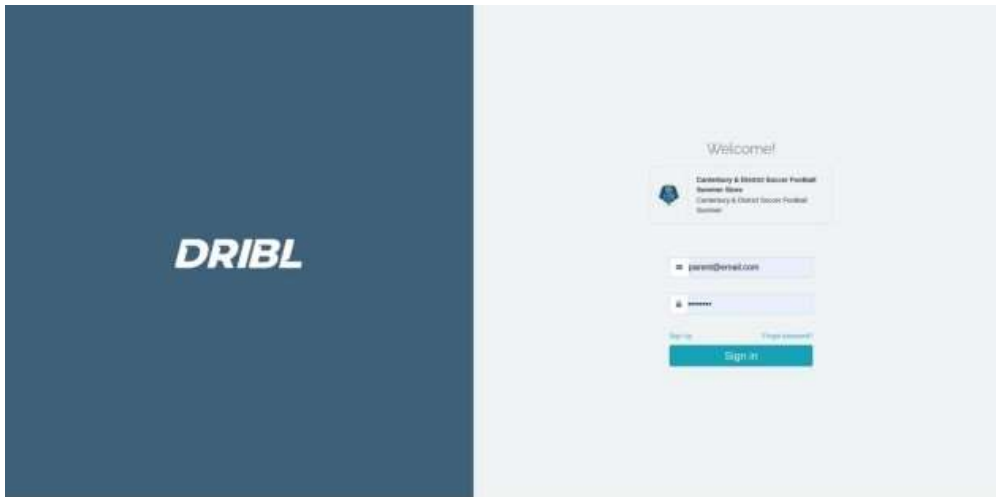


# Registrants

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

## 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.

## Section 1 - Sign Up – Create New Account

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



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. Click on CDSFA on left.
6. Login and proceed with your Email Address and Password

## **Dashboard**

Once you have signed in, you'll be taken to the **Registration screen.**



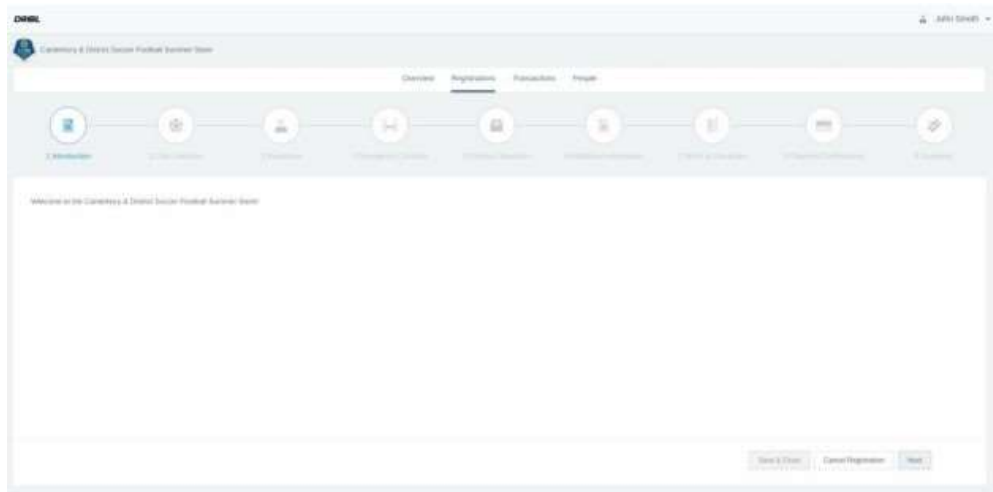
- **Option to start a NEW REGISTRATION (button)**

## Section 2 – Registration Process


### Starting a New Registration

To start a new registration

1. **Click on** the **New Registration** 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 **CLUB SELECTION** section.
  4. Select **Your Club** from the drop-down list. **i.e Belmore Eagles**
  5. Click on **Club Competitions**



6. **Click On Next**. This will take you to the **Registrant** section.
7. **Answer the 4 following questions** as per questions in table below.
8. **Click Search**

Has the registrant registered via Dribl Registrations before?:

Has the registrant taken part in a competition where Dribl was used before?:

*Note: Providing accurate information assists in the identification to automatically apply vouchers.*

Do you know the FFA Number or Dribl Number of the registrant:

Please enter the details to search for the registrant:

---

Registrant Details >

9. If you are found in the records. Then click select if it is you.

Type of registrant:


Please note, fields with

- Myself
- A minor (I am a parent or guardian)
- Another person (ie on behalf of another person)

10. If you are registering a child, another drop down box will appear. Please select from the option of Parent or Guardian.

11. Complete the remaining fields:

Please note, fields with \* are mandatory



Upload image \*

First name \*

Middle name

Last name \*

Date of birth \*

Gender \*

FFA Reference #

Email address \*

Mobile phone \*

Address

Address line 1 \*

Address line 2

City \* State \* Postcode \*

12. 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 10 MB in size
- File type of .PNG or .JPG Please

