default to '**2018 Outdoor**'
- Select the "Player Status" as Amateur;
- Select the applicable Gender
 - It is recommended that you set up 2 packages – one for Girls playing in a Senior Competition and one for Boys playing in a Senior Competition
 - NOTE: a gender MUST be chosen or the fee will not display during registration.**
- Select the fee Type as **Player**

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- f) Select the Age Group eg Junior Girls Playing in Senior Comp - **NOTE: an Age Group MUST be chosen or the fee will not display during registration.**
- g) Add in the Club Fee

Add Fee

* Fee Name	* Season	* Valid From	Valid To	Max Players
Junior Playing in Senior Comp	2018 Outdoor	01/01/2018	31/12/2018	
Type	FFA Classification	Football Type	Player Status	
Player	Registration	Outdoor	Amateur	
Age Group		Gender		
Youth / Fillies - Min Age: 14 - Max Age : 18		Mixed		
Club Fee				
150.00				
<input type="checkbox"/> Make Available As Add On Item <input checked="" type="checkbox"/> Available to Online Self Registration				
Exit		Delete		Setup Package Save

- h) DO NOT MAKE THE PACKAGE AVAILABLE FOR SELF REGISTRATION UNTIL IT HAS BEEN CHECKED
- i) Click the **Setup Package** button
- j) If you click on Show All Records AND then Click on the Word **Valid From** TWICE - the 2018 fees will show first – this will make it easier to choose the correct fee.

Selected Show All Records

Name	Price (inc GST)	Issued By	Type	Football Type	Age Group	Gender	Valid From	Valid To
<input type="checkbox"/> FFA Junior NRF 2018	12.60	Football Federation Australia	Player	Outdoor	FFA 4 to 18 - Junior	Mixed	01/12/2017	31/12/2018
<input type="checkbox"/> FQ - Junior MFR 2018	32.90	Football Queensland	Player	Outdoor	FQ - Juniors	Mixed	01/12/2017	31/12/2018

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- k) Select the applicable **Yellow** FFA Fee for the package you are creating (e.g. *FFA Junior NRF 2018* for a Junior Player Fee)
- l) Scroll down and select an applicable **Blue** FQ fee (e.g. *FQ - Junior MFR 2018* for a Junior Player Fee)
- m) Scroll down and select an applicable **Pink** Zone Fee and/or **Light Pink** Competition Fee.

NOTE as they are playing in a SENIOR competition they must be the SENIOR competition fees.

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- n) Press the button
- o) Take note of the Total Price.
- p) This is the fee value that the player will see when they register.
- q) When you have the fee package correct, press the button.

NOTE: If you do not select a fee from ALL hierarchy levels, you will not be able to save the Fee Package.

Name	Price	Organisation	Player	Category	Level	Gender	Valid From	Valid To
FQ-NPLW First Team Women PROFESSIONAL Comp 2018	77.00	Football Queensland	Player	NPL	FQ-NPL/NPLW/FQPL - Professional	Female	01/12/2017	30/11/2018
FQ - Junior NRF 2018	0.00	Football Queensland	Player	Outdoor	JFA - Junior	Male	01/12/2017	31/12/2018
FQ - Junior MFR 2018	0.00	Football Queensland	Player	Indoor	JFA - Junior	Male	01/12/2017	31/12/2018

You have not selected fees from every level of the hierarchy.

This package will not be Active until it has fees from all levels of the hierarchy.

Selected

Name	Price	Organisation	Player	Category	Level	Gender	Valid From	Valid To
<input type="checkbox"/> FFA Junior NRF 2018	0.00	Football Queensland	Player	Outdoor	JFA - Junior	Male	01/12/2017	31/12/2018
<input type="checkbox"/> FQ - Junior MFR 2018	0.00	Football Queensland	Player	Indoor	JFA - Junior	Male	01/12/2017	31/12/2018

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When you are ready for your players to begin registration, edit the fee and select the **Available for Online Self Registration** box.

End

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