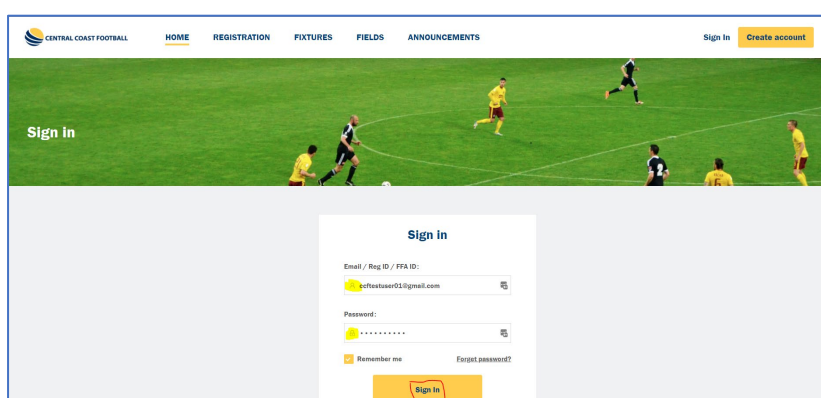


## PLAYERS – Registration Process – Registering For Someone Else

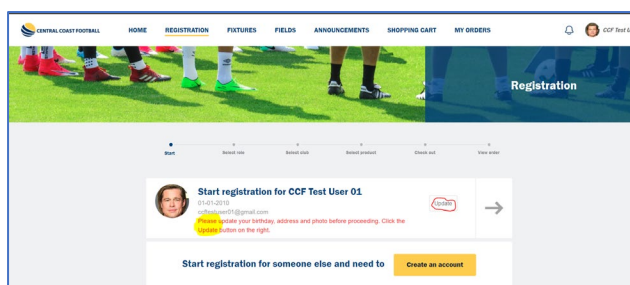
1. In a web browser (preferably Chrome) go to: <https://ccf.mycompapp.com/>
2. Sign into your account. From the Home screen, choose “Sign In” from the top right:



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”:



Please contact club if you need changing your phone

Email (optional)	REG ID	Mobile
ccf@testuser01@gmail.com	245113145	040022555
First name	Last name	Preferred name (optional)
CCF Test	User 01	
Birthday	Gender	WWOC
01-01-2010	Male	
Emergency contact name	Emergency contact phone	Emergency contact relationship
Test User 01	0400456789	Partner

Enter your address below to auto fill the input boxes:

