



Football Australia has upgraded the registration system and has officially launched the LetsPlayFootball platform.

Both new and returning players will need to login to PlayFootball, and create a new Participant Record, or search for your existing Participation Record. The system will lookup your details from the old platform, and add you to the new PlayFootball platform.

If registering a child, you must add your own record first, then you can repeat the steps to add your child.

Before you start

1. This version of Playfootball prefers a PC, there are some known issues if using a mobile device.
2. Be patient! Most of the steps outlined are only required for the initial set up, it will be easier next time.
3. Coaches and managers, you will not be able to proceed if you do not have a valid WWVC. These are verified with Access Canberra and sited by the club.
4. Your registration will not be approved straight away, as the club is still learning the requirements of the new system these will be managed when we are comfortable.

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Re-registering for season 2025

1. Create your Participation Record

1. Login to [Playfootball](#) (if you are doing this for the first time select (Don't have an account yet?))
2. Select **Profile**

The screenshot shows the 'AVAILABLE PRODUCTS' page on the PlayFootball website. The left sidebar contains navigation options: 'Find a Product', 'My Registrations', 'Family Management', 'Help Centre & Support', and 'John Smith Profile | Sign out'. The main content area displays a list of products, including 'Men's Premier League - Saturdays', 'Men's AL1 - Saturdays', and 'Men's AL2+ Saturdays'. A red box highlights the 'Profile' link in the user menu, and a red arrow points from it to the 'Create my participant record' button in the next screenshot.

3. Select **Create my participant record**

The screenshot shows the user profile page on the PlayFootball website. The user's name is 'JOHN SMITH' and their email address is 'jsmith@gmail.com'. The page displays 'ACCOUNT DETAILS' with the account name 'John Smith' and email 'jsmith@gmail.com'. A message states 'No participant record is associated with your account'. A red box highlights the 'Create my participant record' button at the bottom right of the page.



4. Search for **your** contact details, used in the prior year

! TIP !
Search using First Name, Last Name and Date of birth only to start with, it seems to work better

5. Select to **Use Record**:

! TIP !
If no record is found double check the details.

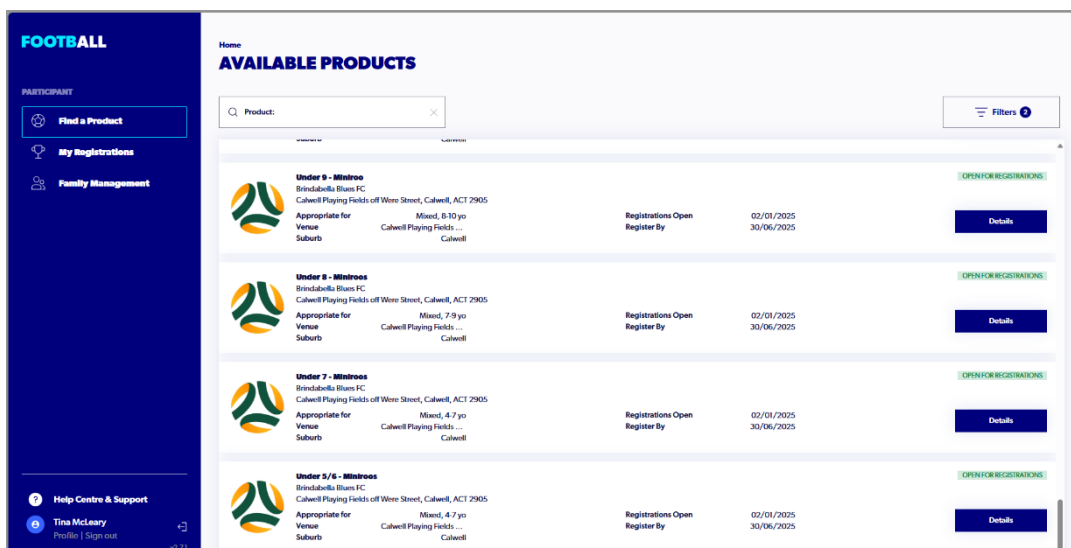
6. Add the 6 digit code received from your email account

7. Tick **Link this record to account**

8. Select **Verify**

2. Registering for a competition.

1. Return to the [PlayFootball](#) product page
2. Select **Details** for the players registration package. In previous years, Playfootball would only show packages that a player was eligible for, unfortunately, the new system does not. Please make sure you have the right package.



