

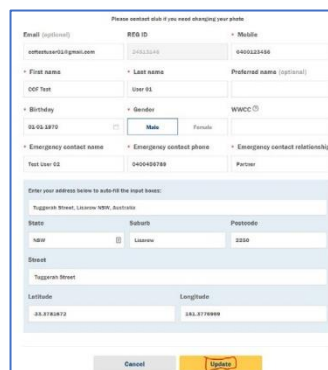
1. In a web browser (preferably Chrome) go to: <https://ssfaacademy.mycompapp.com/>
2. Sign into your account. From the Home screen, choose “Sign In” from the top right:



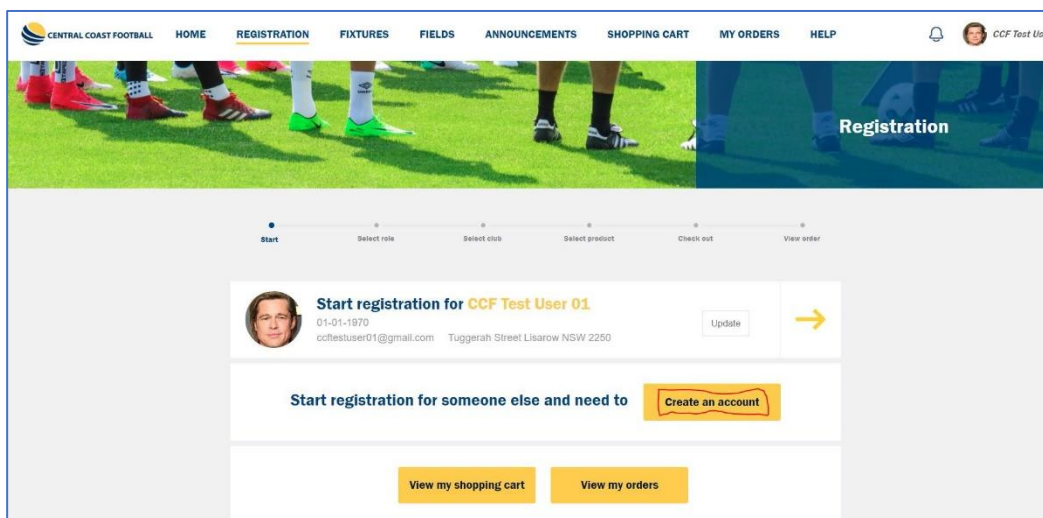
3. Click the “Register Here” link on the main page, or the “Registration” menu at the top:



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



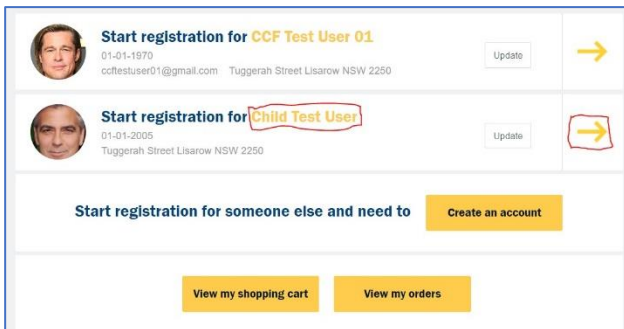
- Click “Create an account” next to “Start registration for someone else and need to”. In this example, we will register a child of “SSFA Test User 01” called “Child Test User”:



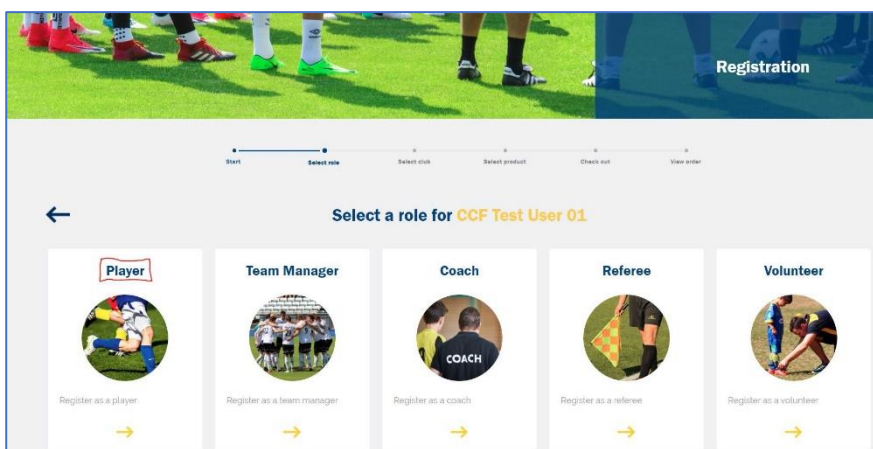
- Create the new account for your child (refer to the SSFA HELP document for “Account Creation Process”) but leave the Email field blank if you want all notifications to come to your email and use your own Mobile number and Password if you wish:

Click “Create”.

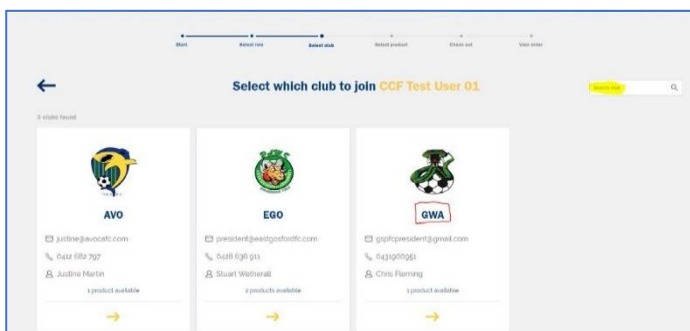
- You will now see your child appear in your list. Click the arrow to the right of their info:



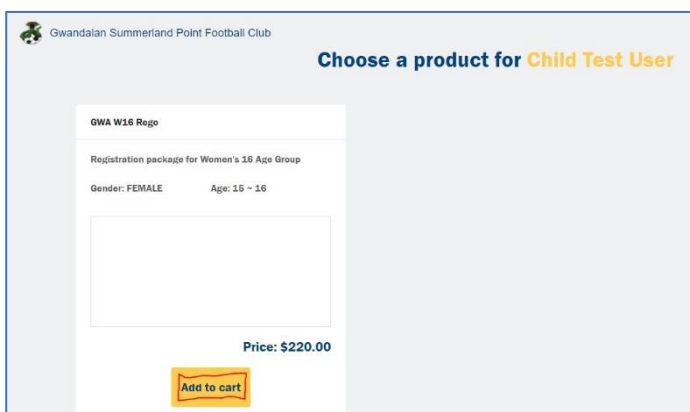
8. Choose the “Player” icon:



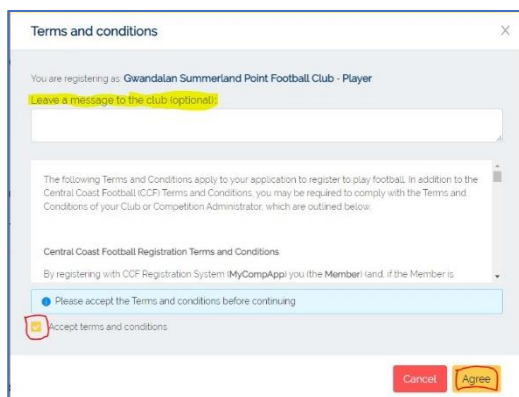
9. Choose the Club icon that you wish to register into a comp for. You can use the Search field at top right to search for a Club if you wish. For this example, we will register for the Gwandalan W16 comp:



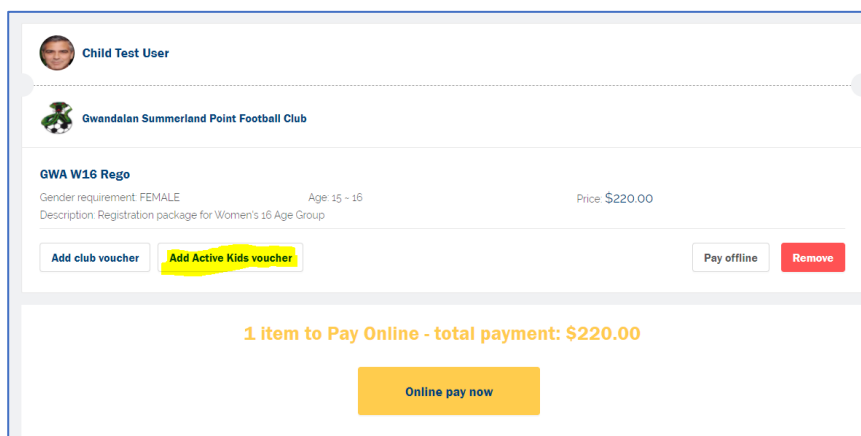
10. Find the appropriate Rego package you require, and click on “Add to cart”:



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”:

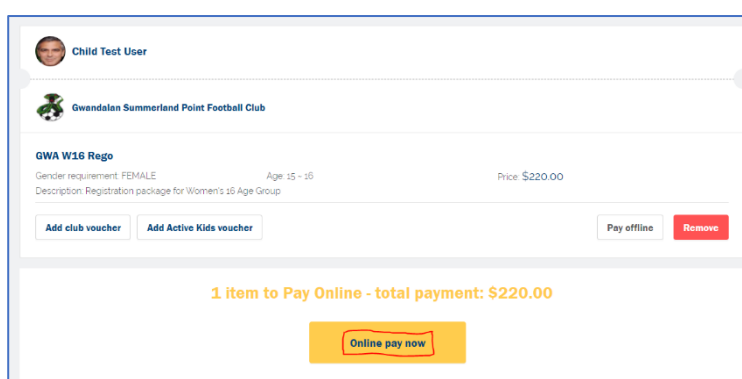


12. You will now see your Package in your Shopping Cart. If you have had a Club Voucher made available to you, you can apply it now before you pay. You can also apply a government “Active Kids Voucher” at this point too. Note, that these will be checked by the Clubs before your registration gets approved:

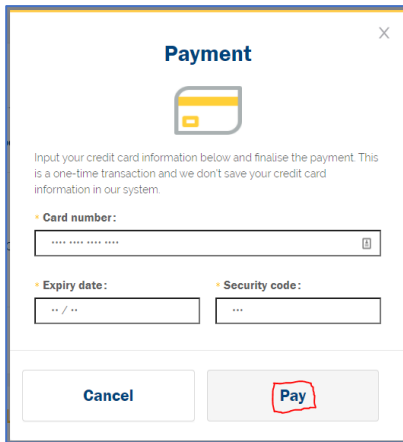


13. If you have any other Registrations to do, that you are going to pay for, don't choose to pay this current one yet. Click on the “Registration” menu at the top, and run through your next Registration the same way. This may be for another child, or for you to be a Team Manager of a different team (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”:

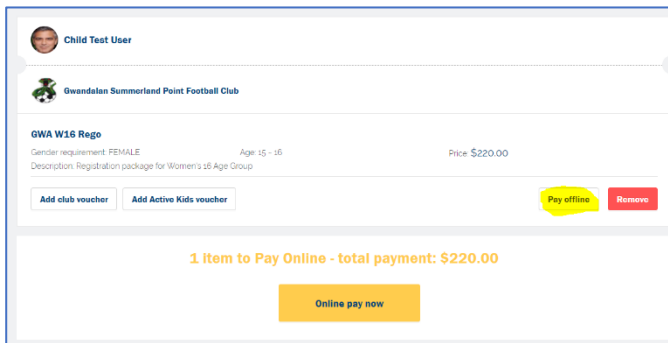


15. Fill in your Card details and click “Pay”:



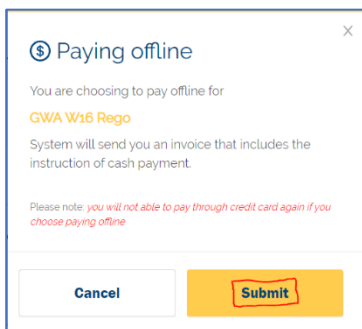
The image shows a 'Payment' modal window. At the top, it says 'Payment' with a close button. Below that is a credit card icon and a message: 'Input your credit card information below and finalise the payment. This is a one-time transaction and we don't save your credit card information in our system.' There are three input fields: 'Card number:' (with a card icon), 'Expiry date:' (with a calendar icon), and 'Security code:' (with a lock icon). At the bottom, there are two buttons: 'Cancel' and 'Pay'. The 'Pay' button is highlighted with a red box.

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



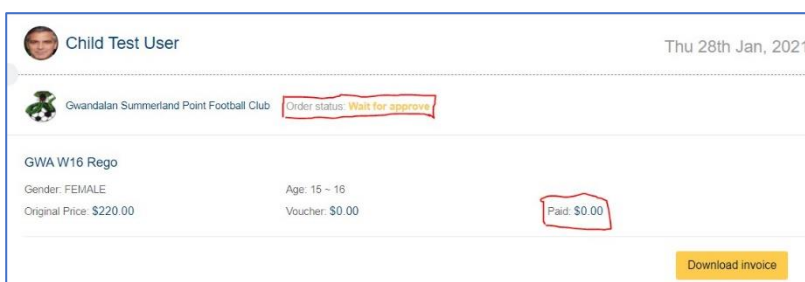
The image shows a registration confirmation screen for 'Child Test User' at 'Gwandalan Summerland Point Football Club'. The item is 'GWA W16 Rego' with a price of \$220.00. There are buttons for 'Add club voucher', 'Add Active Kids voucher', 'Pay offline', and 'Reverse'. A summary bar shows '1 Item to Pay Online - total payment: \$220.00' and an 'Online pay now' button.

Click “Submit” on the next confirmation screen:



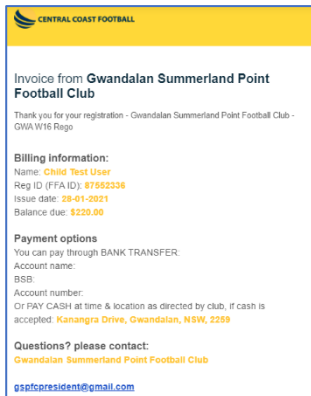
The image shows a 'Paying offline' modal window. It says 'You are choosing to pay offline for GWA W16 Rego'. Below that, it says 'System will send you an invoice that includes the instruction of cash payment.' There is a note: 'Please note: you will not be able to pay through credit card again if you choose paying offline'. At the bottom, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.

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:



The image shows the registration confirmation screen after payment. The 'Order status' is 'Wait for approve'. The item is 'GWA W16 Rego' with an original price of \$220.00 and a voucher of \$0.00. The 'Paid' amount is \$0.00. There is a 'Download invoice' button at the bottom right.

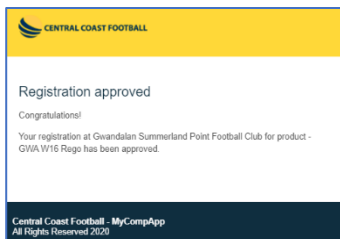
18. You will also receive a confirmation email of your submitted rego:



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”:

