

INSTRUCTIONS FOR CURRENT PLAYERS TO RENEW REGISTRATION FOR 2010

1. Please go to Club website at www.beaconsfieldjfc.com.au
2. Scroll down the Home Page—Under **Registrations for 2010** click **Register Online Here**
3. From the Left Menu click **Login** – Enter **Username** and **Password** (easier to copy and paste from email with your login details) – Click **Login**
4. From the Left Menu click **2010 Registration/Renewal** – Renewal Page – Click circle beside **Current Beaconsfield JFC Player**—Click **Next**
5. Read Policies, Codes of Conduct (there are 3 places you need to click to tick) – Click **Next**
6. Check Player Details, Contact Details etc. You may need to confirm your email address. Please make sure “Mailing List” is YES otherwise you will miss important emails.
7. If paying online with Credit Card click **Submit Application and Pay Online** - then see below. If not paying now – click **Submit Application Only**.

IF YOU DO NOT WISH TO PAY ONLINE AT ANY TIME PLEASE POST A CHEQUE

payable to **Beaconsfield Junior Football Club** and post to
The Registrar, Beaconsfield Junior Football Club PO Box 519 Beaconsfield 3807

PAYING ONLINE AT TIME OF RENEWING REGISTRATION

8. If paying now enter Credit Card details. Click **Next**. Read details – if correct click **Submit Payment**.
9. A receipt will be sent to your email address. You can also click **Print Receipt** for your records.
10. From the Left Menu you can also click **My Profile** if you would like to double check your registration and contact details. You may also change your Username and Password to something you prefer and is easier to remember and then click **Update**
11. From the Left Menu click **Logoff**.

IF NOT PAYING ONLINE AT TIME OF RENEWING REGISTRATION

8. Click Submit Application.
9. From the Left Menu you can also click **My Profile** if you would like to double check your registration and contact details. You may also change your **Username** and **Password** to something you prefer and is easier to remember and then click **Update**
10. From the Left Menu click **Logoff**.

TO PAY AT A LATER DATE ONLINE

1. Go to Club website at www.beaconsfieldjfc.com.au – From the Left Menu click **Registrations**.
2. Under **Existing Players** click **Register Online Here**
3. From the Left Menu click **Login** – Enter Username and Password – Click **Login**
4. From the Left Menu click **Pay Subscriptions**. Click the red circle under **Select**. Click **Pay Now**
5. Enter Credit Card details. Click **Next** Check details – if correct click **Submit Payment**
6. Transaction Approved Receipt will be sent via email.
7. From the Left Menu click **Logoff**