The right age group – Miniros and Juniors

Age groups are based on the year your child turns by 31 December of the year. So if your child turns 8 in October 2025, they will register in under 8.

If your child turns this age by 31 December 2025	Register them in this package
5 or 6	Under 5/6 - Miniros
7	Under 7 - Miniros
8	Under 8 - Miniros
9	Under 9 - Miniros
10	Miniros - Under 10 (Girls) or Miniros - Under 10 (boys)
11	Miniros - Under 11 (Girls) or Miniros - Under 11 (Boys)
12	Junior League - Under 12 (Girls) or Junior League - Under 12
13	Junior league - Under 13 Boys Please only select the “SAP competition - Junior league” if instructed too.
14	Community League - Under 14
15	Community League - Under 15 boys
16	Community league - under 16 boys
17 or 18	Community League - Under 18 Boys or state league if playing in that competition.

For all other teams (eg NPL) packages, please follow the instruction from your managers

3. Select Register

FOOTBALL

UNDER 7 - MINIROOS

OPEN FOR REGISTRATIONS

REGISTER FROM
Thursday, 2nd Jan 2025

APPROPRIATE FOR
Male and Female
Ages 4 to 7

TOTAL REGISTRATION COST
\$220

The registration fee shown here does not include any fee exemptions that may be applied. Proceed to the final step of the registration flow to see the final fee that you will need to pay.

Register

CLUB CONTACTS
02 88807983
info@bbfc.org.au

CLUB HOUSE VENUE

4. Who are you registering for:

- a) If you are registering yourself to play, select **Myself**.
- b) If you are registering for a child, select **Somebody else** and press **Continue**
- c) If you are registering a child for the first time, select **Somebody else**, the steps flow the same.

FOOTBALL

BRINDABELLA BLUES FC
PARTICIPANT REGISTRATION
Register to participate in Under 7 - Miniros for season 2025

WHO ARE YOU REGISTERING FOR:

Myself

Somebody else

Cancel **Continue**



5. Select **each of the links** for the Terms and Conditions



TERMS AND CONDITIONS

REVIEW YOUR CLUB AND ASSOCIATION'S TERMS AND CONDITIONS

1 Acceptance of these Terms and Conditions, and Disclaimers is required in order to complete your player registration.

2 Review Football Australia's Terms and Conditions (Football Australia Participant T&C)

3 Review Capital Football's Terms and Conditions (T&C for CF)

4 Review Brindabella Blues FC's Terms and Conditions (Terms and Conditions)

I agree to these Terms and Conditions, and Disclaimers

I confirm I wish to opt into marketing communication from the following organisations:

Brindabella Blues FC

Capital Football

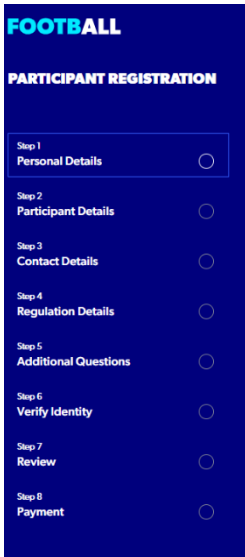
Football Australia

! TIP !

Each link has to be opened for you to be able to proceed. If the Continue box has not changed to blue you have missed a step

- 6. You should see each line now with a green tick
- 7. Tick the required boxes
- 8. **Continue**

9. Add your Personal Details(the person filling out the form):



BRINDABELLA BLUES FC PERSONAL DETAILS

Register to participate in Under 7 - Miniroos for season 2025

LET'S START WITH YOUR DETAILS (NOT THE PARTICIPANT'S)

First Name
Tina

Middle Name (Optional)

Last Name
McLeary

Mobile Number

Email



10. Enter the details for the player that is registering (start with Name and DOB only)

participant you are registering for, ever made a Football registration before?

