



Working with Children Check

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Who Requires a WWC

- Participants over the age of 18 years that will be working with children
- Coaches
- Managers
- Referees
- Volunteers

How to apply WWC workflow

Menu: Registration > Signup Form Management > Add New Signup Form > Select non-playing role template

- Registrars will need to create a Signup Form for '**NON-PLAYING ROLES**'
- Apply your sign-up form to your Registration Product i.e. Coach/Manager registration Product
- **'REQUIRES WORKING WITH CHILDREN WORKFLOW'** - needs to be 'ticked' to enable WWC requirements to the non-playing registration process

Details

Description
Junior Coach

Active

Signup Process*
Coaching

Signup Restrictions and settings

Allow Professional signups

Requires Working with Children Workflow

Age From: 16 Age To: 100 Required Gender: Mixed

Available From Date/Time: [calendar icon] [clock icon] Available To Date/Time: [calendar icon] [clock icon]

Max number purchases: [input field]

Leave blank to indicate an unlimited number available

Enable wait listing where max number of purchases is reached

Participants Portal - including WWC

- Participants registering as non-players will need to create a 'Football Account'
- Football Accounts can be created here >>>> <https://www.ffa.com.au/football-account>
- The registration for both Players & non-Players are identical however non-players are prompted to answer WWC questions (see Below)

PLEASE NOTE: This is simply capturing the participants information. It DOES NOT automatically validate the participants details. A manual validation for Participants is required

Play Football Online Registration

Carlton Rovers FC

Coach/Manager

Registration for Ben Test



Working With Children

Do you have a current Working With Children (WWC) Accreditation?*

Select

Select

Yes

No

Working with Children - if YES was selected, they are then required to:

- Select the state
- Add WWC details
- Select if your card is Paid/Volunteer

NOTE: If you are UNSURE if you require a paid or volunteer WWC please speak with your Member Federation/Association Directly.



Working With Children

Do you have a current Working With Children (WWC) Accreditation?*

Yes ▼

If Yes, please select the relevant State body you have attained this WWC Accreditation from*

QLD Blue Card - Queensland Government ▼

WWC Accreditation Number

WWC Expiry Date

12/12/2018

WWC Type

Select ▼

[Continue](#)

Working with Children - if NO was selected

- The participant will be asked whether or not they have a current accreditation or exemption with the option to add further details/comments if needed.
- A link will also appear directing the registrant to the governing body's website which will advise them on how to obtain the relevant certification.
- **PLEASE NOTE.** not having a WWCC doesn't restrict them from finishing the registration
- Participants are encouraged to apply for a WWC before process with their Registration



Working With Children

Do you have a current Working With Children (WWC) Accreditation?*

Do you have a WWC Accreditation exemption?*

[For information on how to obtain a WWC Accreditation, click here.](#)

WWC Accreditation Application Number

WWC Accreditation Application Status Comment

Continue

- Once a Participant submits their registration, Club registrars will be able to manage their registration
Menu: Registration > Registration Management > Filter > Registration Status - Requires Clearance
- Select 'eye' icon to view Participant's WWC information

Registration Management

Parent Organisation

Registration Period From To

Player Name / ID

Registration Status

Registration Sub Status

FFA Number

Registration Mode

Registration Group

Registration Type

Affiliates

Settlement Type Manual Automatic

Include registrations for affiliated orgs

Display Registrations

Please select bulk action...

<input type="checkbox"/>	REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS	<input type="checkbox"/>
<input type="checkbox"/>	16/12/2018	●	Carlton Rovers FC	5817617	10063094	Snow, John	01/01/2004	M	Player	Club Football	Community	Awaiting Payment	<input type="checkbox"/>

Person Edit: Testone, FFA (ID: 5816924)

CRM Activity **Workflows**

ITC **WWC**

WWC Status

Do you have a current Working With Children (WWC) Accreditation?

If Yes, please select the relevant State body you have attained this WWC Accreditation from

WWC Accreditation Number

WWC Expiry Date

WWC Type

Participant WWC detail view

- Once you have 'Manually' checked the participants WWC against the correct government Data base
- 'Manually' change the Participants status accordingly

Person Edit: Hughes, Mark (ID: 5817143)

CRM Activity Workflows

Pack Detail ITC **WWC**

WWC Status

Do you have a current Working With Children (WWC) Accreditation?*

If Yes, please select the relevant State body you have attained this WWC Accreditation from*

WWC Accreditation Number

WWC Expiry Date

WWC Type

guardian

Approve Participant