



## Abbotsford Juniors Registration Guide for 2023 Season

### **THE PROCESS FOR PLAYER REGISTRATION IN 2023 AT ABBOTSFORD JUNIORS FOOTBALL CLUB HAS CHANGED**

Players whether they are playing football for the first time or an existing player returning to Abbotsford Juniors Football Club must all follow the new registration process outlined below.

#### IMPORTANT NOTES:

- Registration for the 2023 Winter Season with Abbotsford Juniors Football Club (and all other Clubs in the Canterbury District Soccer Football Association) will be completed in the Dribl Registration website and NOT in Play Football
- CDSFA has advised Abbotsford Juniors Football Club that new to football players DO NOT need to register with Football Federation Australia to obtain a FFA number
- **Players returning from 2022 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 need to know either the *First Name, Last Name* and *Date of Birth* as they were registered last year OR *FFA number* and *Date of Birth* to complete a player registration search to retrieve their information from their last playing season
- ALL players (returning and new) will need a new passport style photo of the player 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 (Connect) account. This can be setup at [registration.dribl.com](https://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*.

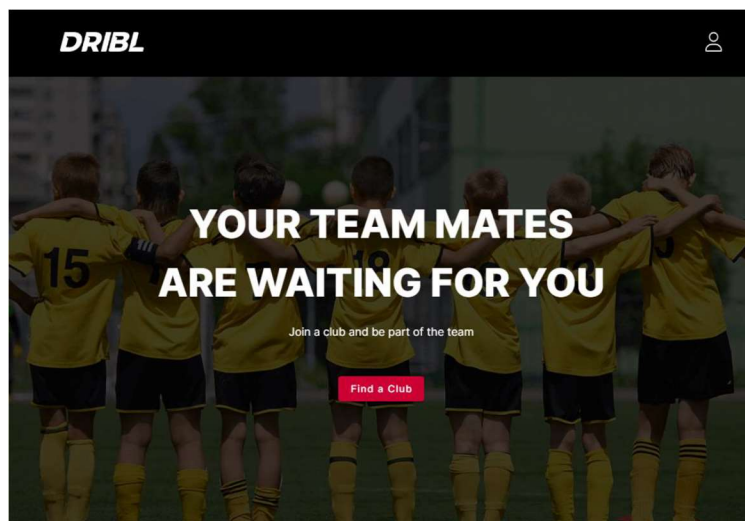
Once complete, you will be sent an Account Activation Email to the email address you nominate. Find the email and click on the link provided to activate your account. This will activate your personal Dribl Registration account which is where you can manage all your player registration requests including 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](https://registration.dribl.com)

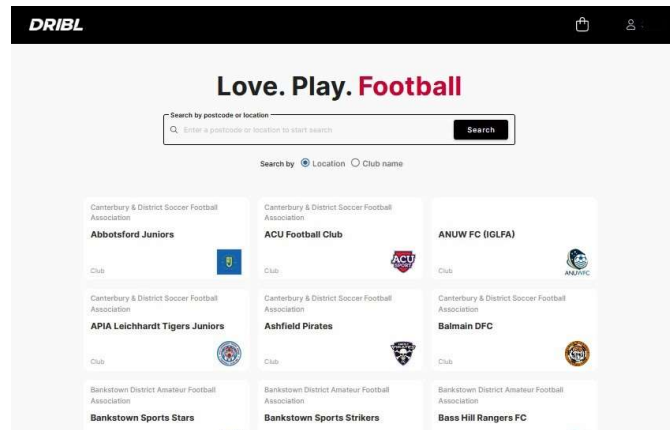
Login to the Dribl Registration website. You will be taken to a Home Page which allows you to select a Club you wish to register with. Click **Find a Club** to show a list of Clubs for registration.



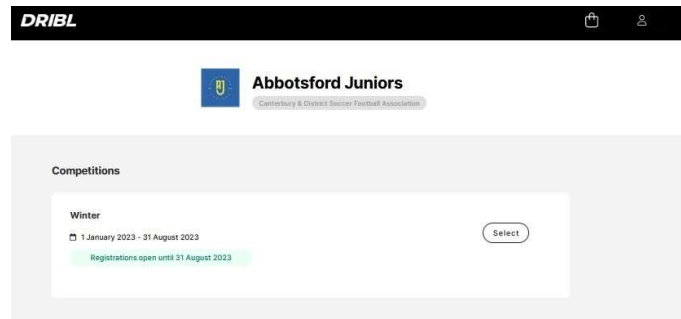


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**Step 2** – Start a registration with Abbotsford Juniors Football Club  
Click **Abbotsford Juniors** from the list displayed



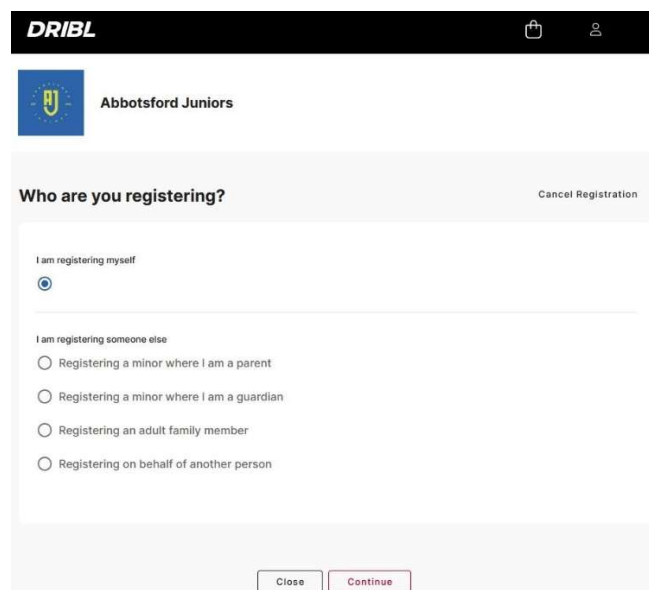
**Step 3** – Select the 2023 Winter Competition to start a registration.



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**.

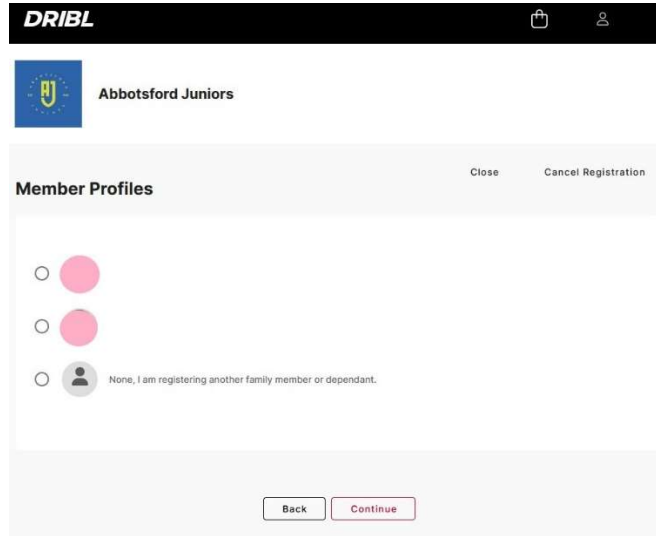




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## If you have previously registered someone using your account:

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**.



## 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.

**Registrant Details** Close Cancel Registration

Enter in details for all of the required fields and click on Continue to proceed.

**Personal details**

First name:  Middle name:

Last name:

Gender:  Male  Female  Non-Binary

Date of Birth: Day:  Month:  Year:

FFA #:

**Emergency Contacts** Close Cancel Registration

First name:  Middle name:

Last name:

Email address:  Country Code:

Mobile:

Relationship:

[Add additional emergency contact](#)

**Registration Photo** Close Cancel Registration

Upload a registration photo for:

We recommend the photo complies with the following guidelines:

- True likeness of the participant
- A recent photo taken in the last 6 months
- No hats or sunglasses
- Passport style photo taken from the shoulders up on a clear background

Drag & drop to upload file or click here to browse

[Back](#) [Continue](#)



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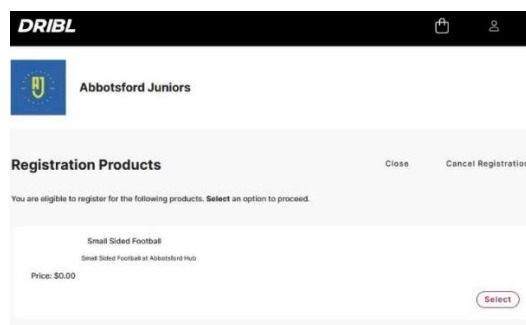
Please keep these guidelines in mind when uploading images:

- 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

Inappropriate or uncompliant photos can result in a registration being declined by 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 in 2023.

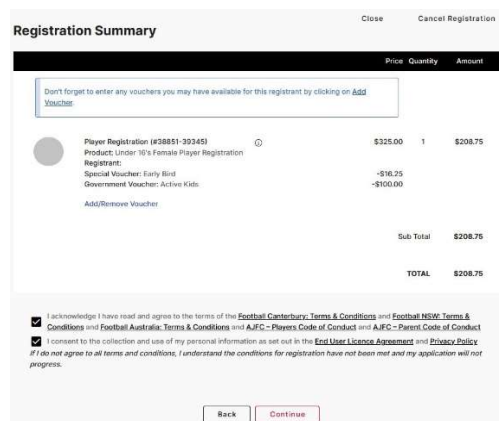
**IMPORTANT NOTE:** This year the Club is making available an Academy Player registration option. This should only be selected by parents/carers whose child has been confirmed as a member of an AJFC Academy team through the Abbotsford Juniors trials process. Registrations for players who do not meet this criterion will be rejected.



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

These questions may include information about the school the player attends, the team or coach the player wishes to play with, Working with Children checks for coaches and managers, past playing detail and an additional information field to provide detail to our Club Registrar regarding your registration, dependent upon your age and the registration you are requesting.

**Step 7** – Click on **Next** at the bottom of the screen to take you to the **Registration Summary** section. This will present a summary of the registration requested. Please ensure you read and accept any Terms and Conditions, End User Licence Agreement and Privacy Policy. You must accept all conditions to proceed with a registration.





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If you are submitting a registration for a child who qualifies for an NSW Government Active Kids Voucher you may enter it at this time and Click the **Add Voucher**. To obtain a voucher, please visit the Services NSW website application page - [Apply for an Active Kids voucher](#). If you Active Kids Voucher is validated successfully, the payment total will be adjusted. Select **Continue** to proceed.

At this point, you will be prompted to add another registration (e.g. for another family member) or to Check-Out. Select your required option and process all your required registrations until you are ready to proceed to **Check-Out**.

**Step 8** – Having selected to **Check-Out** you will be navigated to the Payment process and the *Information Section*. In the first step, Order Summary information will be displayed for all registrations requests you have confirmed. Once you have reviewed the request, select **Continue**.

Information | Payment | Confirmation

Order Reference 187667-249301

	Price	Quantity	Amount
Player registration (#38851-39345) Product: Under 16's Female Player Registration Registrant:	\$325.00	1	\$208.75
Special Voucher: Early Bird	-\$16.25		
Government Voucher: Active Kids	-\$100.00		
<b>Sub Total</b>			<b>\$208.75</b>
<b>TOTAL</b>			<b>\$208.75</b>

Back Continue

The next step is the *Payment Section*. Two payment options – Credit Card and Bank Transfer are 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.

Information | Payment | Confirmation

Product Registration (#45517-48947) \$208.75  
Product: Under 16's Female Player Registration

Total AUD \$208.75

DRIBL

Information | Payment | Confirmation

Product Registration (#45517-48947) \$422.75  
Product: Under 16's Female Player Registration

Total AUD \$422.75

Back Proceed to checkout

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.

DRIBL

Information | Payment | Confirmation

Contact

Payment Credit Card Change

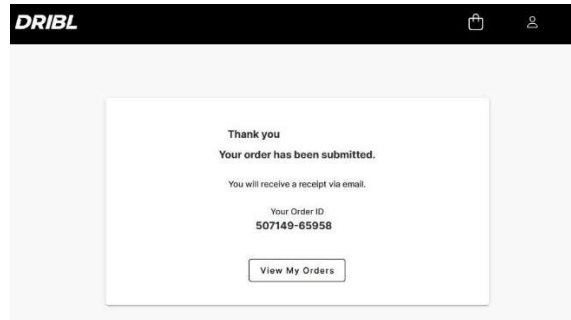
< Return to payment Submit Order

Product Registration (#45517-48947) \$208.75  
Product: Under 16's Female Player Registration

Sub Total \$208.75

Total 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.



**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 again via the Dribl Registration system. There are some changes to process which this guide attempts to detail. Again, registration in PlayFootball is no longer required for all Clubs within the Association for 2023.

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 CDSFA fees. Fees charged by Abbotsford Juniors go towards pitch lease and hire costs, lighting costs, player jerseys and playing kits along with other 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 CDSFA competition, 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 Division One Team trials.

4. *I can see two to three player registration products for my child, which should I select?*

This year the Club is making available an Academy Player registration product for AJFC Academy players. All parents should select the standard player registration product (e.g. "U14's Player Registration" or "U14s Female Player Registration") unless they have been confirmed as a member of an AJFC Academy team. Parents registering AJFC Academy team members should select the Academy Player Registration option (e.g. "U14's Academy Player Registration"). For any questions or issues please contact [info@ajfc.net.au](mailto:info@ajfc.net.au).

5. *I want to add my FFA Number to my registration, where can I find it?*

You can retrieve you or your child's FFA Number by accessing your [PlayFootball](#) account. Please remember that registration via PlayFootball is not possible in 2023 and is also, not required.

6. *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.



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7. *What payment methods are available?*

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

8. *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.

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

You can request a cancellation of your registration by sending an email to [registrar@ajfc.net.au](mailto:registrar@ajfc.net.au). Refunds will not be granted after the commencement of the competition season.