PLEASE ENTER ALL FIELDS TO SEARCH PREVIOUSLY REGISTERED PARTICIPANT RECORDS

First Name *	Last Name *
Gender <input type="text"/>	Date of Birth * <input type="text"/>
Email <input type="text"/>	Mobile Number <input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Search"/>

11. Search the player

PARTICIPANT HISTORY FOUND

Record 1: PlayFootball Support
support@playfootball.com.au

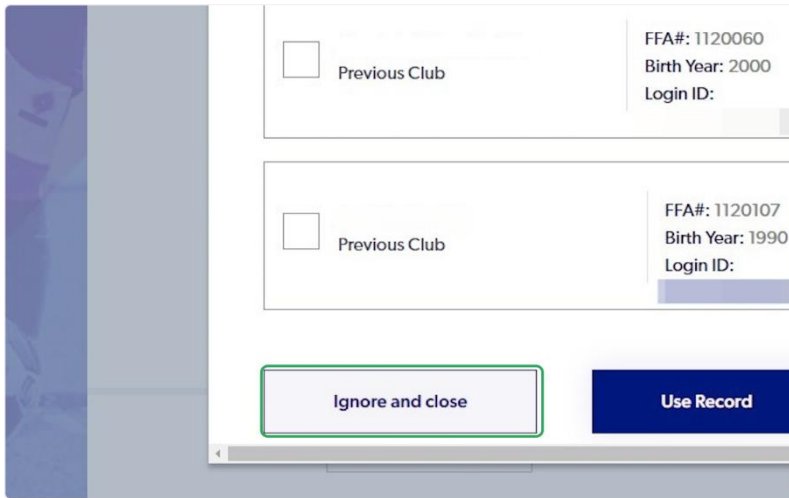
<input type="button" value="Search Again"/>	<input type="button" value="Use Record"/>
---	---

12.

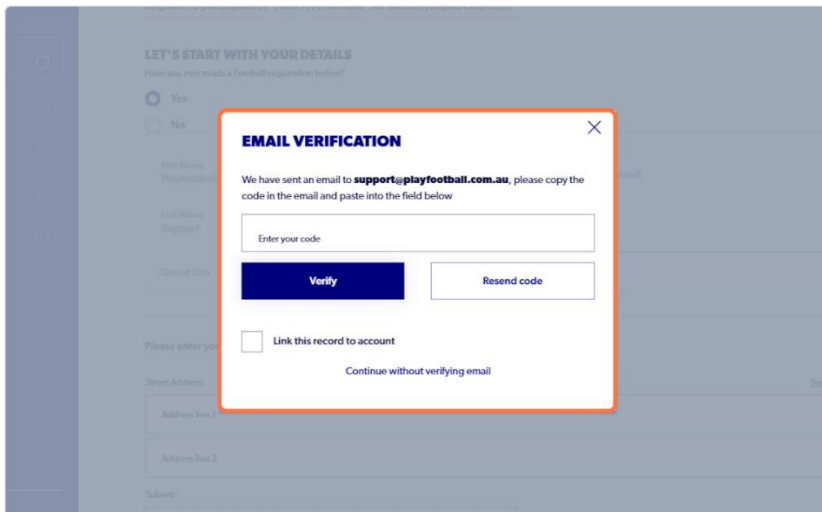
13. If the player has been located, selected **Use Record**



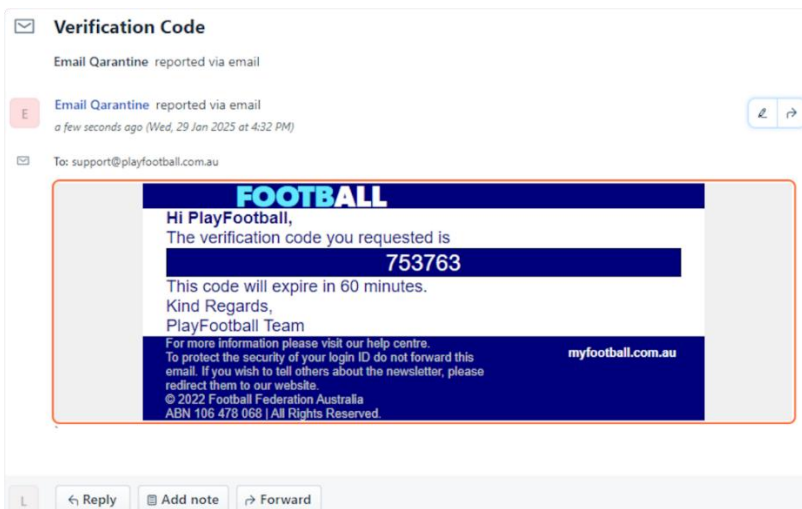
14. If you are registering a new player or the player was not able to be located – select **Ignore and close** and go to step 21



15. Verify account with the code sent to your email



16. An email will be sent to the email address registered to the child (check your spam)





17. Input verification code

LET'S START WITH YOUR DETAILS
Have you ever made a Football registration before?

Yes
 No

First Name
Playfootball

Last Name
Support

Date of Birth

Please enter your email address

Street Address

Address line 1

EMAIL VERIFICATION

We have sent an email to **support@playfootball.com.au**, please copy the code in the email and paste into the field below

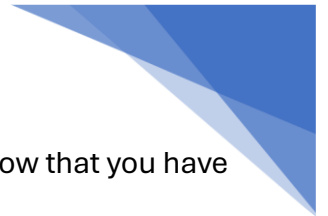
Link this record to account

[Continue without verifying email](#)

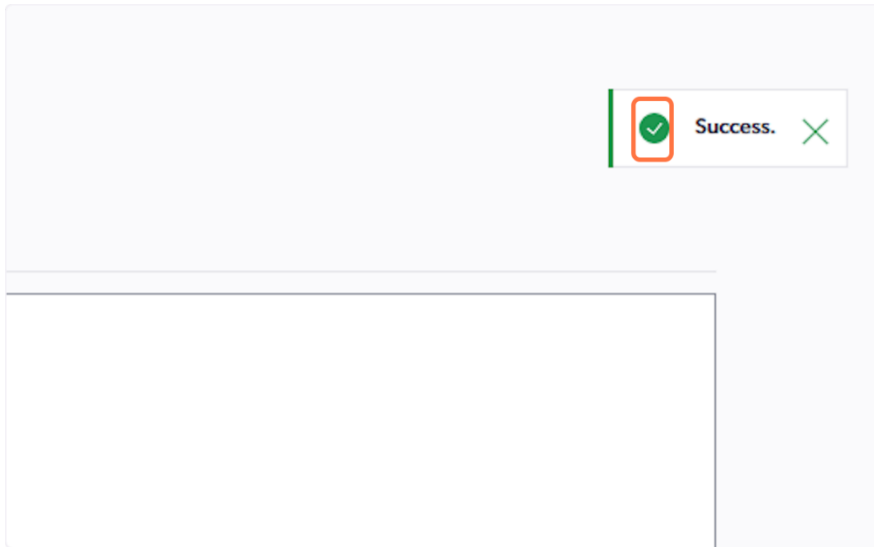
18. Tick 'Link this record to account' and click on **Verify**

Link this record to account

[Continue without verifying email](#)

