



# **Online Player Registration**

## **1. Introduction**

A team will be able to register and update their players directly on the MCSA website (<https://www.mcsafootball.org.au/>) after the following action items have been completed:

1. A team has completed its online Team Registration application (<https://www.mcsafootball.org.au/new-team-registration/>) for a league, cup, or tournament.
2. The team has been successful in its application.
3. Appropriate registration payment(s) has been made.
4. The league, cup, or tournament has been set up on the MCSA website.
5. The Online Player Registration function is enabled for the Team Manager.

Note that there may be a time lapse from action item (1) to (5) as the relevant league, cup, or tournament will only be set up when sufficient registrations have been received. Where group games are part of the cup/tournament fixture, the set up will not be completed until the group draw is completed.

## **2 Access to Player Registration**

When the Online Player Registration function is enabled for the Team Manager, an email will be sent to the Team Manager with the access details. For your security and convenience, we strongly recommend that you update your password.

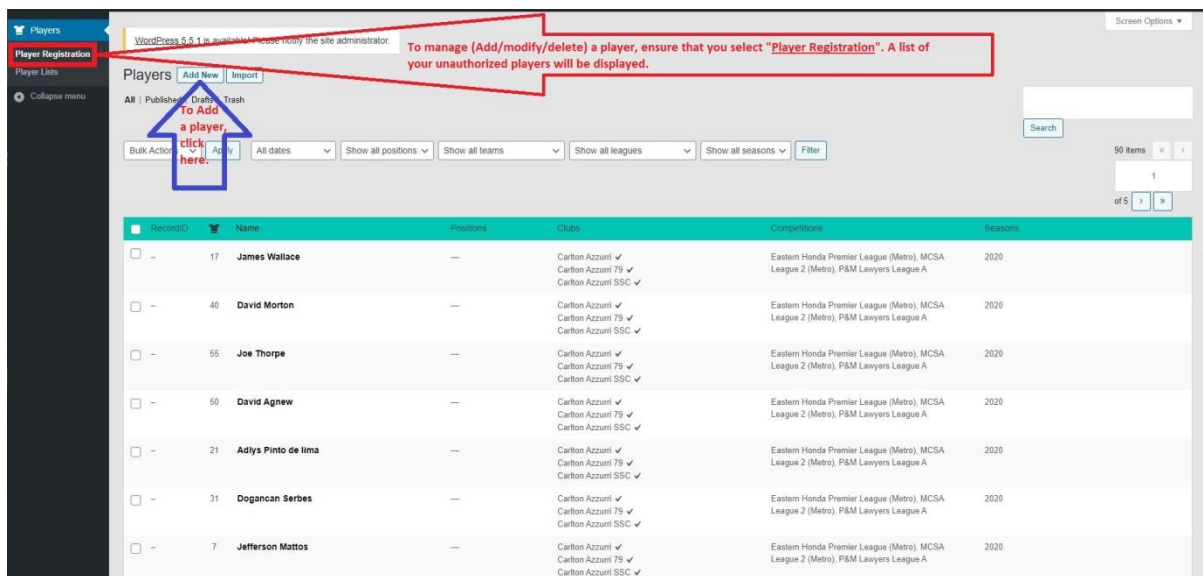
**It is each team's responsibility to ensure that the player details are complete and accurate.**



## 3 Adding a New Player

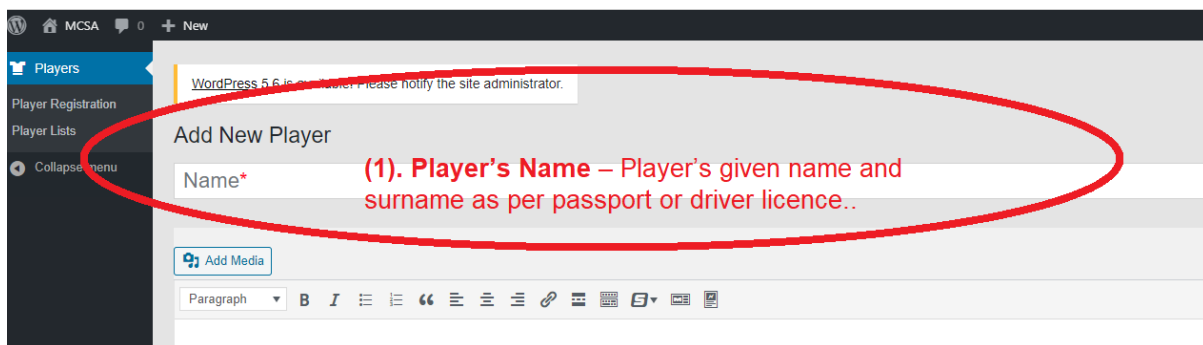
To add a new player, ensure that you select:

1. **Player Registration** (located at the top left hand corner of the screen);
2. **Add New** (located at the top left hand corner of the screen).



