

## ONLINE REGISTRATIONS

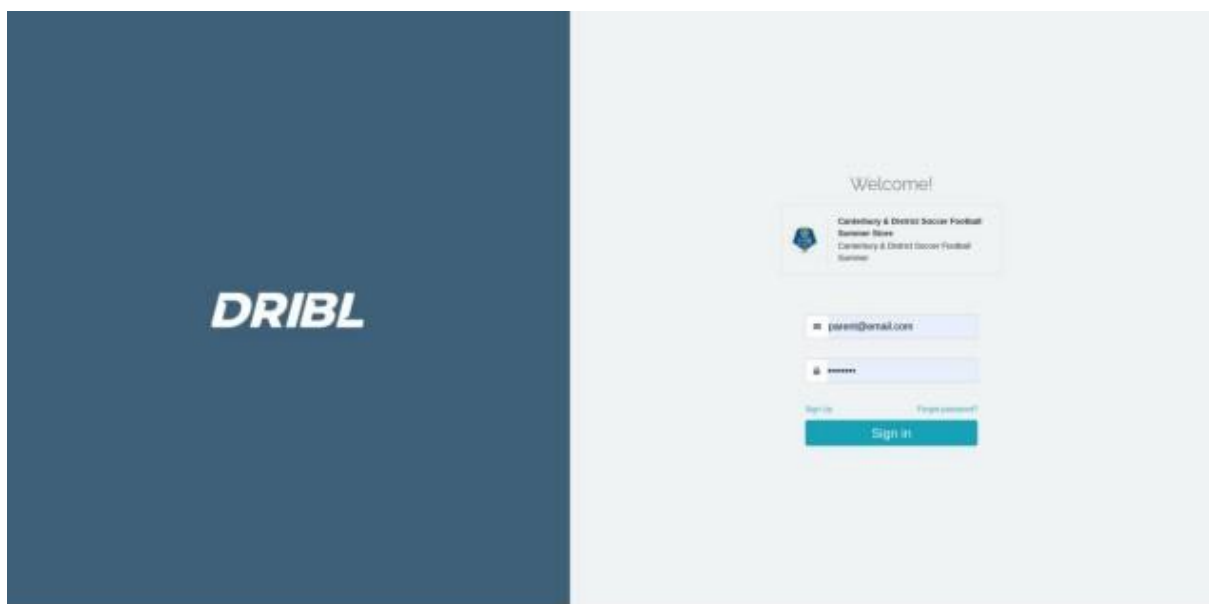
This section outlines the registrant process to successfully register for a club. The Dribl stores listing can be found at <https://registration.dribl.com/signin/10>

## LOGIN & SIGN UP

On arriving on the registration front page, please click on [CDSFA STORE](#).

## LOGIN

On clicking the store, you will be presented with a Login screen



## SIGN UP

1. As a first-time user, click on **Sign Up** to create one.

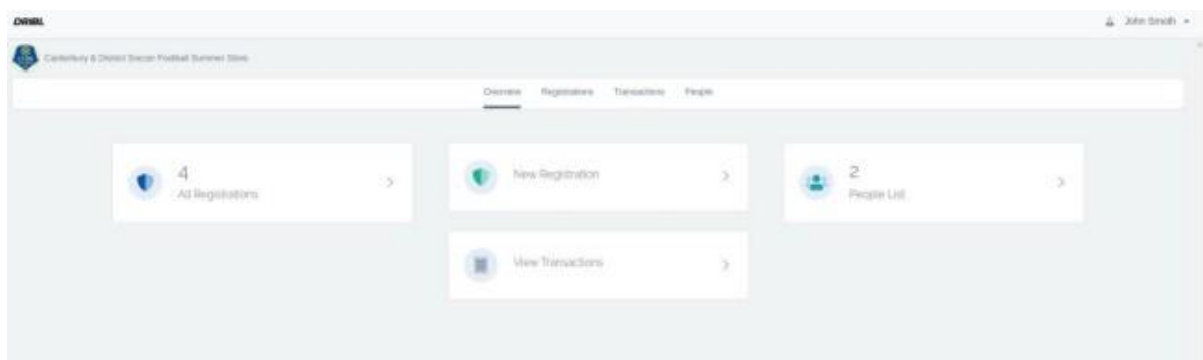


The image shows a web page for signing up to DRIBL. On the left is a dark blue vertical bar with the word "DRIBL" in white. On the right is a light gray area containing a "Sign Up" form. The form has the title "Sign Up" and a subtitle "Please create an account for registration". It includes input fields for "First name", "Last name", "Email address", "Phone number", "Password", and "Confirm your password". Below these fields is a teal "Create Account" button and a "Back" link.

2. On this page, enter the following required details:
  - **First and Last name**
  - **Email address**
  - **Phone number**
  - **Password**
3. Click on Create Account.
4. You will receive an email with an activation link. Click on the provided link to activate your account.
5. Return to Login Page and proceed with your Email Address and Password

## DASHBOARD

Once you have signed in, you'll be taken to the Overview screen. This will show you a brief overview of the registration system.