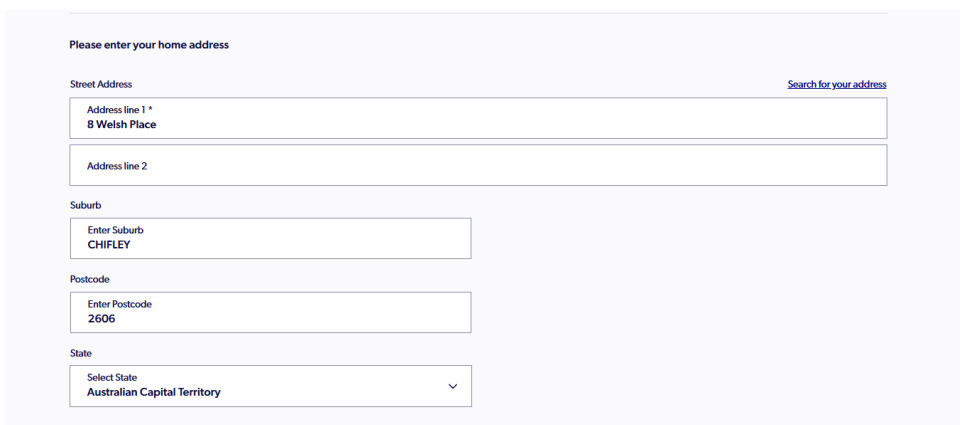
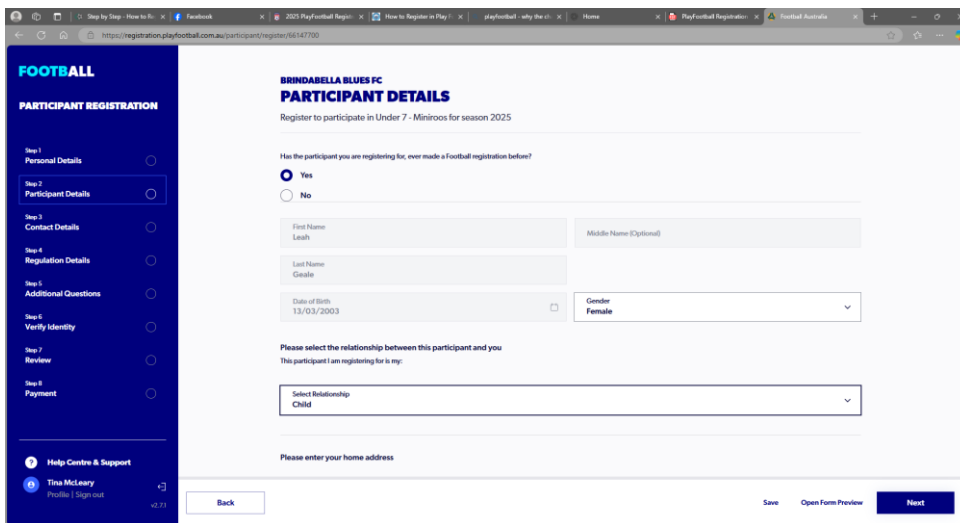


19. A “success’ notification will appear in the top right hand corner to show that you have successfully claimed the profile



20. Complete the players participation details, select **Next**.

21. If the player has not played before select No and answer the questions appropriately.





Your Nationality

Select Nationality Select Country of Birth

Place of Birth (City i.e. Sydney)

Do you identify as being of Aboriginal or Torres Strait Islander origin?
 Yes No

Is English your primary language spoken at home?
 Yes No

Please indicate if you have a disability

22. Complete the Emergency Contact details

FOOTBALL

PARTICIPANT REGISTRATION

Step 1 Personal Details

Step 2 Participant Details

Step 3 Contact Details

Step 4 Regulation Details

Step 5 Additional Questions

Step 6 Verify Identity

Step 7 Review

Step 8 Payment

Help & getting started

Participant A Profile | Sign out

CONTACT DETAILS Open Form Preview

PARTICIPANT CONTACT DETAILS

Mobile Number Email

EMERGENCY CONTACT

First Name Last Name

Mobile Number Email

EMERGENCY CONTACT - OTHER

First Name Last Name

Mobile Number Email

23. **Save Participant** - if the Save participant button is greyed out, check the side panel to see which step is missing information

FOOTBALL

PARTICIPANT REGISTRATION

Step 1 Personal Details

Step 2 Participant Details

Step 3 Contact Details

Eligibility Breach

If when you hit Save Participant you see this message (or similar), this may indicate that you have selected a package that the player is not eligible for. If you select Ignore, Continue Registration you will not be able to submit the nomination.

ELIGIBILITY BREACH

✕

You may not be eligible for this product registration due to the following reason(s):

- **Outside the permitted age group**

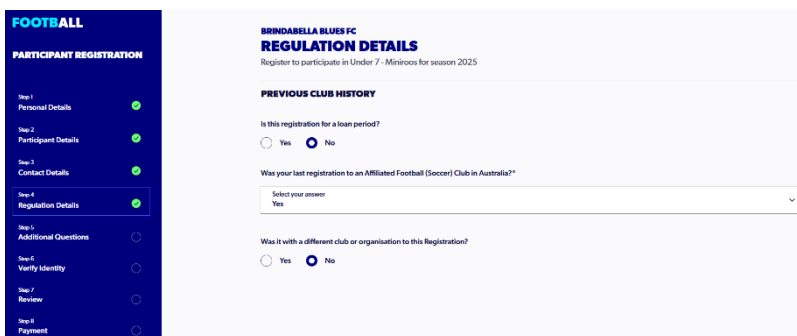
If you are ineligible you will be blocked from submitting this registration, if this doesn't apply to you, you can ignore this and continue.

Cancel Registration

Ignore, Continue Registration

Unfortunately, this will mean you will need to start again and select the appropriate package.

24. Complete the **Regulation Details:**



If the player played for a different club in the past, you will be prompted for the name of the club and the last year they registered.

! TIP !

Most people will have the following answers:

1. Is this registration for a loan period – No
2. Was your last registration in Australia – Yes

If you answer No to question 2, the player will be required to undertake the International Transfer Certificate process.



25. Complete the **Additional Questions**:

BRINDABELLA BLUES FC

ADDITIONAL QUESTIONS

Register to participate in Under 7 - Miniroos for season 2025

FOOTBALL AUSTRALIA

Which Isuzu UTE A-League Men and/or Ninja A-League WomensClub do you support?

I would like to receive communications directly from the Australian Professional Leagues Company Pty Limited (ACN 646 799 199) [and my selected A-Leagues Club] about A-Leagues events and special offers and consent to Football Australia disclosing my contact information to the APL entities for this purpose. I understand that after registering, I can change my marketing preferences in respect to such communications by contacting the A-Leagues entities directly. I can continue managing communications from Football Australia through 'My Football Account'

Yes

No

The additional question vary depending on the package. For the miniroos, please make sure you include anyone that you want to play with.

YOUR CLUB

Is there anyone you want to play with this year or what was your team last year?

Your Answer

Are you interested in being a coach/manager for a team?