Huggerath Street, Lismore NSW, Australia

State	Suburb	Postcode
Nsw	Lismore	2550

Street

Huggerath Street

Latitude

33.2762472

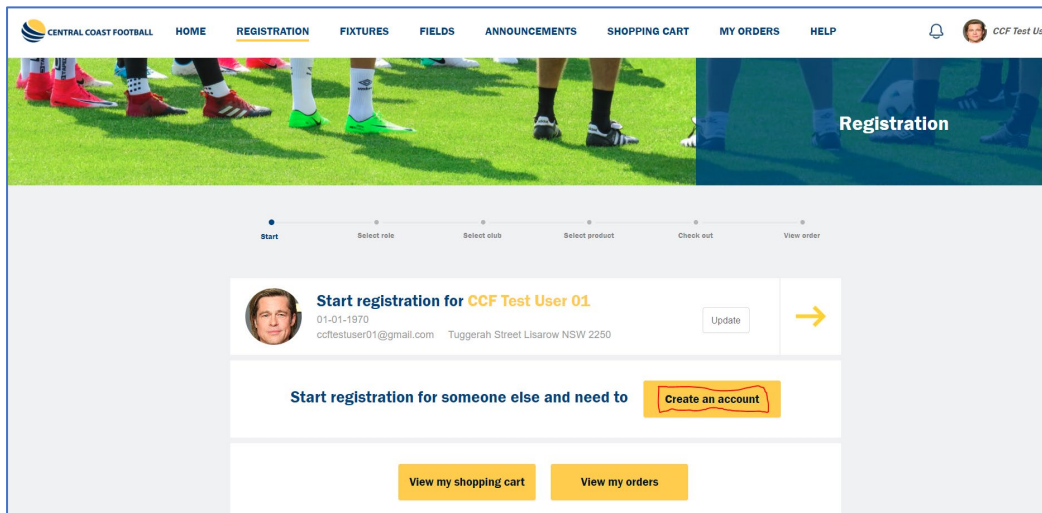
Longitude

153.2779889

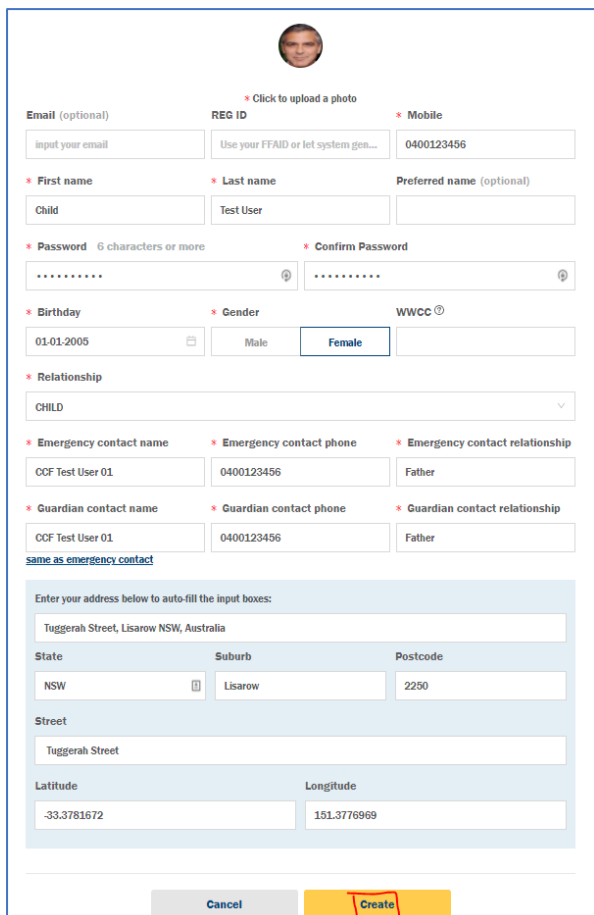
Cancel Update

## PLAYERS – Registration Process – Registering For Someone Else

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



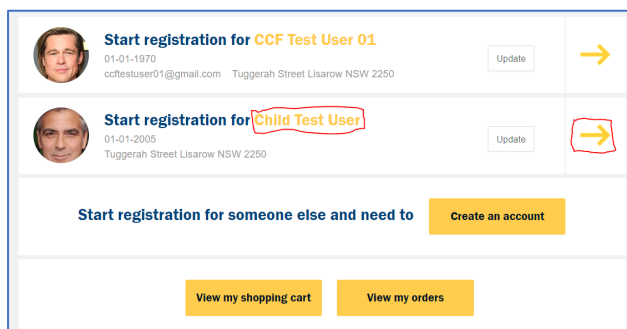
- Create the new account for your child (refer to the CCF HELP document for “Account Creation Process”) but leave the Email field blank if you want all notifications to come to your email and use your own Mobile number and Password if you wish:



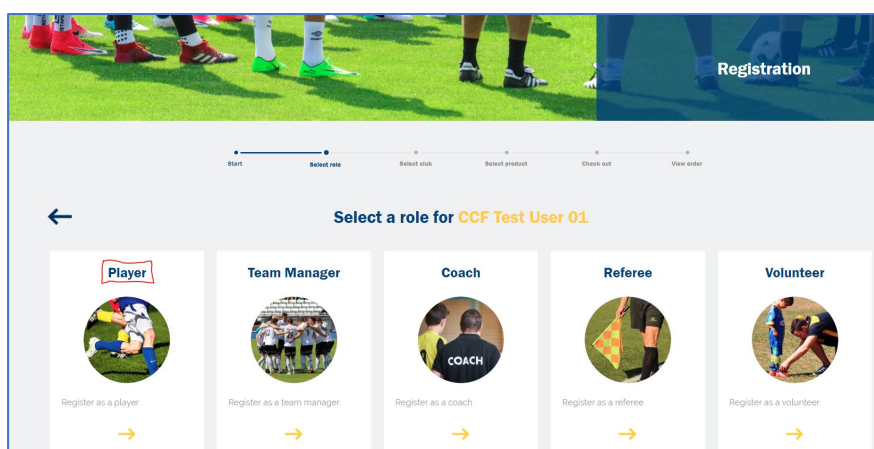
Click “Create”.

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

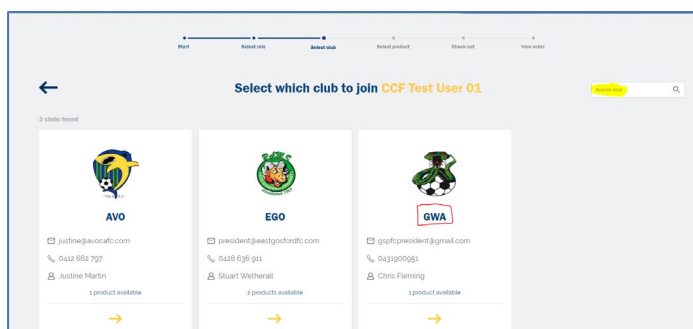
## PLAYERS – Registration Process – Registering For Someone Else



