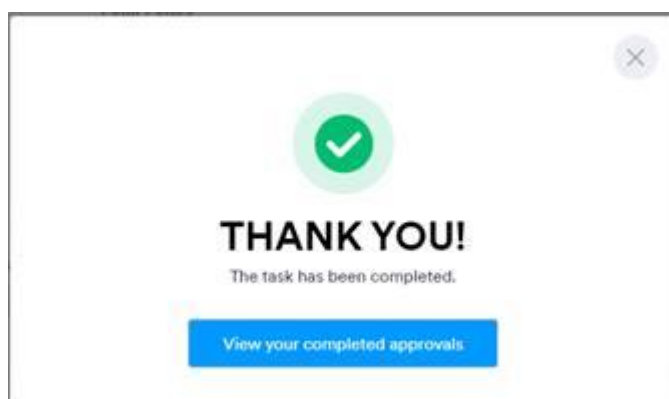


The way it works is,

1. The form is completed by the team contact (i.e. the person requesting the trial match), including information of opposition contact and proposed field requested.
2. A copy of the submitted details is sent with the subject line: "Pre-season trial match awaiting approval" to:
 - a) The submitter – SUBJECT: Your request is currently awaiting approval
 - b) Registered club email – SUBJECT: Applicants Name - SSFA Pre-Season Trial Match Request Registered Club ApprovalYou will receive an email from Jotform noreply@jotform.com to action. Click on the Green Button 'Review & comment and Approve or Deny'.



Once actioned, by clicking Approve or Deny, the following screen may pop up,
Note: You will NOT be able to 'view any completed approvals', this is only for SSFA Admin.



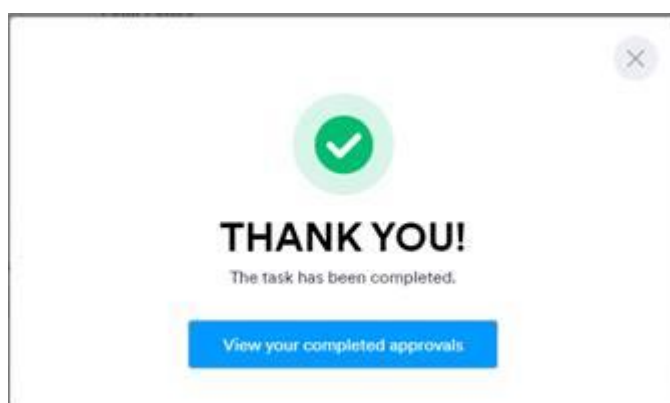
3. **The designated contact at each club is required to review the detail provided and confirm that they approve the match (or not) – this includes confirming that the proposed field is available for their use.**
 - a) After Home Club has actioned, the Opposition Club will automatically receive email, SUBJECT: Applicants Name - SSFA Pre-Season Trial Match Request Opposition Club Approval
You will receive an email from Jotform noreply@jotform.com to action.

Click on the Green Button 'Review & comment and Approve or Deny'.

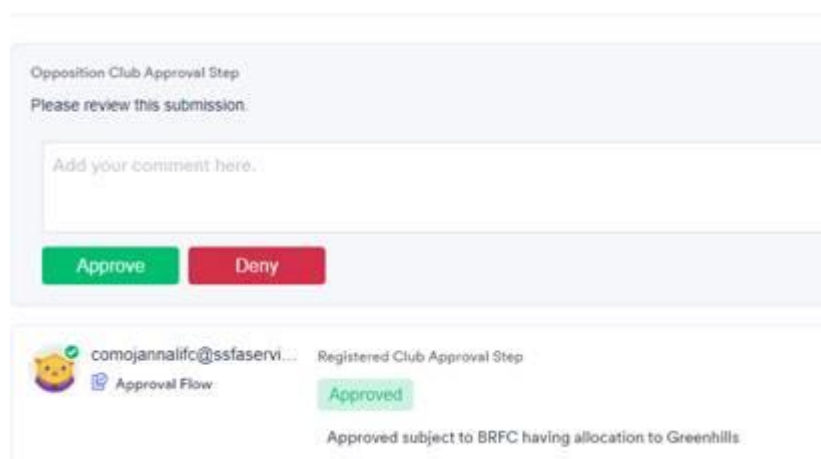


The screenshot shows the Sutherland Shire Football Association Inc. logo at the top. Below it, a white box contains the text "Please review the request below." and a green button labeled "Review & comment and Approve or Deny". Below this box, a horizontal line separates the header from the main content area, which displays "SSFA Pre-Season Trial Match Request".

Once actioned, by clicking Approve or Deny, the following screen may pop up,
Note: You will NOT be able to 'view any completed approvals', this is only for SSFA Admin.



Any comments made by either club will be listed at bottom of page



The screenshot shows the "Opposition Club Approval Step" form. It includes a header with the title and a sub-header "Please review this submission.". Below this is a text input field labeled "Add your comment here.". At the bottom of the form, there are two buttons: "Approve" (green) and "Deny" (red). Below the form, there is a section for "Registered Club Approval Step" showing a user profile for "comojannalifc@ssfaservi..." with a status of "Approved" and a note: "Approved subject to BRFC having allocation to Greenhills".

4. After BOTH Clubs Approve the submission, a representative of the SSFA General Manager will Approve / Approve Subject to Special Conditions OR Deny the request. The SSFA Admin may change details, to avoid clashing of schedules.
5. You will then receive notification of approval before the match is locked in.
6. An email is sent with the subject: "Your pre-season trial match has been approved, please check the details for changes" on approval to:
 - a) The original submitter
 - b) Registered club email
 - c) Opposition club email
 - d) Opposition contact email
7. If the match is denied,
 - a) By Home Club - an email is sent to the Submitter
 - b) By Opposition Club – an email is sent to the submitter and the Home Club
 - c) By SSFA GM – an email is sent to the Submitter, Home Club and Opposition Club
 - d) Clubs are then required to discuss options with teams and resubmit a NEW form.