RecordID	Name	Positions	Clubs	Competitions	Seasons
17	James Wallace	—	Carlton Azzurri ✓ Carlton Azzurri 79 ✓ Carlton Azzurri SSC ✓	Eastern Honda Premier League (Metro), MCSA League 2 (Metro), P&M Lawyers League A	2020
40	David Morton	—	Carlton Azzurri ✓ Carlton Azzurri 79 ✓ Carlton Azzurri SSC ✓	Eastern Honda Premier League (Metro), MCSA League 2 (Metro), P&M Lawyers League A	2020
55	Joe Thorpe	—	Carlton Azzurri ✓ Carlton Azzurri 79 ✓ Carlton Azzurri SSC ✓	Eastern Honda Premier League (Metro), MCSA League 2 (Metro), P&M Lawyers League A	2020
50	David Agnew	—	Carlton Azzurri ✓ Carlton Azzurri 79 ✓ Carlton Azzurri SSC ✓	Eastern Honda Premier League (Metro), MCSA League 2 (Metro), P&M Lawyers League A	2020
21	Aditya Pinto de Lima	—	Carlton Azzurri ✓ Carlton Azzurri 79 ✓ Carlton Azzurri SSC ✓	Eastern Honda Premier League (Metro), MCSA League 2 (Metro), P&M Lawyers League A	2020
31	Dogancan Serbes	—	Carlton Azzurri ✓ Carlton Azzurri 79 ✓ Carlton Azzurri SSC ✓	Eastern Honda Premier League (Metro), MCSA League 2 (Metro), P&M Lawyers League A	2020
7	Jefferson Mattos	—	Carlton Azzurri ✓ Carlton Azzurri 79 ✓ Carlton Azzurri SSC ✓	Eastern Honda Premier League (Metro), MCSA League 2 (Metro), P&M Lawyers League A	2020

An **Add New Player** screen will be displayed.



**Add New Player**

Name\*

(1). Player's Name – Player's given name and surname as per passport or driver licence..

Add Media

Paragraph B I [List Icons] [Link Icon] [Image Icon]



## Provide Player's Personal Details

For the player's sports injury insurance cover, please fill in the player's residential street address and postcode. The Suburb and Municipality will be self populated.

Provide player's mobile number and Email address.

Select "Yes" if you wish to be contacted by Football Victoria and outhter MCSA partners with special offers.

Are you regsitered with Football Victoria this year?

**Personal (Insurance) Details**

Street\*

Postcode\*

Select postcode

Suburb Name\*

Select suburb

Municipality\*

Select Municipality

Mobile\*

Email\*

Permission to contact\*

Yes

Currently registered with FV\*

Please select one option



## Provide Player's Team Details

**Player's unique Shirt Number**

**Select player's cultural background from the dropdown list**

**Select the team(s) this player will be registered with this season**

**Select the league(s) associated with the team(s) selected above**

**Ensure the appropriate season is selected**

**Note that if the photo is inappropriate or of poor quality, your player registration approval may be unnecessarily delayed.**

**A player ID photo is required. Ideally the dimensions should be similar to an ID photo**

**Details**

**Squad Number\***

**Cultural Background\***

**Positions**

**Current Teams**

**Past Teams**

**Leagues**

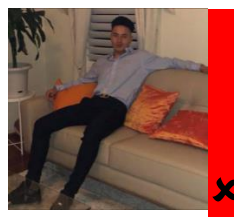
**Seasons**

**Metrics**

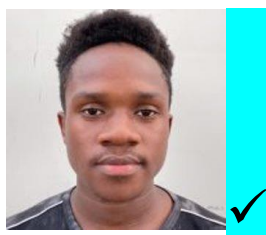
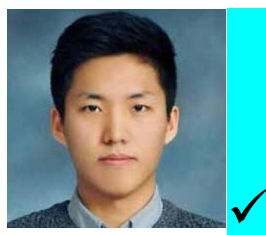
**RecordID**

**Photo\***

### **Inappropriate ID Photos (examples)**



### **Appropriate ID Photos (examples)**





## Player Sharing No Longer Permitted

Please note that **effective from the 2023 season**, player sharing between clubs is no longer permitted.

Teams are still allowed to share a player within the same club.

## IMPORTANT

When adding a new player or updating an existing player, it is **mandatory** that you declare the player is **NOT** registered with another club as shown below.

**Failure to update this field will result in all your entered details being cleared, and you need to start all over again.**

The screenshot shows a registration form with several sections. The 'Player Registered with another MCSA Club?' field is highlighted with a red circle and a blue border, indicating it is a mandatory field. The field is set to 'No'. Other visible fields include 'Permission to contact\*' (set to 'Yes'), 'Currently registered with FV\*' (set to 'No'), and 'Twitter'. There is also a 'Shortcodes' section with instructions to copy and paste the code into posts or widgets.

