

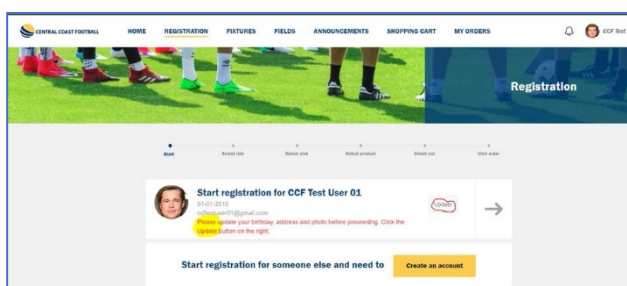
1. In a web browser (preferably Chrome) go to: <https://ssfaacademy.myregoapp.com/>
2. Sign into your account. From the Home screen, choose “Sign In” from the top right:



3. Click the “Register Here” link on the main page, or the “Registration” menu at the top:



4. If the next screen asks you to update some information, click on “Update” and fill in accordingly, and click on “Update”:



Please contact club if you need changing your photo

Email (optional)	REG ID	Mobile
ccf@ssfa02@gmail.com	040022345	040022345
First name	Last name	Preferred name (optional)
CCF Test	User 01	
Birthday	Gender	WACC
01/01/1970	Male	
Emergency contact name	Emergency contact phone	Emergency contact relationship
Test User 02	0400450789	Partner

Enter your address below to authorise the input below:

State	Suburb	Postcode
NSW	Lisarow	2254
Street	Latitude	
Taggarrah Street	34.5176472	
	Longitude	
	151.9170899	

Cancel Update

- Click “Create an account” next to “Start registration for someone else and need to”. In this example, we will register a child of “SSFA Test User 01” called “Child Test User”:

- Create the new account for your child (refer to the SSFA HELP document for “Account Creation Process”) but leave the Email field blank if you want all notifications to come to your email and use your own Mobile number and Password if you wish:

Click “Create”.

- You will now see your child appear in your list. Click the arrow to the right of their info:

Start registration for **CCF Test User 01**  
01-01-1970  
ccftestuser01@gmail.com Tuggerah Street Lisarow NSW 2250  
Update

Start registration for **Child Test User**  
01-01-2005  
Tuggerah Street Lisarow NSW 2250  
Update

Start registration for someone else and need to **Create an account**

**View my shopping cart** **View my orders**

8. Choose the “Player” icon:

Registration

Start Select role Select club Select product Check out View order

← **Select a role for CCF Test User 01**

**Player**  
Register as a player

**Team Manager**  
Register as a team manager

**Coach**  
Register as a coach

**Referee**  
Register as a referee

**Volunteer**  
Register as a volunteer

9. Choose the Club icon that you wish to register into a comp for. You can use the Search field at top right to search for a Club if you wish. For this example, we will register for the Gwandalan W16 comp:

Start Select role Select club Select product Check out View order

← **Select which club to join CCF Test User 01**

3 clubs found

**AVO**  
1 product available

**EGO**  
2 products available

**GWA**  
3 products available

10. Find the appropriate Rego package you require, and click on “Add to cart”:

Gwandalan Summerland Point Football Club

**Choose a product for Child Test User**

**GWA W16 Rego**  
Registration package for Women's 16 Age Group  
Gender: FEMALE Age: 15 - 16  
Price: \$220.00  
**Add to cart**

11. If you want to leave a Message to the Club about your rego, type it in the available field, read any Terms and Conditions, and tick the “Accept” box, then click “Agree”:

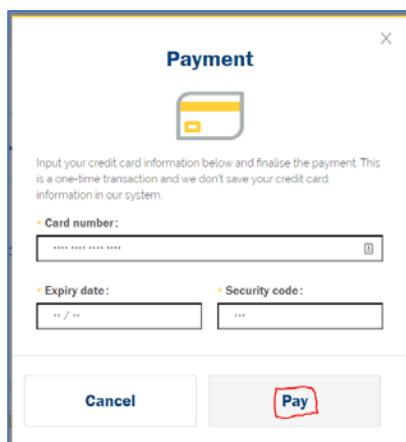
12. You will now see your Package in your Shopping Cart. If you have had a Club Voucher made available to you, you can apply it now before you pay. You can also apply a government “Active Kids Voucher” at this point too. Note, that these will be checked by the Clubs before your registration gets approved:

13. If you have any other Registrations to do, that you are going to pay for, don't choose to pay this current one yet. Click on the “Registration” menu at the top, and run through your next Registration the same way. This may be for another child, or for you to be a Team Manager of a different team (including different Club), a Coach, Volunteer or Referee. You can submit each of the individual Registrations first, then make the one Payment for them all at the end. Even if some of the regos are for different Clubs, the one payment will be distributed correctly to each of them.
14. To pay for your regos Online (if the Club supports it – it will show as an option, if the Club doesn't, then only the “Pay offline” option will be available), click on “Online pay now”:

## SSFA – MYREGOAPP DOCUMENTATION

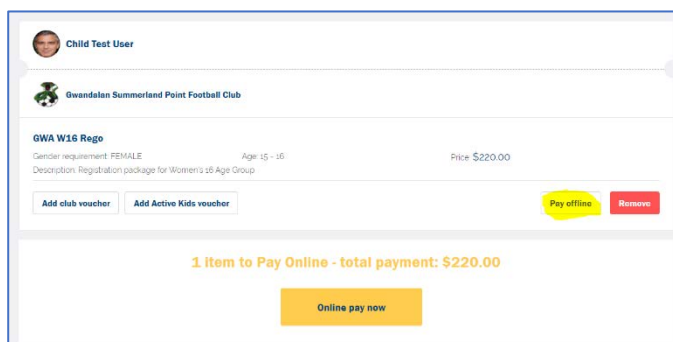
### PLAYERS – Registration Process – Registering for Someone Else

