



Abbotsford Juniors Football Club – Dribl Registration Guide

SEASONAL REGISTRATION AT ABBOTSFORD JUNIORS FOOTBALL CLUB

This document outlines the steps that a prospective member of Abbotsford Juniors Football Club must take to register with the Club. This includes players, coaches, managers, game leaders and volunteers. All members whether they are registering for the first time or an existing member returning to Abbotsford Juniors Football Club must follow the registration process outlined below.

IMPORTANT NOTES:

- Football Canterbury Association has confirmed that new to football players DO NOT need to register with Football Federation Australia to obtain a FFA number. If you are a coach seeking accreditation for a Football Canterbury Association or Football NSW course, please contact the Club.
- **Players returning from a previous season (or year) should use their existing Dribl Registration (Connect) account to sign-up.** This will ensure that the information you entered last year for any registrations will be made available for returning registration. If you need to setup a new account for any reason (including a change of email address), you will need to know either the *First Name, Last Name* and *Date of Birth* of the person being registered as they were registered last year OR *FFA number* and *Date of Birth* to complete a member registration search to retrieve their information from their last playing season
- ALL members (returning and new) will need a new passport style photo of the member being registering

Pre-Registration Step - Creating a new Dribl Registration Account (if required)

To register a player, coach or manager with Abbotsford Juniors you must first have a Dribl Registration account. This can be setup at registration.dribl.com.

If you are a new to Abbotsford Juniors player, coach or manager and do not have a Dribl Registration Account, please do the following:

At the home page, select Abbotsford Juniors (Football Club) from the list provided. Click Login on the next page (top right-hand corner) and click the **Create Account** button.

Create a new account by entering your *First and Last Name, Email Address, Phone Number and Password*.

Once complete, you will be sent an Account Activation Email to the email address you nominate. Find the email and click on the link provided to activate your account. This will activate your personal Dribl Registration account which is where you can manage all your registration requests including your own and those of your family where required.

Once you have completed your account setup, you are ready to submit a new registration request.

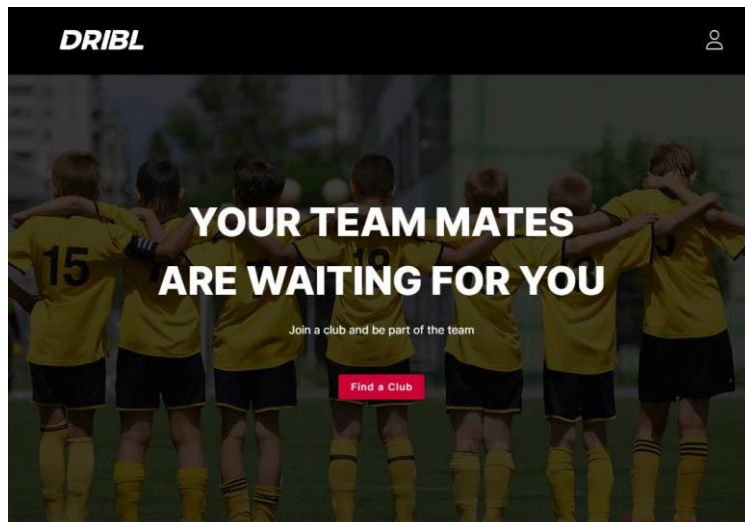
The steps required to create a new registration request are detailed as follows:

Step 1 – Login at registration.dribl.com

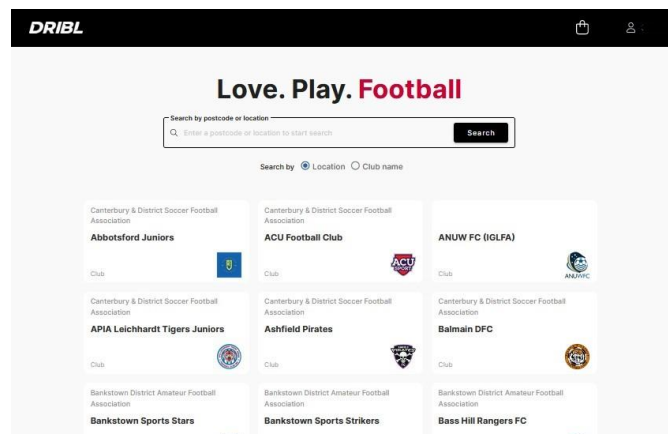
Login to the Dribl Registration website. You will be taken to a Home Page which allows you to select a Club you wish to register with. Click **Find a Club** to show a list of Clubs for registration.