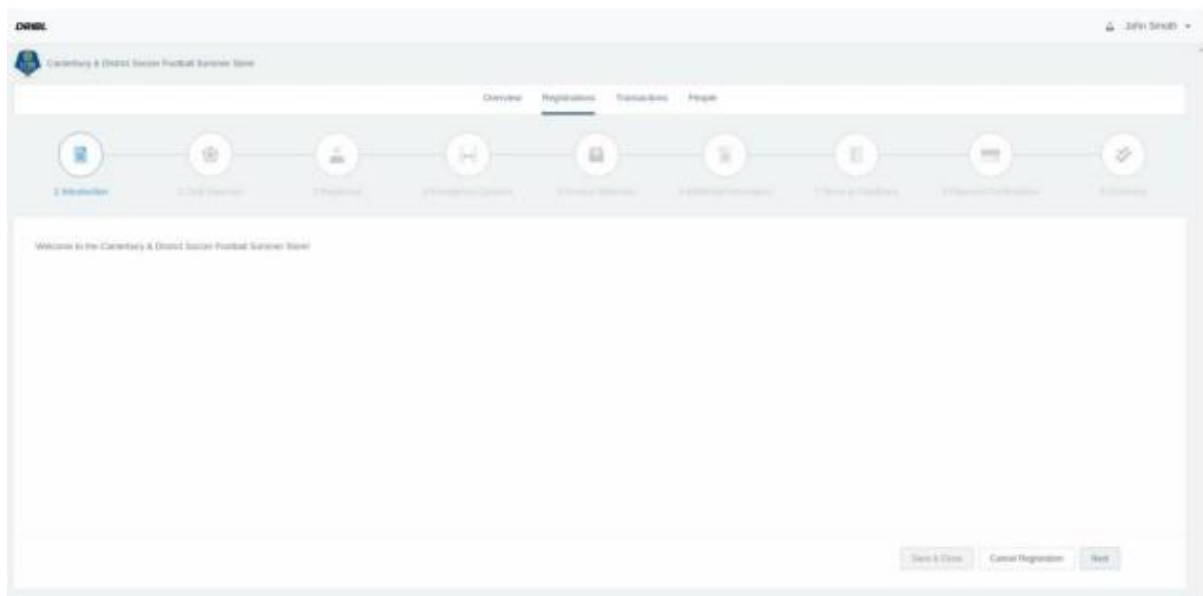
On this page, it shows:

- Your Registrations
- Members you have in your profile
- Your Transactions
- Option to start a NEW REGISTRATION (button)


## REGISTRATIONS

### Starting a New Registration

1. Click on the NEW REGISTRATION Button.
2. The below screen will appear:



### Handy Hints:

- (i) At the bottom right corner, you can click Next and Previous to move back and forth between the sections.
- (ii) If at any time, you are unable to complete your registration, click on Save and Close to save the registration and close the screen.
- (iii) To resume the saved registration, you simply click on the EDIT  Button.

(iv) *If you have previously entered the details of a person, you can click on the button on the right with the magnifying glass. This will bring up a simple search window. Enter the person's name and Click the SELECT button when the name appears*

3. **CLICK ON NEXT** to take you to the CLUB SELECTION section.
4. Select YOUR CLUB (**MARRICKVILLE FC**) from the drop-down list.
5. Click on CLUB COMPETITIONS




6. **CLICK ON NEXT.** This will take you to the REGISTRANT section.
7. Select the type of Registrant:



8. If you are registering a **child**, another drop down box will appear. Please select from the option of Parent or Guardian.
9. Complete the remaining fields:

Please note, fields with \* are mandatory



Upload Image \*

Address

10. Please keep these guidelines in mind when uploading images:

- Photo is a passport style image
- Head faces camera directly with full face in view
- No hats or sunglasses are to be worn in the photo
- Photo was taken within the last 12 months
- Photo is clear and legible with appropriate lighting
- Under 1 MB in size
- File type of .PNG or .JPG Please

**Note:** any inappropriate photos may result in your registration being declined

11. **CLICK ON NEXT** – You will be taken to the EMERGENCY CONTACTS section.

12. Complete the details for at least **ONE Emergency Contact**.  
(First & Last Name, Phone Number, Email and Residential Address is required)

13. **CLICK ON NEXT** – You will be taken to the PRODUCT section.