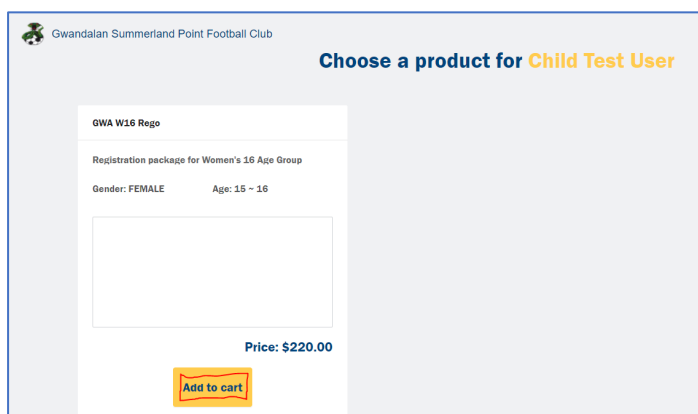
8. Choose the “Player” icon:



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:

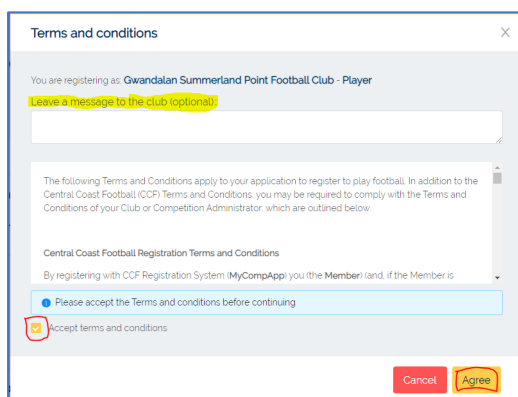


10. Find the appropriate Rego package you require, and click on “Add to cart”:

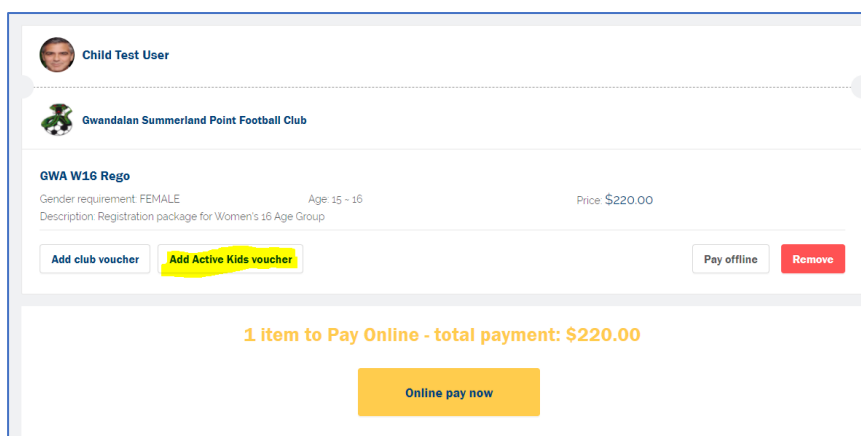


## PLAYERS – Registration Process – Registering For Someone Else

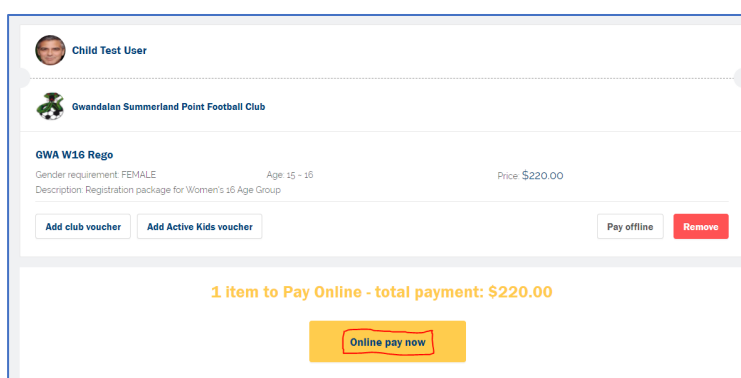
11. If you want to leave a Message to the Club about your rego, type it in the available field, read any Terms and Conditions, and tick the “Accept” box, then click “Agree”:



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:

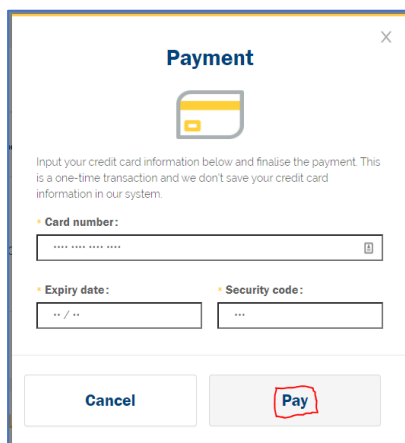


13. If you have any other Registrations to do, that you are going to pay for, don't choose to pay this current one yet. Click on the “Registration” menu at the top, and run through your next Registration the same way. This may be for another child, or for you to be a Team Manager of a different team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



## PLAYERS – Registration Process – Registering For Someone Else

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



**Payment**

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.

