

# Registrants

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

## Login

You will be presented with a Login screen



If you have previously created an account and utilised the registration module of Dribl, use your credentials to login. Otherwise go to Sign Up.

## Sign Up

1. As a first-time user, click on <u>Sign Up</u> text which appears just above the Sign in Button, to create a registration account.

DRIBL	Sgn Up Teams and and and any programmers I and any
	Create Account Create Account Back

- 2. On this page, enter the following required details:
  - a. First and Last name
  - b. Email address
  - c. Phone number
  - d. 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 <u>Overview screen</u>. This will show you a brief overview of the registration system.

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4 Ast Registrations	•	New Registration	> 2 People List	*
		Mee Transactions	*	

On this page, it shows:

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

#### Starting a New Registration

To start a new registration

- 1. Click on the <u>New Registration</u> 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 <u>CLUB SELECTION</u> section.
- 4. Select ASHFIELD PIRATES FC from the drop-down list.
- 5. Click on Club Competitions

Club Competitions	
 Register for an upcoming competition	
Programs	

- 6. Click On Next. This will take you to the <u>Registrant</u> section.
- 7. Select the type of Registrant:

Type of registrant:	Please select *
Please note, fields with	Myself A minor (I am a parent or guardian)
	Another person (ie on behalf of another person)

- 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:

	First name *		0
	Middle name		
	Last name *		
Upload Image *	Date of birth *		
	Gender *		
	FFA Reference #		
	Email address *		
	Mobile phone *		
	Address		
	Address line 1 *		
	Address line 2		
	Chu+	State 7	V Dostroda *

- 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 (MAKE SURE PHOTO IS NOT OVER 1MB)
  - 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 <u>ONE Emergency Contact</u>. (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 <u>Product</u> you wish to register for.

2 of 2 records		
Under 16s Male	✓ Player	
SUMMER PERIOD	芝 Early	○\$115.00
Under 16s Male competition	Bird Special	0.000
Under 13s Mixed	✓ Player	
SUMMER PERIOD		$\bigcirc$ \$110.00
Under 13s Mixed		0.0110.00

- 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. The system will automatically link any automatic vouchers to the registrant.

banner Petallianner			Stratified	Club Voucher		
Pricing Breakdown Sciathlad	872.73	221.00	47.17		Apply	Cancel
Football New South Wates Football Federation Australia Carterbery & Obtrict Secon Pootball Service		815.00 510.00 \$5.00	81.10 94.01 94.45	Active Kids Exter valider Lode	Apply	Cancel
Total Cest		\$310.00	40.00			
Registered Jon Smit drite # DR8L4815496071				TOTAL Please sole: Once your credit card/has been validated, the total will include the pro-	cossing feet	\$110.00
DOB August 3x3 2009 [12] schester dright NSHI 1234				O # Credit Card		
Emergency Contacts Jon Smithy, 53 someonoghermaticons, \$1 0412123123				Nume on Canil		
				Phone with Theil and Bail balan and Bail balan	MM / YY	

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 **unique code** or **single use** <u>Voucher</u> and you wish to apply it, enter the details in the <u>Club Voucher</u> field and <u>Click Apply</u>.
- 22. If you wish to use the <u>Services NSW Active Kids Voucher</u>, enter the code in the <u>Active Kids</u> field and <u>Click Apply</u>.
- 23. The system will verify if the vouchers are valid and adjust the payment amount.
- 24. <u>Clicking Cancel</u> 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.

	\$110.00
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MM / YY	CVC
	ocessing fee MM / YY

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 and 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.

						Oversen Repr	unors T	ersations People					
G. Search by	Represson.	tane or Reference				1.0						New Registration	
1012173100	-												
agistration 4	Status	Changed	First Name	Last Name	Age	444.4	PEAID	Club	Preduct	Amount	Papersent		
162-37436	Approved	18 Aug. 2021	Jahn	2-m	35	04812548408812		StrathAuto Carolitary & District Social Fundail Surveys News	Under 184 Mate Surgery Print (Summer Plane	\$118.74	-		
28-08085	Pering	28 Aug. 2021	tecomplete	incomplete		DRIBLARDAIDH073		StrathNoto Carlestury & Datiest Soutier Facilität Tarenar Date	Under 18s Male Summer Period / Summer Pages	\$115-38	146		
17-68312	Dat	28 Aug. 2023	Jares	5-40		04612548408512		Bitall Medi Carterino, 4 Datest Source Facilitati Surrear Dise				00	

#### Transactions

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

CONTRACT OF CONTRACT OF CONTRACT							4	John Smoth
Casapat 4	District Soccer Postboll 1	United Store						
				Chervery Pegatotoria Tarinaciona Pisque				
houses 2 of 2 locced	51							E.
Reference	Date	Receipt #	Registration	Provider	Method	Туре	Amount	Inc. Tax
10528-68888	30 Aug. 2021   11:15 a.m.	123	Jan Smit registered for Under 18s Male	Stoamheid	Esternal Payment	Payment	\$500.00	\$9.08
78528-68865	30 Aug. 2021   11:11 a.m.	123	Jan Smit registered for Under Lifs Male	Canterbury & District Soccer Football Summer	Esternal Poyment	Payment	\$15.00	\$1.16
70520-68865	30 Aug. 2021   11:11 a.m.	123	Jan Smit registered for Under 16s Male	Carterbury & District Secore Fostball Summer	Esternal Payment	Payment	\$15.00	

### People

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

DRIBL								🚊 John S	inoth +
Sector 1	bury & District Soccer Pootball Burener Steve								
		Overview Registrations	Transactions Propie						
Q. Sein	ch try harrie or Roberston								ø
Shipwing 2 of 2	records								
	Name	Dvits	Reference Reference	DOB	Age	Gender	Registrations		
٢	John Smith	CHEL	2548406811	26 34, 1993	35	Male	2	(1)	
9	Jan Simit	CRBL	0315496071	03 Aug. 2009	12	Male	2	(1)	