*Note: any inappropriate photos may result in your registration being declined*

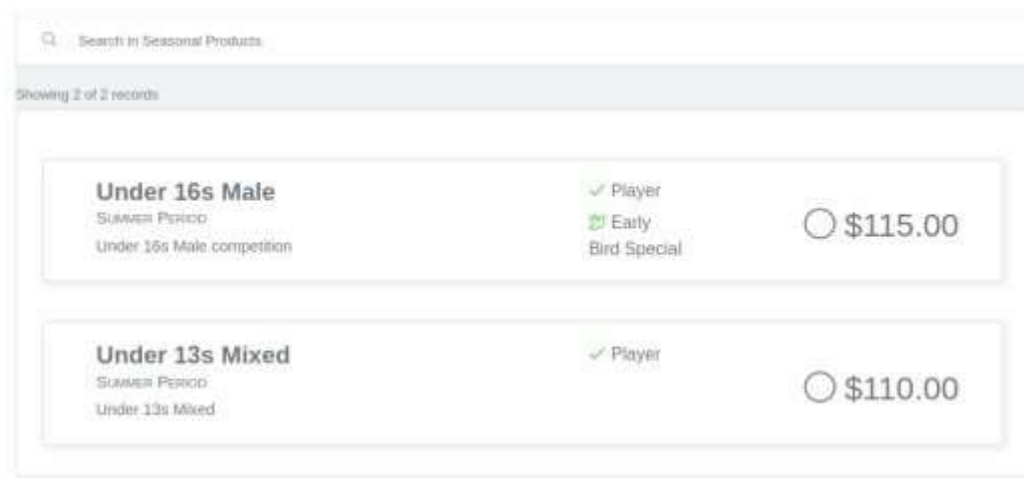
13. **Click on Next** – You will be taken to the Emergency Contacts section.

14. Complete the details for at least **ONE Emergency Contact**.

*(First & Last Name, Phone Number, Email and Residential Address is required)*

15. **Click On Next** – You will be taken to the **Product** section.

16. Click on the **Product** you wish to register for.



17. **Click On Next** – It will take you to the **Additional Information** section.

18. You may be presented with a number of questions to answer.

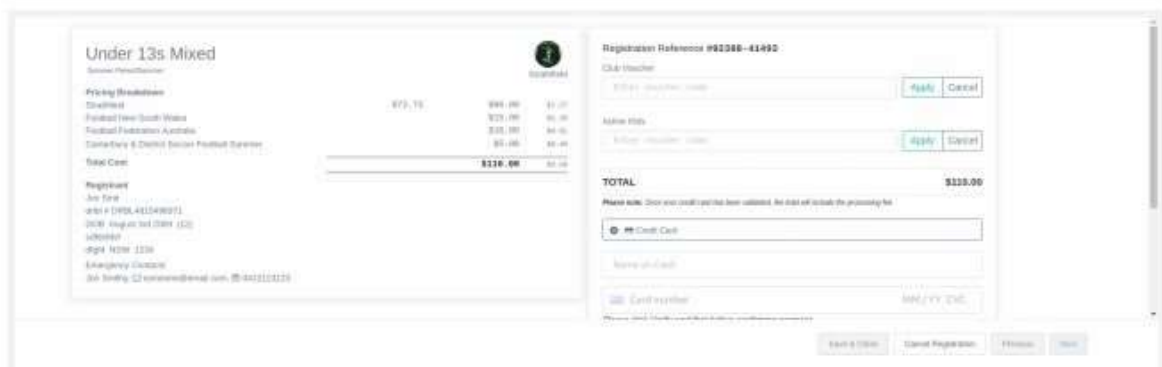
- (i) **School Attended**
- (ii) **Working with Children Check**
- (iii) **Past Registration**

19. Once you have completed the **Additional Information** Section, **Click On Next**.

20. The next screen will present any **Terms & Conditions** you will need to read and agree to.

21. 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.

22. 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.



*On the left-hand side, you will see a Summary of payment relating to the registration.*

23. If your Club has issued you with a **unique code** or **single use Voucher** and you wish to apply it, enter the details in the Club Voucher field and Click Apply.

24. If you wish to use the Services NSW Active Kids Voucher, enter the code in the Active Kids field and Click Apply.

25. The system will verify if the vouchers are valid and adjust the payment amount.

26. Clicking Cancel on either voucher will remove the voucher from the total and it will revert to the original or previous total.

27. To proceed with your payment, please select Payment Type.

**TOTAL** **\$110.00**

Please note: Once your credit card has been validated, the total will include the processing fee.

Credit Card

Name on Card

Card number MM / YY CVC

Please click Verify card first before confirming payment

Direct Debit

Pay Externally

**Verify Card**

**Confirm and Pay**

Please note: payment may take a couple minutes to process

*A processing fee may be applied if paying via Credit Card.*

28. If you have entered Credit Card Details in the payment section, you will need to select Verify Card before proceeding.

29. Click Confirm and Pay button to process the payment.

30. 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.

## Section 3 - 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.

Registration #	Status	Change#	First Name	Last Name	Age	DOB	FEID ID	Club	Product	Amount	Payment
4882-01430	Approved	08-Aug-2021	John	Smith	31	09/21/1989		Caribbean & District Soccer Football Summer	Under 18s Male Caribbean & District Soccer Football Summer	\$118.75	Yes
7820-08888	Approved	26-Aug-2021	Jonathan	Swanson		09/01/1997		Caribbean & District Soccer Football Summer	Under 18s Male Caribbean & District Soccer Football Summer	\$118.00	Yes
4882-08882	Paid	26-Aug-2021	John	Smith	31	09/21/1989		Caribbean & District Soccer Football Summer	Under 18s Male Caribbean & District Soccer Football Summer		

## Transactions

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

Reference	Date	Receipt #	Registration	Provider	Method	Type	Amount	Inc. Tax
7820-08888	30-Aug-2021   11:12 a.m.	123	John Smith registered for Under 18s Male	Caribbean	External Payment	Payment	\$100.00	\$0.00
7820-08888	30-Aug-2021   11:12 a.m.	123	John Smith registered for Under 18s Male	Caribbean & District Soccer Football Summer	External Payment	Payment	\$15.00	\$1.20

## People

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

Name	DOB Reference	Reference	DOB	Age	Gender	Registrations
John Smith	09/21/1989	09/21/1989	26-Jul-1980	31	Male	2
John Doe	09/01/1997	09/01/1997	03-Aug-2009	12	Male	1