



**FOOTBALL  
NSW**

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# 2021 STATE CUP

## **PLAY FOOTBALL TEAM REGISTRATION GUIDE**

COMPREHENSIVE GUIDE

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## 2021 State Cup Team Allocation

For the 2021 State Cup, all players are to be allocated into Teams in Play Football.

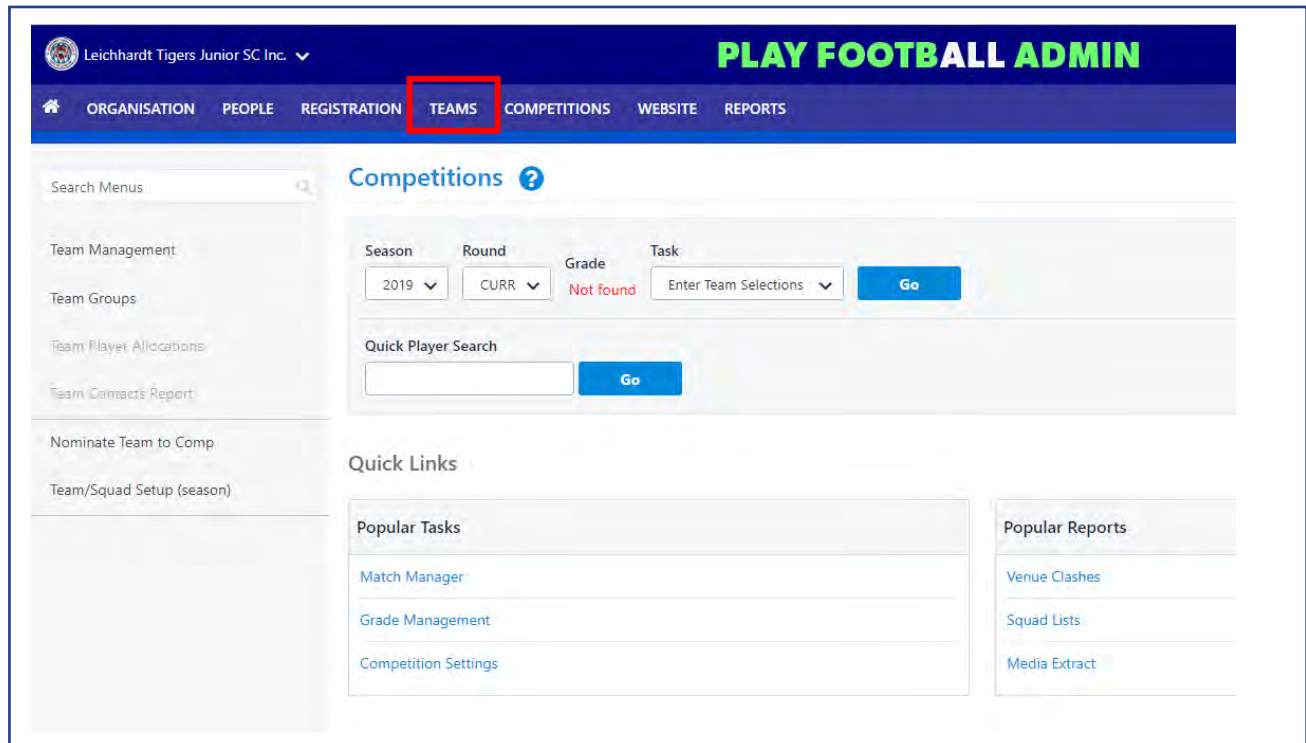
All Club players must be registered for the 2021 Outdoor Season in Play Football to be eligible to participate in the State Cup.

Follow the steps below to create teams and allocate your players, coaches and managers. There is to be no deviation to the team names specified. Any variation to the team name will mean that Football NSW will not be able to view your teams and as such they will not be eligible.

Clubs are to send their finalised registration report that contains all State Cup teams and their participating players to their Association to be verified so that the Association can then submit the final report to Football NSW. Only players that meet the eligibility requirements and are listed on the Club registration report that is submitted by the Association to Football NSW are eligible to participate in the competition. See steps 9 and 10 below for assistance with this report.