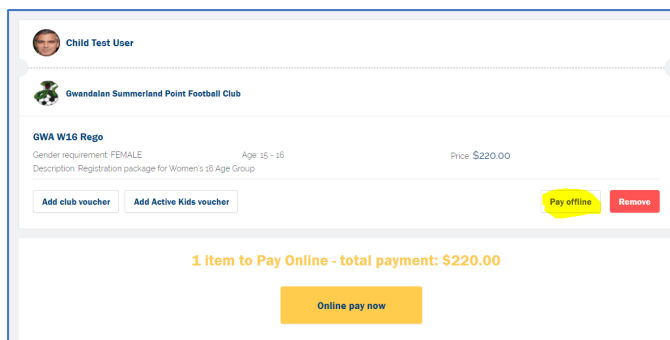
• Card number:  
[Card number input field]

• Expiry date:  
[Expiry date input field]

• Security code:  
[Security code input field]

**Cancel** **Pay**

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



**Child Test User**

**Gwandalan Summerland Point Football Club**

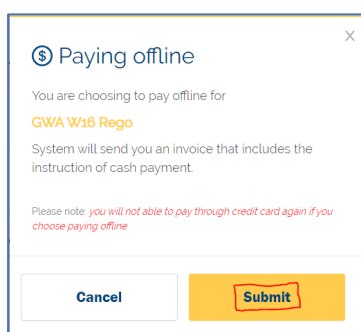
**GWA W16 Rego**  
Gender requirement: FEMALE Age: 15 ~ 16 Price: \$220.00  
Description: Registration package for Women's 16 Age Group

**Add club voucher** **Add Active Kids voucher** **Pay offline** **Remove**

**1 item to Pay Online - total payment: \$220.00**

**Online pay now**

Click “Submit” on the next confirmation screen:



**Paying offline**

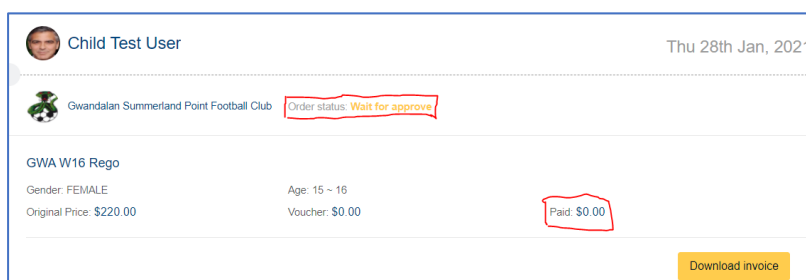
You are choosing to pay offline for  
**GWA W16 Rego**

System will send you an invoice that includes the instruction of cash payment.

Please note: you will not able to pay through credit card again if you choose paying offline

**Cancel** **Submit**

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:



**Child Test User** Thu 28th Jan, 2021

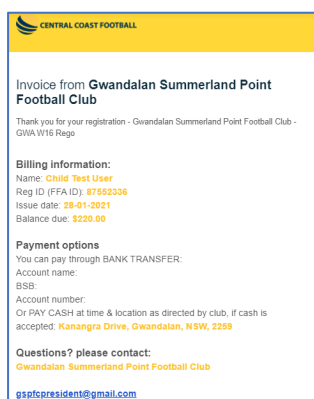
**Gwandalan Summerland Point Football Club** **Order status: Wait for approve**

**GWA W16 Rego**  
Gender: FEMALE Age: 15 ~ 16  
Original Price: \$220.00 Voucher: \$0.00 **Paid: \$0.00**

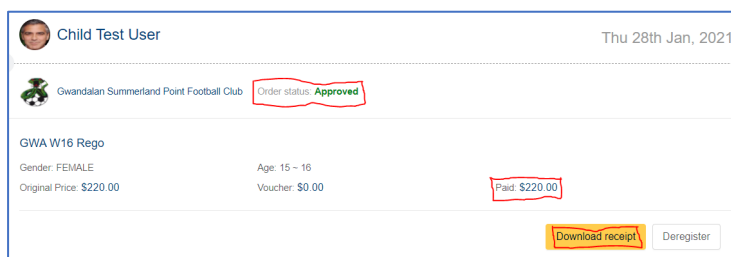
**Download invoice**

## PLAYERS – Registration Process – Registering For Someone Else

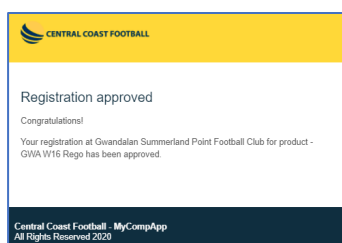
18. You will also receive a confirmation email of your submitted rego:



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”:

