

## Registrants

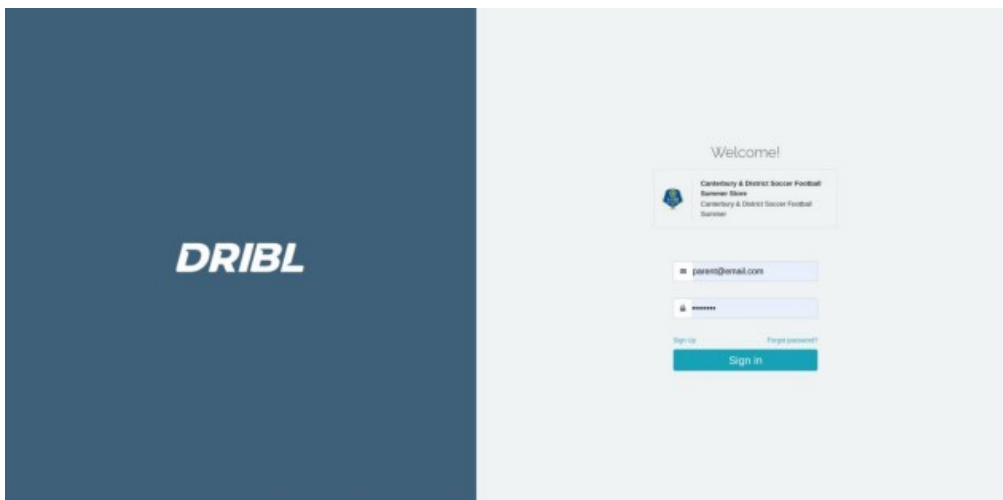
This section outlines the registrant process to successfully register for a club. The Dribl stores listing can be found at <https://registration.dribl.com/>

### Login & Sign Up

On arriving on the registration front page, please click on the relevant store that relates to your location eg BDSFA Store and then select your club.

#### Login

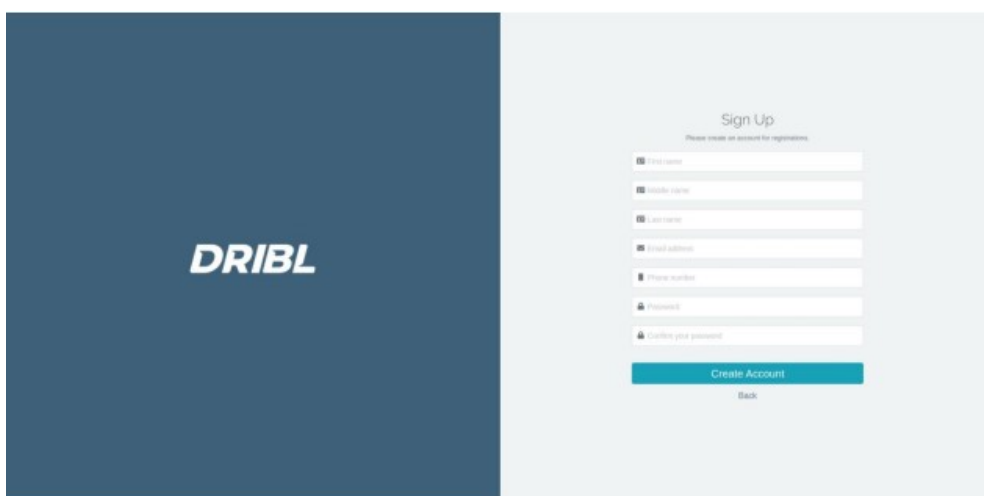
On clicking the store, you will be presented with a Login screen



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

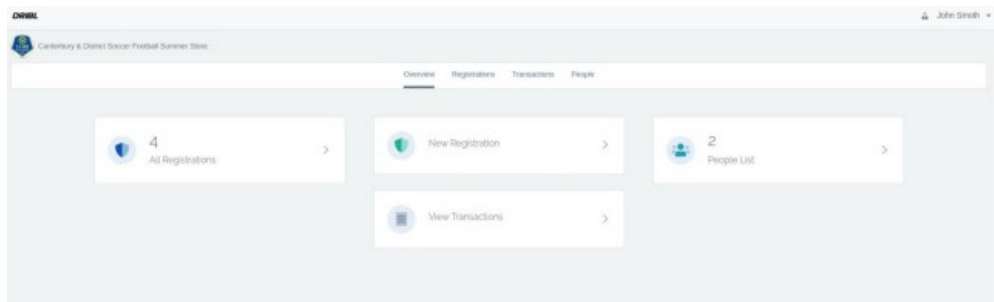
1. As a first-time user, click on **Sign Up** to create a registration account.



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. Return to Login Page and proceed with your Email Address and Password

## Dashboard

Once you have signed in, you'll be taken to the Overview screen. This will show you a brief overview of the registration system.



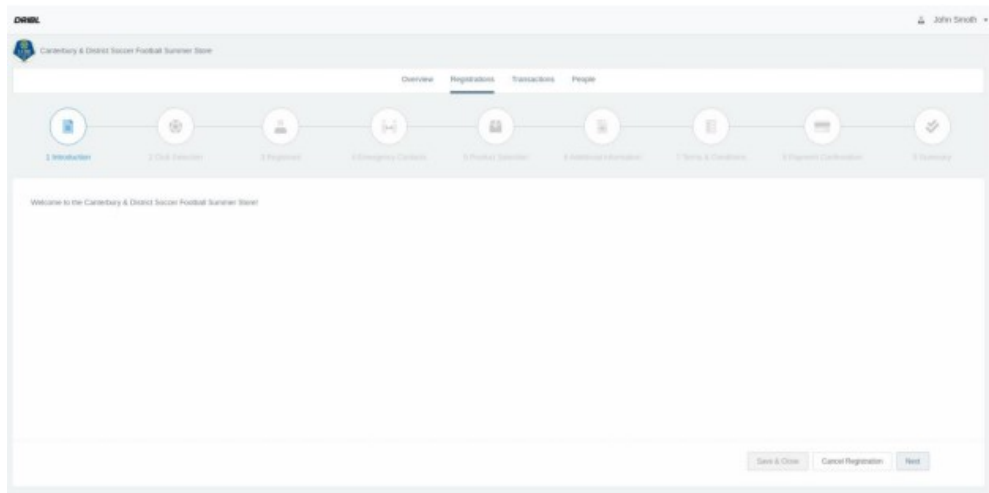
On this page, it shows:

- 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 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.
5. Click on Club Competitions



6. **Click On Next.** This will take you to the Registrant section.
7. Select the type of Registrant:


Type of registrant:

Please note, fields with \* are mandatory

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

- If you are registering a child, another drop down box will appear. Please select from the option of Parent or Guardian.
- Complete the remaining fields:

Please note, fields with \* are mandatory



Upload Image \*

Address

- Please keep these guidelines in mind when uploading images:

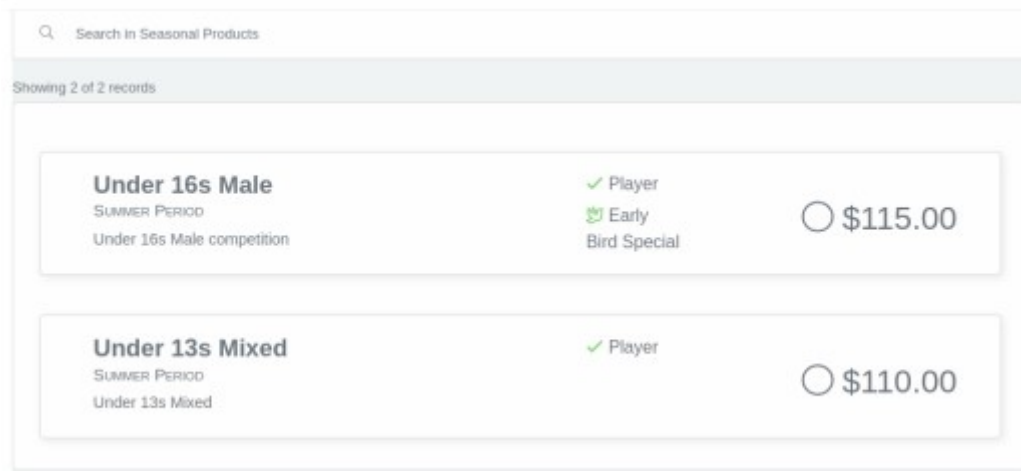
- Photo is a passport style image
- Head faces camera directly with full face in view
- No hats or sunglasses are to be worn in the photo
- Photo was taken within the last 12 months
- Photo is clear and legible with appropriate lighting
- Under 1 MB in size
- File type of .PNG or .JPG Please

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

- Click on Next** – You will be taken to the Emergency Contacts section.
- Complete the details for at least **ONE Emergency Contact**.  
(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 Product you wish to register for.



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.

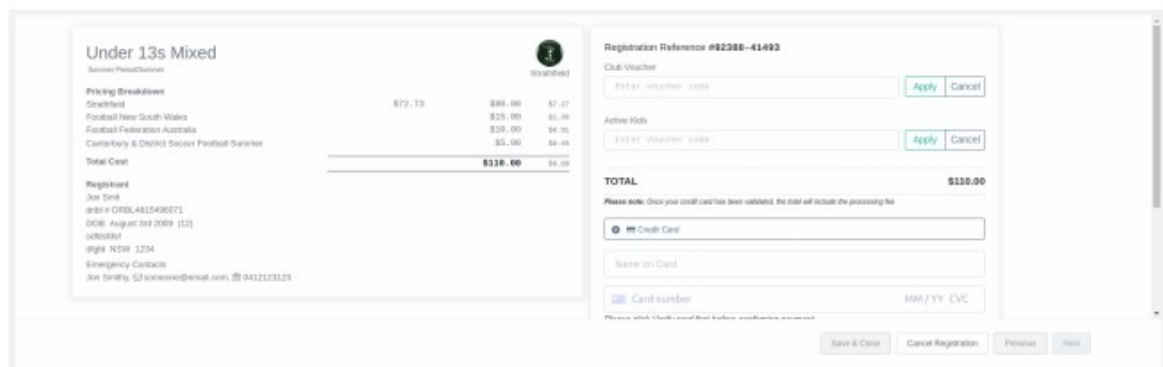
- (i) *School Attended*
- (ii) *Working with Children Check*
- (iii) *Past Registration*

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.



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

The screenshot shows a payment summary with a total of \$110.00. Below the total, there is a note: "Please note: Once your credit card has been validated, the total will include the processing fee". The form has a dropdown menu for "Credit Card" which is currently selected. Below this are input fields for "Name on Card" and "Card number" (with "MM/YY CVC" on the right). A note says "Please click Verify card first before confirming payment". There are radio buttons for "Direct Debit" and "Pay Externally". At the bottom, there are two buttons: a yellow "Verify Card" button and a teal "Confirm and Pay" button. A final note at the bottom says "Please note: payment may take a couple minutes to process".

*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.

Registration #	Status	Changed	First Name	Last Name	Age	ID#	PFA ID	Club	Product	Amount	Payment
8862-37430	Approved	18 Aug. 2021	John	Smith	31	DFBL254840811		Stanhfield	Under 18s Male Summer Period - Summer Plan	\$118.74	Full
7820-6886	Pending	29 Aug. 2021	Incomplete	Incomplete		DFBL401549071		Stanhfield	Under 18s Male Summer Period - Summer Plan	\$118.00	Full
88137-6886	Draft	29 Aug. 2021	John	Smith	31	DFBL254840811		Stanhfield	Under 18s Male Summer Period - Summer Plan		

## 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
78620-6886	30 Aug. 2021   11:11 a.m.	123	Jan Smit registered for Under 18s Male	Stanhfield	External Payment	Payment	\$100.00	\$0.00
78620-6886	30 Aug. 2021   11:11 a.m.	123	Jan Smit registered for Under 18s Male	Canterbury & District Soccer Football Summer Store	External Payment	Payment	\$15.00	\$1.30

## People

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

Name	DMBL Reference	Reference	DOB	Age	Gender	Registrations
John Smith	DFBL254840811		26 Jul. 1990	31	Male	2
Jan Smit	DFBL401549071		03 Aug. 2009	12	Male	2