Yes

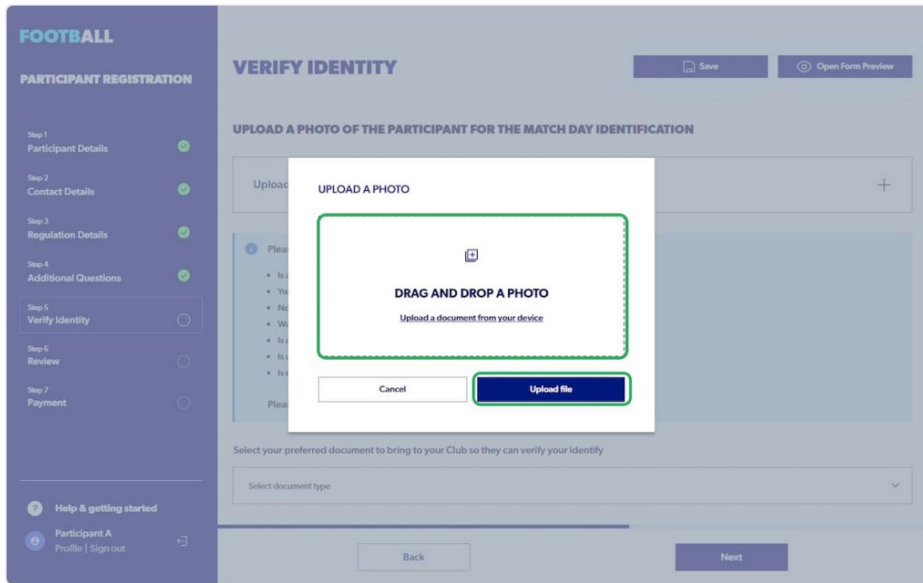
No

I understand that I will be required to volunteer during the season. (eg BBQ, canteen, setting up the fields)

Yes

No

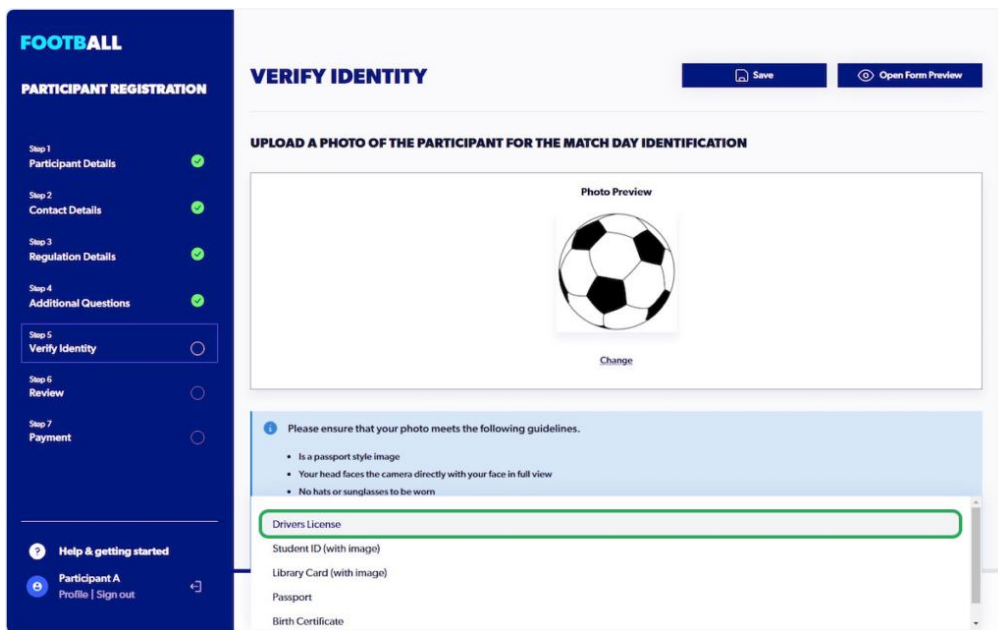
26. Upload a photo



If anyone has concerns with their child photo being uploaded, please upload a picture of a teddy bear and email secretary@bbfc.org.au to discuss this further.

Note - it is compulsory for all National Premier League players, SAP and adults to upload a picture.

27. Select your Identity document type:



28. Click Next



29. Review your details and click on **Confirm and Pay**

See section relating to payment arrangements for further information.

Your registration will now flow through for approval. Please note that the system is new for the club as well so this wont happen straight away.

These steps will need to be repeated for each player.



Payment information

On the top of this screen you see a fee breakdown

FEE DETAILS		^
Football Australia	\$ 15.00	
Capital Football	\$ 98.37	
Brindabella Blues FC	\$	
Transaction Fee	1.30%	
TOTAL	\$1	

Football Australia monies go towards the organisation, promotion and administration of football throughout Australia.

The Capital Football fees include the insurance component and a contribution to the overall running of the competition, including DRIBL.

The club fees are used to cover:

- ✓ Ground hire (Training and Match)
- ✓ Referees fees
- ✓ Equipment and uniforms
- ✓ General expenses to run the club (IT equipment, Capital Football Fees, ACT government fees.
- ✓ Coach development

There are now four payment options.

Schedule Payment (new)	Fees will be broken into 4 equal payments with a deposit to be made immediately. The Club will contact to request payment for the additional instalments (can be made via bank transfer).
Regulation Fees Only (new)	Option to pay the Football Australia part of the fees immediately. This option is preferred by the club and will allow for your registration to be approved straight away. The remaining monies can be paid at the club, via bank transfer or via ezidebit
All Fees Upfront	The easiest option, enter you credit card details and pay it all in one go.
Subsidised Payment	For players approved by the Executive Committee to have reduced registration or where the entire amount will be paid via bank transfer, at the club or via Ezidebit. The player will not be allowed to play without a payment arrangement being in place.

Coaches, Managers, Committee and Support Staff.

The process to register is similar to registering a child or as a player.

There are seven different packages and it is important you register in the right one as it will effect your ability in DRIBL and may mean you wont be able to be in the technical area on game day.

If you are a committee member select this package

	Committee Member	
	Brindabella Blues FC	
	Calwell Playing Fields off Were Street, Calwell, ACT 2905	
	Appropriate for	Mixed, 16-100 yo
Venue	Calwell Playing Fields ...	
Suburb	Calwell	

National Premier League - Coach or manager please select either of these.

	NPL BOYS - Coach	
	Brindabella Blues FC	
	Calwell Playing Fields off Were Street, Calwell, ACT 2905	
	Appropriate for	Mixed, 4-100 yo
Venue	Calwell Playing Fields ...	
Suburb	Calwell	

	NPL Team Official - Manager	
	Brindabella Blues FC	
	Calwell Playing Fields off Were Street, Calwell, ACT 2905	
	Appropriate for	Mixed, 4-100 yo
Venue	Calwell Playing Fields ...	
Suburb	Calwell	

Capital Premier League – Coach or manager please select either of these.

	CPL Coach - Under 23/First Grade	
	Brindabella Blues FC	
	Calwell Playing Fields off Were Street, Calwell, ACT 2905	
	Appropriate for	Mixed, 4-100 yo
Venue	Calwell Playing Fields ...	
Suburb	Calwell	

	CPL Team Official - Manager/Physio	
	Brindabella Blues FC	
	Calwell Playing Fields off Were Street, Calwell, ACT 2905	
	Appropriate for	Mixed, 4-100 yo
Venue	Calwell Playing Fields ...	
Suburb	Calwell	

For all Junior League, SAP and Miniroo Coaches and Managers select either of these.

	Junior League and Miniroo - Manager and Support	
	Brindabella Blues FC	
	Calwell Playing Fields off Were Street, Calwell, ACT 2905	
	Appropriate for	Mixed, 4-100 yo
Venue	Calwell Playing Fields ...	
Suburb	Calwell	

	Junior League and Miniroo - Coach and Assistant Coach	
	Brindabella Blues FC	
	Calwell Playing Fields off Were Street, Calwell, ACT 2905	
	Appropriate for	Mixed, 4-100 yo
Venue	Calwell Playing Fields ...	
Suburb	Calwell	



Working with Vulnerable People

Brindabella Blues take the safety of our players seriously. As part of this commitment all coaches and managers over the age of 16 need to have a Working with Vulnerable People card.

As part of the registration process, you will be prompted to upload a photo of your card that will need to be checked and verified before registration can be approved.

Referees

Material has been provided by Capital Football to register as a referee and how to register to SPOND the referee communication platform. Please reach out to referees@bbfc.org.au if you need a copy of this.

Need help with your registration?

If you have any trouble with your registration, you can use the following resources to help you:

1. Visit the Support page on the Play Football website. This page contains articles and videos that may be of assistance to you: [Play Football Support](#)
2. Contact the Play Football Support team:
 - Email: support@ffa.com.au.
 - Phone: (02) 8880 7983 – office hours for this number will vary depending on the time of year. Current office hours can be located by using the link at point 1. above.
3. Contact the club – secretary@bbfc.org.au for any **club-related registration enquiries** (noting that we are not able to assist with any technical issues experienced during registration).