Click **Submit for Review** when you are satisfied with all details entered. This is located at the top right hand side of the screen.

The screenshot shows the 'Add New Player' form. A red arrow points to the 'Submit for Review' button, which is circled in red. The form includes fields for 'Name\*', 'Suburb', 'Postcode', 'Suburb Name', and 'Municipality'. There is also a 'Publish' section with 'Save Draft' and 'Preview' buttons. A 'Word count' of 0 is displayed at the bottom left.



Once you have submitted your player registration for review, the screen will be refreshed with the following information. Please ensure that these are accurate. That is, the player is registered with the correct team(s) and for the current season. Where a player is registered in more than one team, multiple entries will be displayed.

Players

Player Registration

Player Lists

Collapse menu

Word count: 0

Last edited

Statistics

Bendigo Bank League 2 (Metro)

Season	Club	Goals	Yellow Cards	Red Cards	MVP	Assists
2020	Dynamo Victoria FC Reserves	0	0	0	0	0
2021	Dynamo Victoria FC Reserves	0	0	0	0	0
Total		0	0	0	0	0

MCSA League 1

Season	Club	Goals	Yellow Cards	Red Cards	MVP	Assists
2020	— None —	0	0	0	0	0
2021	Dynamo Victoria FC	0	0	0	0	0
Total		0	0	0	0	0

Excerpt

## Important Note

Your player registration is now available for review by your Competition Manager or the Competition Management Team. Once approved, you will be able to:

1. See the player on your **Team Page** from our website.
2. Print an up to date **Team Sheet** which includes this player.
3. Print an up to date **Player ID Summary** which includes this player.



## 4 Updating an Existing Player Details

For returning teams, this function allows you to access your team's existing players from previous year(s).

Whilst all the fields (as per section 3 above) are available for revision, typically, the fields listed below may be more relevant.

1. **Postcode** – Select from the Drop Down list. This is the postcode related to the player's residential address.
2. **Squad Number** – Player's assigned shirt number.
3. **Current Teams** – Select the Team(s) this player will be participating in. Some player may be registered in more than one team.
4. **Seasons** – Be sure to select the correct year associated with your selected league, cup, or tournament in your Team Registration. **It is important that the correct year (Season) is selected.**
5. **Photo** – A quality player ID (passport, driver licence or similar) type photo. Note that if the photo is inappropriate or of poor quality, your player registration approval may be unnecessarily delayed.

### Important Note:

If you need to register a player who previously played for another team, it is important that you contact your competition Manager or the Competition Management Team so that access to this player's details can be arranged accordingly. Do **NOT** register this player as a new player.

If you need to register a player who currently registered with another team, it is important that team's manager acknowledged the transfer before you contact your competition Manager or the Competition Management Team so that access to this player's details can be arranged accordingly. Do **NOT** register this player as a new player.



## 5 Unregister a Player

Unregistering a player means the player will no longer appear on your Team Page, Team Sheet, and Player ID Summary.

Simply select the player you want to unregister, click “**Unregister**” (refer screen below) and then click **Update** located at the top right hand side of the screen.

The screenshot shows the 'Player Registration' form. On the left, there's a sidebar with 'Players', 'Player Registration', 'Player Lists', and a 'Collapse menu' button. The main area is titled 'Registered Team' and shows two teams: 'Eastern Honda Premier League (Metro)' and 'P&M Lawyers League A'. Each team has a table with columns for 'Season', 'Team Name', and 'Action'. The 'Action' column for the 'P&M Lawyers League A' team has a red box around the 'Unregister' button. On the right, there's a 'Details' section with various fields like 'Squad Number', 'Cultural Background', 'Positions', 'Current Teams', 'Past Teams', 'Leagues', and 'Seasons'. At the top right, there's a status bar with 'Red Cards', 'MVP', 'Assists', and 'Own Goals'.

The screen will be refreshed showing the player is no longer registered for the selected team (refer below). Please make sure this is correct.

The screenshot shows the 'Player Registration' form after the player has been unregistered. The 'Update' button is now visible at the top right. The 'Statistics' section is highlighted with a red circle. It shows two teams: 'Eastern Honda Premier League (Metro)' and 'P&M Lawyers League A'. Each team has a table with columns for 'Season', 'Club', 'Goals', 'Yellow Cards', 'Red Cards', 'MVP', 'Assists', and 'Own Goals'. The 'Season' column for the 'Eastern Honda Premier League (Metro)' team has a dropdown menu set to 'None'. The 'Update' button is located at the top right of the form.





To **re-register** a player, simply select the player you need to re-register.

(1) Confirm that the player is **NOT** registered with another club.

(2) Ensure the correct **League, Team, and Season** are selected.

(3) Click **UPDATE**

(4) Ensure you select the **correct team(s)** for the **current Season** and then click **Update** located at the top right hand of the screen.