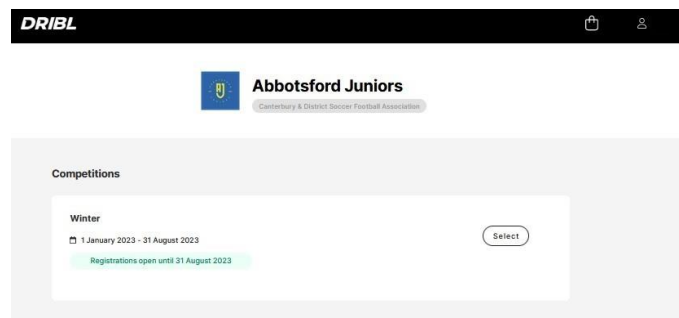
Abbotsford Juniors Football Club – Dribl Registration Guide



Step 2 – Start a registration with Abbotsford Juniors Football Club
Click **Abbotsford Juniors** from the list displayed



Step 3 – **Select** the relevant competition (i.e. *2024 Winter Competition*) to start a registration.



If you are not logged in successfully at this point, you will be prompted to Login. Use your login credentials or create a new account as outlined earlier in the process.

Step 4 – Nominate who you are registering

Select the appropriate option from the list provided noting that if you (as the account owner) are registered as a player, coach or manager, registration for yourself can be selected at this point. Select **Continue**.



Abbotsford Juniors Football Club – Dribl Registration Guide

The screenshot shows the DRIBL mobile application interface. At the top, there is a black header with the 'DRIBL' logo on the left and a shopping cart and user profile icon on the right. Below the header is a blue banner with the Abbotsford Juniors logo and the text 'Abbotsford Juniors'. The main content area is titled 'Who are you registering?' and includes a 'Cancel Registration' link in the top right corner. The registration options are as follows:

- I am registering myself
- I am registering someone else
 - Registering a minor where I am a parent
 - Registering a minor where I am a guardian
 - Registering an adult family member
 - Registering on behalf of another person

At the bottom of the screen, there are two buttons: 'Close' and 'Continue'.

If you have previously registered someone using your account:

You will be presented with a list of people who you can select from to progress registration. If the person is not present or is a person who you haven't registered previously, select the *None...* option. Select **Continue**.

The screenshot shows the DRIBL mobile application interface. At the top, there is a black header with the 'DRIBL' logo on the left and a shopping cart and user profile icon on the right. Below the header is a blue banner with the Abbotsford Juniors logo and the text 'Abbotsford Juniors'. The main content area is titled 'Member Profiles' and includes 'Close' and 'Cancel Registration' links in the top right corner. The registration options are as follows:

- [Profile 1]
- [Profile 2]
- None, I am registering another family member or dependant.

At the bottom of the screen, there are two buttons: 'Back' and 'Continue'.

