



PROCEDURE

Title	How to register as a coach or manager																				
Date	4 th January 2021																				
Steps	<p>1. Log into your Play Football account</p> <table border="1" data-bbox="284 573 874 902"> <thead> <tr> <th colspan="2">EITHER</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>Log into www.concordsoccer.org.au</td> </tr> <tr> <td>(b)</td> <td>Click on the link at the top of the page for the current season</td> </tr> <tr> <td>(c)</td> <td>Click on Registrations</td> </tr> <tr> <td>(d)</td> <td>Click on link to register for coaches and managers</td> </tr> </tbody> </table> <table border="1" data-bbox="930 573 1497 902"> <thead> <tr> <th colspan="2">OR</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>Navigate to www.playfootball.com.au</td> </tr> <tr> <td>(b)</td> <td>Click on the Coaches, Referees & Volunteers tile</td> </tr> <tr> <td>(c)</td> <td>Enter "Concord" in the Start typing the name of your club or association field</td> </tr> <tr> <td>(d)</td> <td>Click the Concord Junior Soccer Club tile</td> </tr> </tbody> </table> <p>2. Click the Get Started button</p> <p>3. If you already have a Play Football account, click the Sign In button and enter your email address and password</p> <p style="padding-left: 20px;">a. If you do <u>not</u> have a Play Football account, click the Continue button and follow the prompts to create an account</p> <p>4. Select the option I am registering myself and click Continue</p> <p>5. On the Product Select page, click the Select button next to the appropriate product i.e. CJSC Volunteer (Coach) or CJSC Volunteer (Manager)</p> <p>6. On the Product Details page, select the appropriate Sub Role i.e. Coach or Team Manager</p> <p>7. Click the Continue button</p> <p>8. On the Participant Details page</p> <p style="padding-left: 20px;">a. Check the information and adjust errors or enter missing information</p> <p style="padding-left: 20px;">b. In the Organisational Specific Information section, enter the team you are volunteering to coach or manage</p> <p style="padding-left: 20px;">c. Once the information is completed and correct, click the Continue button</p> <p>9. Upload (or update if more than two years old) your photo and click the Continue button</p> <p>10. On the Working with Children page, answer the accreditation question</p> <p style="padding-left: 20px;">a. If the answer is "Yes", you will be asked to complete the details of your WWCC accreditation</p> <p style="padding-left: 20px;">b. If your answer is "No", you can still complete your registration but you will have to <u>obtain your accreditation before your registration can be approved</u></p> <p>11. Click the Continue button</p> <p>12. On the Review your order page, read the Terms and Conditions and click the acknowledgement checkbox</p> <p>13. Click the Continue button</p> <p>14. Click the Submit button</p> <p>15. Click the Finished Registration button</p>	EITHER		(a)	Log into www.concordsoccer.org.au	(b)	Click on the link at the top of the page for the current season	(c)	Click on Registrations	(d)	Click on link to register for coaches and managers	OR		(a)	Navigate to www.playfootball.com.au	(b)	Click on the Coaches, Referees & Volunteers tile	(c)	Enter "Concord" in the Start typing the name of your club or association field	(d)	Click the Concord Junior Soccer Club tile
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