14. Click on the PRODUCT you wish to register for.

Search in Seasonal Products

Showing 2 of 2 records

<b>Under 16s Male</b> SUMMER PERIOD Under 16s Male competition	✓ Player ✓ Early Bird Special	<input type="radio"/> \$115.00
<b>Under 13s Mixed</b> SUMMER PERIOD Under 13s Mixed	✓ Player	<input type="radio"/> \$110.00

15. **CLICK ON NEXT** – It will take you to the ADDITIONAL INFORMATION section.
16. You may be presented with a number of questions to answer.
  - (i) *School Attended*
  - (ii) *Working with Children Check*
  - (iii) *Past Registration*
17. Once you have completed the Additional Information Section, **CLICK ON NEXT**.
18. The next screen will present any Terms & Conditions you will need to read and agree to.
19. Click on the T&Cs to open it in another window. Please read through the T&Cs so you understand them. **CLICK ACCEPT** when you are ready.
20. Once you have accepted the ALL the T&Cs, **CLICK ON NEXT** to move onto the **PAYMENT** section.

**Under 13s Mixed**

Screen Resolution

**Pricing Breakdown**

Standard	\$72.00	\$88.00	\$16.00
Football New South Wales		\$25.00	\$5.00
Football Federation Australia		\$25.00	\$5.00
Canberra & District Soccer Football Bureau		\$5.00	\$5.00
<b>Total Cost</b>		<b>\$133.00</b>	\$5.00

**Registration**

On Site

980 W ORIEL ARLDAROTTI

2020 - August 30, 2020 (13)

Unlimited

18/19 N100 1234

Emergency Contacts

Mr Smith, 123456789@outlook.com, 08 943212345

**Registration Reference #82388-41493**

Club Voucher

Enter voucher code

Apply Cancel

Active Clubs

Enter voucher code

Apply Cancel

**TOTAL**

**\$115.00**

Please note: Once your credit card has been validated, the club will receive the processing fee

☐ Credit Card

Name on Card

Card number

MM/YY CVC

Please select a club to add to your cart.

Save & Continue Cancel Registration Proceed Next

*On the left-hand side, you will see a SUMMARY of payment relating to the registration.*

21. If your Club has issued you with a VOUCHER and you wish to apply it, enter the details in the CLUB VOUCHER field and CLICK APPLY.

22. If you wish to use the Services NSW Active Kids Voucher, enter the code in the ACTIVE KIDS field and CLICK APPLY.
23. The system will verify if the vouchers are valid and adjust the payment amount.
24. Clicking Cancel on either voucher will remove the voucher from the total and it will revert to the original or previous total.
25. To proceed with your payment, please select PAYMENT TYPE.

The screenshot shows a payment form with the following elements:

- TOTAL** **\$110.00**
- Please note: Once your credit card has been validated, the total will include the processing fee
- Payment method selection: ☒ Credit Card
- Form fields: Name on Card, Card number, MM / YY, CVC
- Please click Verify card first before confirming payment
- Alternative payment methods: ☐ Direct Debit, ☐ Pay Externally
- Verify Card** button (yellow)
- Confirm and Pay** button (teal)
- Please note: payment may take a couple minutes to process

*A processing fee may be applied if paying via Credit Card.*

26. If you have entered Credit Card Details in the payment section, you will need to select **VERIFY CARD** before proceeding.
27. **CLICK CONFIRM & PAY** button to process the payment.
28. Once payment has processed successfully you will be presented with a simple confirmation page to say its complete. You will also receive an email receipt of the payment.

## **NEW REGISTRATION FOR ANOTHER MEMBER**

To process a **NEW** registration for another member, you will need to go back to the **OVERVIEW** section and **CLICK** on the **NEW REGISTRATION** Button and follow all the above prompts.

As you start registrations and submitting, they will all appear within this list, showing current status for each registration. You may start seeing your page look like this.

Registration #	Status	Charged	First Name	Last Name	Age	Club #	FFA ID	Club	Product	Amount	Payment
98832-27430	Approved	18-Aug-2021	John	Smith	16	098L254843812		Scoutball	Under 16s Male Summer-Prepaid	\$128.74	Full
98829-68888	Pending	26-Aug-2021	Jonathan	Smith		098L401338807		Scoutball	Under 16s Male Summer-Prepaid	\$125.98	Full
98151-88802	Full	26-Aug-2021	John	Smith	16	098L254843812		Scoutball	Under 16s Male Summer-Prepaid		Full

## TRANSACTIONS

This page displays the transactions from the payments that have been processed from the registrations you have submitted.

Reference	Date	Receipt #	Registration	Provider	Method	Type	Amount	Inc. Tax
79826-68888	30-Aug-2021 11:12 a.m.	123	John Smith registered for Under 16s Male	Scoutball	External Payment	Payment	\$130.00	\$1.30
79826-68888	30-Aug-2021 11:13 a.m.	123	John Smith registered for Under 16s Male	Carderbury & District Soccer Football Summer	External Payment	Payment	\$15.00	\$1.50

## PEOPLE

The people page displays which people you have previously used in a registration application. You can edit and view their details.

Name	Club Reference	Reference	DOB	Age	Gender	Registrations
John Smith	098L254843812		26 Jul 1990	31	Male	2
John Smith	098L401338807		03 Aug 2008	13	Male	2