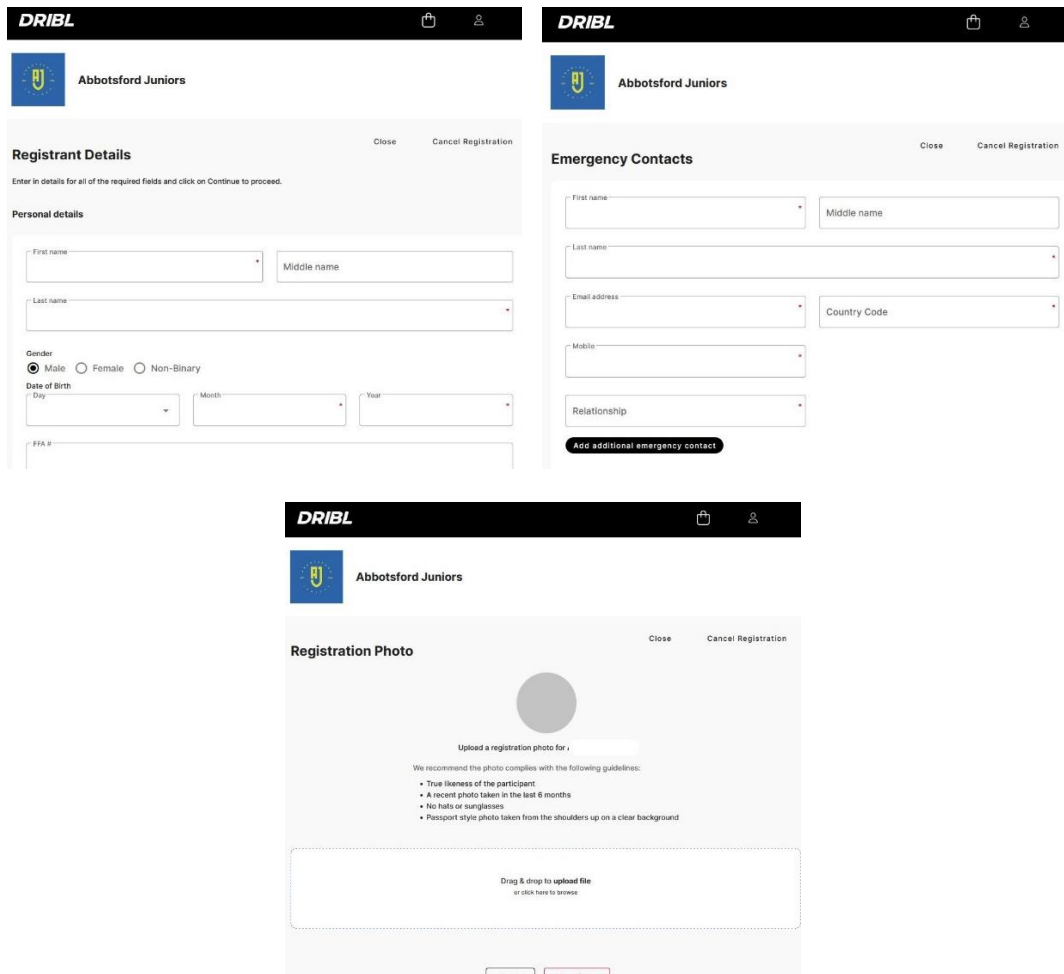
Step 5 – Registrant Detail entry and confirmation.

On completing the previous step, you will be taken to the Registrant Details page. If you selected an existing member profile, many fields will be pre-populated. If you selected *None...*, all fields will need to be completed.

Complete all the required fields in *Registrant Details*, *Emergency Contacts* and *Registration Photo* pages shown below and ensure a **current** passport sized photo is uploaded.



Abbotsford Juniors Football Club – Dribl Registration Guide

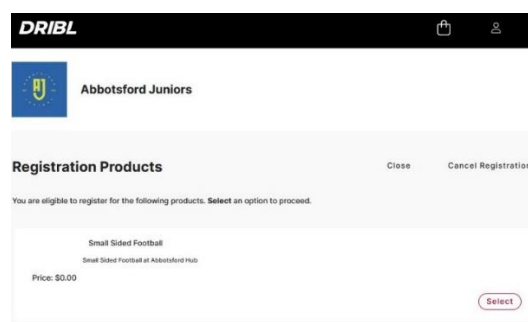


Please keep these guidelines in mind when uploading photos and images:

- 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

Inappropriate or uncompliant photos WILL result in a registration being declined by the Football Canterbury Association. This will delay your registration and may mean you miss a place in a team with Abbotsford Juniors.

Step 6 – Click on **Next** at the bottom of the screen to take you to the **Products section**. **Select** the Competition Age Group and Gender appropriate that the player wishes to register for this season.



Click on **Next** at the bottom of the screen to take you to the **Additional Questions section** and answer any questions that are presented.



Abbotsford Juniors Football Club – Dribl Registration Guide

The next step is the *Payment Section*. Two payment options – Credit Card and Bank Transfer may be available. Select your chosen payment method, complete any required information and select **Proceed to Checkout**. Please note that the instructions for Bank Transfer will be provided again in your order confirmation email.

The left screenshot shows the 'Payment' section of the Dribl interface. The 'Credit Card' option is selected. Below it are input fields for Name, Card number, MM / YY, and CVC. A 'Bank Transfer' option is also visible. At the bottom are 'Back' and 'Proceed to checkout' buttons. The right sidebar shows 'Product Registration (#45517-48947) \$208.75' and a 'Total' of AUD \$208.75.

The right screenshot shows the 'Payment' section with 'Bank Transfer' selected. It displays an 'Order Reference # 359378-41655' and provides instructions for making an external payment by Bank Transfer to A.J.F.'s Bank Account. It includes account details: Account Name: ABBOTSFORD JUNIOR FOOTBALL CLUB, Account Number: 454225640, and Customer Reference: 45517-48947. It also notes that without the Customer Reference Number, tracing payment will be difficult and could result in delays. At the bottom are 'Back' and 'Proceed to checkout' buttons. The right sidebar shows 'Product Registration (#45517-48947) \$422.75' and a 'Total' of AUD \$422.75.

The next step is the *Confirmation Section* for Order submission. This is the final point at which you can cancel or change your payment or registration information. Once your order is submitted it will be sent to Abbotsford Juniors and a payment processed for your registration(s). Select **Submit Order** to complete the registration process.

The screenshot shows the 'Confirmation' section of the Dribl interface. It features a 'Contact' input field, a 'Payment' dropdown menu currently set to 'Credit Card', and a 'Change' button. At the bottom, there are '< Return to payment' and 'Submit Order' buttons. The right sidebar displays 'Product Registration (#45517-48947) \$208.75' and a 'Total' of AUD \$208.75.

Step 9 – On successful completion of the submission you will be taken to a simple confirmation page and a confirmation email will be sent to the email address nominated for your Dribl Registration account. If you have elected to make a payment via credit card, a receipt will also be sent to your nominated email address.

The screenshot shows a confirmation page with the text: 'Thank you Your order has been submitted.' and 'You will receive a receipt via email.' Below this, it displays 'Your Order ID 507149-65958' and a 'View My Orders' button.

Step 10 – Post Order submission. Once the Club Registrar has reviewed your registration request they will either reject or approve the registration. You will be notified by email once this is complete. Orders that have been submitted with a Bank Transfer payment method will not be approved until the associated payment has been received and reconciled.

Note that you can review your Order and registration(s) status by selecting the **Orders** option from the top right-hand corner Profile menu.

Frequently Asked Questions

1. Has the Abbotsford Juniors registration process changing this year?

The registration process for Abbotsford Juniors is via the Dribl Registration system. There are some changes to process which this guide attempts to detail. Registration in PlayFootball is no longer required for all Clubs within the Football Canterbury Association.



Abbotsford Juniors Football Club – Dribl Registration Guide

2. *What makes up the Abbotsford Juniors Registration Fee?*

Our registration fees are made up of several components charged by a number of different parties including a Football Australia player fee, a Football NSW player fee and Football NSW insurance fee and Football Canterbury Association fees. Fees charged by Abbotsford Juniors go towards pitch lease and hire costs, lighting costs, player jerseys and playing kits along with other maintenance costs for Club equipment including goals, balls, nets and operating expenses.

3. *What age group do I (or my child) register in?*

It is important that junior and youth players are registered in their correct age group. In the Football Canterbury Association competition, junior and youth player age groups are based on the age a player will turn in 2022, regardless of the day or month they are born. By way of an example, a player born on 20th March 2011 will turn 11 in 2022 and so the player should be registered to play in the Under 11 age group.

Players should not register for a higher age group unless by arrangement with a Coach or Team Manager directly with the Club's Committee or as part of team selection through the Abbotsford Juniors Football Club's Team trials.

4. *Can I add my child's Active Kids Voucher after completing registration?*

An NSW Government Active Kids Voucher cannot be added after registration is complete and so you should not proceed if you plan on using a voucher and have not yet obtained one. In addition, once an NSW Government Active Kids Voucher is used with a submitted registration request, neither Abbotsford Juniors or Service NSW are able to provide a refund, including for reasons of change of mind or mistaken submission. You should seriously reconsider the use of the voucher if there is any reason why you might wish to cancel your registration.

5. *What payment methods are available?*

Abbotsford Juniors Football Club offers registration fee payment by credit card and bank (electronic funds) transfer.

6. *How do I pay by Bank (Electronic Funds) Transfer?*

Selecting **Bank Transfer** as the payment method for your registration request will trigger the system to send an email with instructions on how to make your payment. Please be sure to provide the Reference Number from your registration request email with your payment to ensure the Club can reconcile your payment. A failure to provide this information will likely delay the approval of your registration request.

7. *Can I request a refund if I cancel my registration?*

You can request a cancellation of your registration by sending an email to registrar@abbotsfordjuniorsfc.com.au. Refunds will not be granted after the commencement of the competition season.