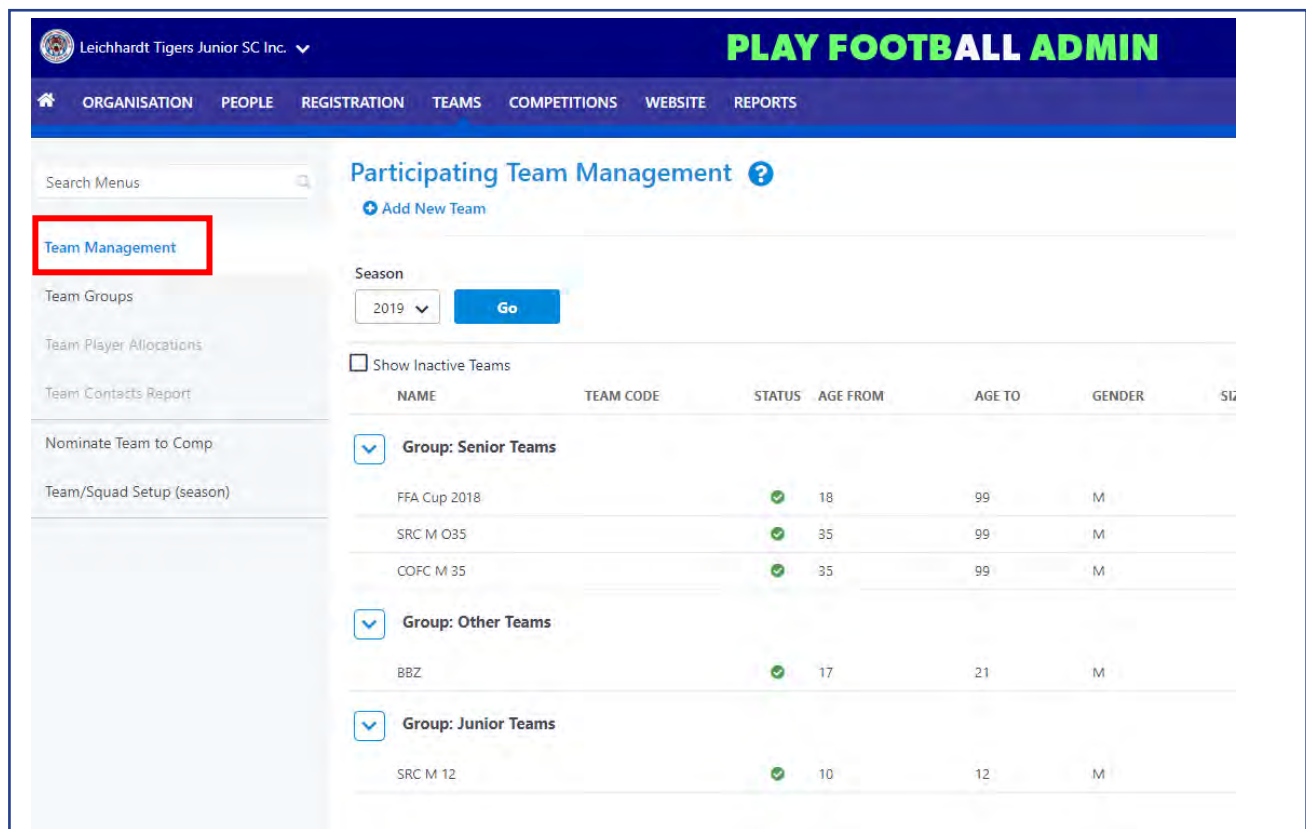
## CREATING TEAMS & ALLOCATING PLAYERS

1. Log into Play Football Admin area:
2. In the main menu select **"Teams"**.



The screenshot shows the 'PLAY FOOTBALL ADMIN' interface for Leichhardt Tigers Junior SC Inc. The main navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'COMPETITIONS', 'WEBSITE', and 'REPORTS'. The 'TEAMS' menu item is highlighted with a red box. The left sidebar contains a search menu and several options: 'Team Management', 'Team Groups', 'Team Player Allocations', 'Team Contacts Report', 'Nominate Team to Comp', and 'Team/Squad Setup (season)'. The main content area displays 'Competitions' with filters for Season (2019), Round (CURR), Grade (Not found), and Task (Enter Team Selections), along with a 'Go' button. Below this is a 'Quick Player Search' section with a search input and a 'Go' button. At the bottom, there are 'Popular Tasks' (Match Manager, Grade Management, Competition Settings) and 'Popular Reports' (Venue Clashes, Squad Lists, Media Extract).

3. Select **"Team Management"** on the top left-hand side of the screen.



The screenshot shows the 'PLAY FOOTBALL ADMIN' interface for Leichhardt Tigers Junior SC Inc. The main navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'COMPETITIONS', 'WEBSITE', and 'REPORTS'. The left sidebar contains a search menu and several options: 'Team Management', 'Team Groups', 'Team Player Allocations', 'Team Contacts Report', 'Nominate Team to Comp', and 'Team/Squad Setup (season)'. The 'Team Management' option is highlighted with a red box. The main content area displays 'Participating Team Management' with an 'Add New Team' button. Below this is a 'Season' dropdown set to '2019' and a 'Go' button. There is a checkbox for 'Show Inactive Teams'. The main content area displays a table of participating teams:

	NAME	TEAM CODE	STATUS	AGE FROM	AGE TO	GENDER	SI
<input checked="" type="checkbox"/>	<b>Group: Senior Teams</b>						
	FFA Cup 2018		✓	18	99	M	
	SRC M O35		✓	35	99	M	
	COFC M 35		✓	35	99	M	
<input checked="" type="checkbox"/>	<b>Group: Other Teams</b>						
	BBZ		✓	17	21	M	
<input checked="" type="checkbox"/>	<b>Group: Junior Teams</b>						
	SRC M 12		✓	10	12	M	

- If the team already exists in the list that appears, select the "person icon" and allocate the relevant players to the team. Do not allocate more than 18 players to a team. Players cannot be removed from a team once the registration report has been verified and lodged with Football NSW by your Association. See point 9 below for instructions on generating registration reports.

Season: 2019 [Go](#)

Show Inactive Teams

NAME	TEAM CODE	STATUS	AGE FROM	AGE TO	GENDER	SIZE LIMIT	CURR SIZE	EDIT	MEMBERS
<b>Group: Senior Teams</b>									
FFA Cup 2018		✓	18	99	M		0		
SRC M 035		✓	35	99	M		0		
COFC M 35		✓	35	99	M		0		
<b>Group: Other Teams</b>									
BBZ		✓	17	21	M		0		
<b>Group: Junior Teams</b>									
SRC M 12		✓	10	12	M		0		

- If the team does not already exist, select "Add New Team".

Leichhardt Tigers Junior SC Inc. **PLAY FOOTBALL ADMIN**

ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEBSITE REPORTS

Search Menus

**Participating Team Management** ?

[+ Add New Team](#)

Season: 2019 [Go](#)

Show Inactive Teams

NAME	TEAM CODE	STATUS	AGE FROM	AGE TO	GENDER	SI
<b>Group: Senior Teams</b>						
FFA Cup 2018		✓	18	99	M	
SRC M 035		✓	35	99	M	
COFC M 35		✓	35	99	M	
<b>Group: Other Teams</b>						
BBZ		✓	17	21	M	
<b>Group: Junior Teams</b>						
SRC M 12		✓	10	12	M	

6. In the "Team Edit" section insert the Team Name (please use the name as per the table below). For the grouping, select Junior for teams 17 and below and Senior for teams 18 and above. Select **"Save"** at the bottom of the page. Once completed, go back to step 4 above.

### Details

Season

Team Name

Grouping

Team Code

Team Number

Status

Age From

Age To

Gender  Male  Female  Mixed

Playing Level

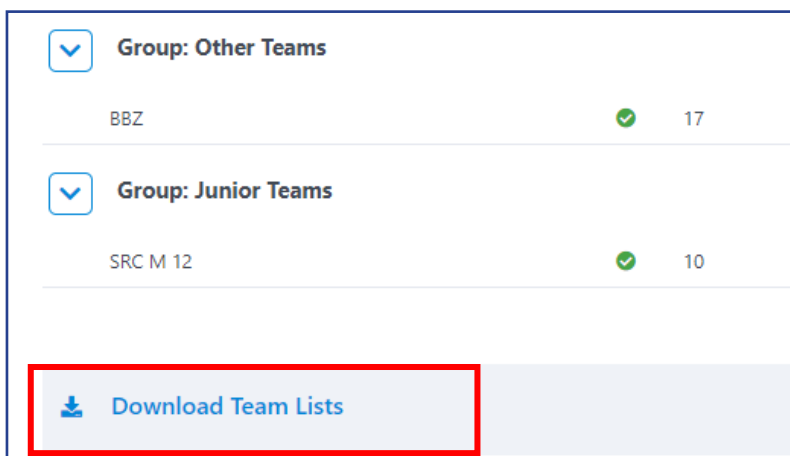
Player Number Limit

Sort Order

7. For the Team "Name" please follow the Team Name table below.

	MALE		FEMALE
TEAMS	SRC M 12	SRC M 17	SRC F 12
	SRC M 13	SRC M 18	SRC F 14
	SRC M 14	SRC M 21	SRC F 16
	SRC M 15	SRC M AA	SRC F 18
	SRC M 16	SRC M O35	SRC F AA

8. Should a club enter more than 1 team, please identify it by naming the team as above and add – 1 or – 2 etc. For example, SRC M 12 – 1
9. All clubs must generate a Registration report that lists all teams that have entered the competition and submit to your Association so that they can verify the eligibility of all players.
10. Select the 'Download Team Lists' that you see at the bottom of the page, this allows you to download an excel extract list. Delete any tabs that are irrelevant and submit the report that contains only SRC team tabs to your Association by their cut-off date.



## Support

If you have competition specific questions please contact the Competition Coordinator:

Kim Burge: (02) 8814 4444 kim@footballnsw.com.au  
(business hours – 9am-5pm Mon-Fri)



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