15. Fill in your Card details and click “Pay”:



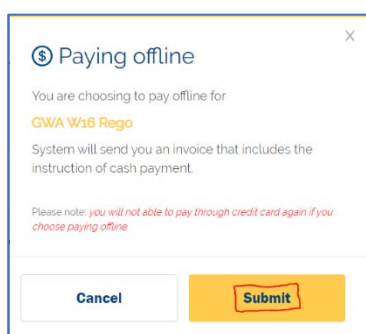
A modal window titled "Payment" with a close button (X) in the top right corner. It contains a credit card icon and the text: "Input your credit card information below and finalise the payment. This is a one-time transaction and we don't save your credit card information in our system." Below this are three input fields: "Card number:" (with a placeholder "XXXX XXXX XXXX XXXX"), "Expiry date:" (with a placeholder "xx/xx/xx"), and "Security code:" (with a placeholder "xxx"). At the bottom are two buttons: "Cancel" and "Pay". The "Pay" button is highlighted with a red rectangle.

16. If you wish to pay by cash, then choose “Pay offline” instead:



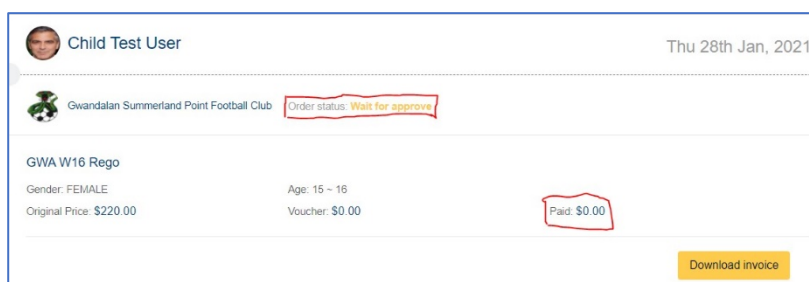
A screen showing a user profile "Child Test User" and a club "Gwandalan Summerland Point Football Club". Below this is a registration package "GWA W16 Rego" with details: "Gender requirement: FEMALE", "Age: 15 ~ 16", "Description: Registration package for Women's 16 Age Group", and "Price: \$220.00". There are buttons for "Add club voucher", "Add Active Kids voucher", "Pay offline" (highlighted with a yellow circle), and "Remove". At the bottom, it says "1 item to Pay Online - total payment: \$220.00" and has an "Online pay now" button.

Click “Submit” on the next confirmation screen:



A modal window titled "Paying offline" with a close button (X) in the top right corner. It contains a dollar sign icon and the text: "You are choosing to pay offline for GWA W16 Rego. System will send you an invoice that includes the instruction of cash payment." Below this is a note: "Please note: you will not able to pay through credit card again if you choose paying offline". At the bottom are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangle.

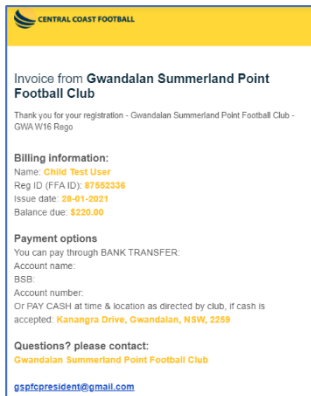
17. Once paid, either way, you will see the amount paid for each package, and the fact they are waiting for the Club’s approval of registration. You can download your Invoice at any time too:



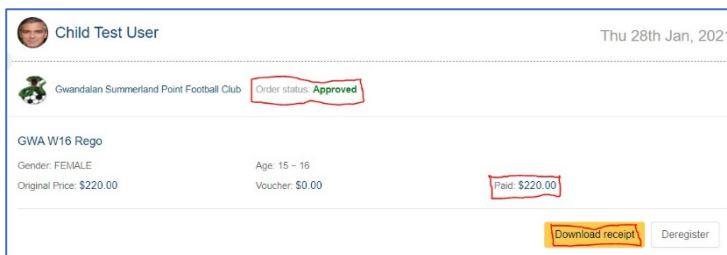
A screen showing a user profile "Child Test User" and a club "Gwandalan Summerland Point Football Club". Below this is a registration package "GWA W16 Rego" with details: "Gender: FEMALE", "Age: 15 ~ 16", "Original Price: \$220.00", "Voucher: \$0.00", and "Paid: \$0.00" (highlighted with a red rectangle). The "Order status" is "Wait for approve" (highlighted with a red rectangle). At the bottom right is a "Download invoice" button.



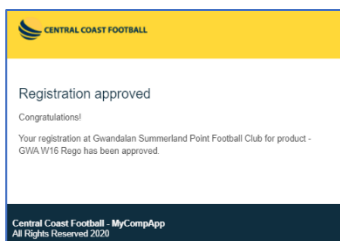
18. You will also receive a confirmation email of your submitted rego:



19. Once you have paid for your rego, and the Club approves it, your rego will show the updated status and payment, (from the “My Orders” menu at top). You can also download your receipt at any time:



You will also receive a confirmation email:



20. You will now also be able to see any accounts that are registered under yours, by going to your Profile at the top right and choosing “My relationship”:

