





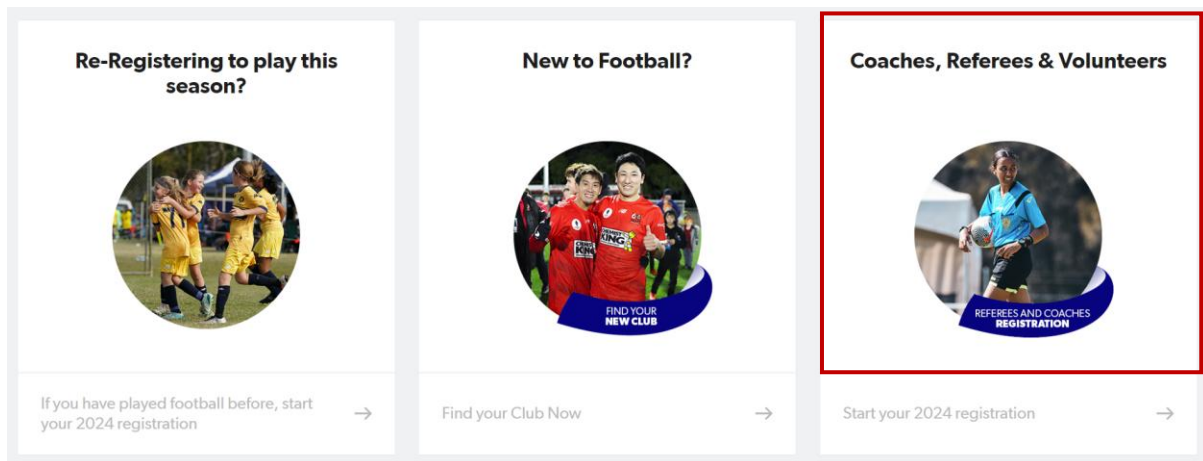
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ENROLLING IN A GAME LEADER COURSE

If you encounter any issues during registration, please contact support@playfootball.com.au for assistance

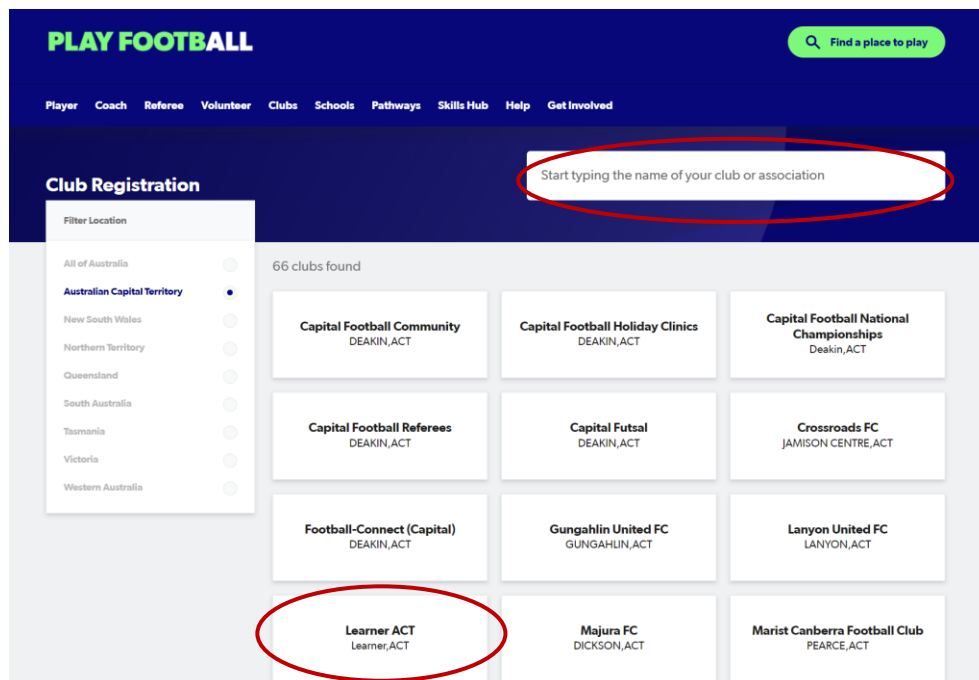
ACCESSING THE LEARNING CENTRE FOR THE FIRST TIME

1. Go to [PlayFootball](https://playfootball.com.au), click on 'Coaches, Referees and Volunteers'



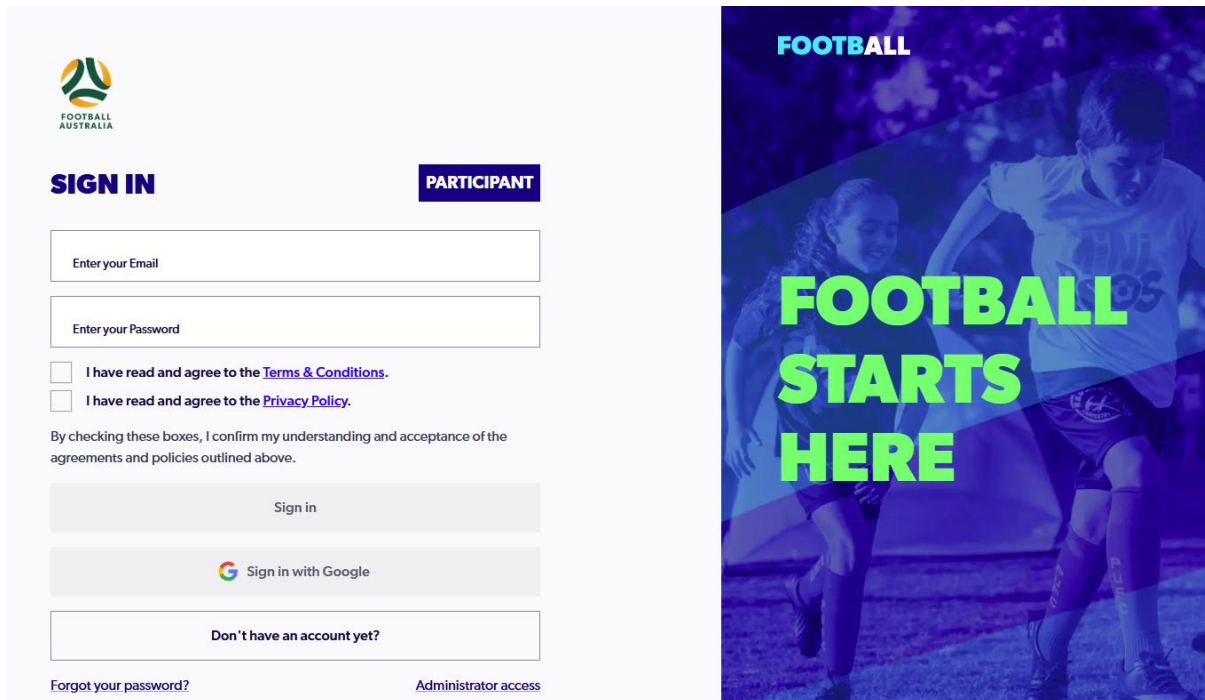
The screenshot shows three navigation cards. The first card is 'Re-Registering to play this season?' with a photo of players and the text 'If you have played football before, start your 2024 registration'. The second card is 'New to Football?' with a photo of two people and the text 'Find your Club Now'. The third card, 'Coaches, Referees & Volunteers', is highlighted with a red border and features a photo of a person with a ball and the text 'Start your 2024 registration'.

2. Click on 'Learner ACT' (page 3 of ACT Football Clubs, or use search bar)



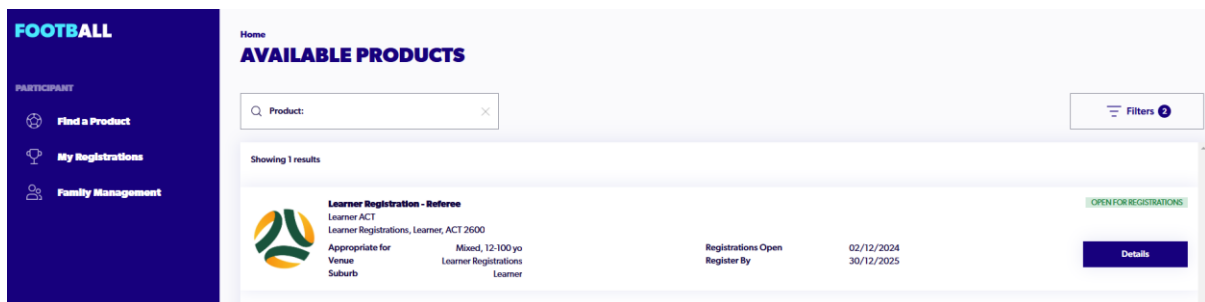
The screenshot shows the 'PLAY FOOTBALL' website with a search bar containing 'Find a place to play'. Below the search bar is a navigation menu with options like 'Player', 'Coach', 'Referee', 'Volunteer', 'Clubs', 'Schools', 'Pathways', 'Skills Hub', 'Help', and 'Get Involved'. The 'Club Registration' section is active, showing a search bar with the text 'Start typing the name of your club or association'. A list of 66 clubs is displayed, with 'Learner ACT' circled in red. Other clubs listed include Capital Football Community, Capital Football Holiday Clinics, Capital Football National Championships, Capital Football Referees, Capital Futsal, Crossroads FC, Football-Connect (Capital), Gungahlin United FC, Lanyon United FC, Majura FC, and Marist Canberra Football Club.

3. You will be directed to the **new** PlayFootball login page – use your existing details, check the boxes and select ‘Sign In’



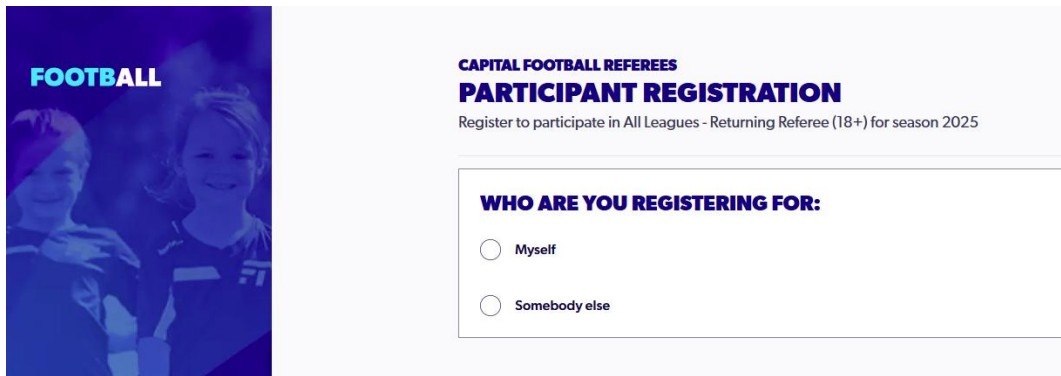
The screenshot shows the 'SIGN IN' page for participants. At the top left is the Football Australia logo. The page is titled 'SIGN IN' and 'PARTICIPANT'. There are two input fields: 'Enter your Email' and 'Enter your Password'. Below these are two checkboxes for agreeing to Terms & Conditions and Privacy Policy. A confirmation statement follows: 'By checking these boxes, I confirm my understanding and acceptance of the agreements and policies outlined above.' There are three buttons: 'Sign in', 'Sign in with Google', and 'Don't have an account yet?'. At the bottom, there are links for 'Forgot your password?' and 'Administrator access'. On the right, there is a large blue-tinted image of two children playing football with the text 'FOOTBALL STARTS HERE' overlaid in green.

4. Select ‘Details’ for the Learner Registration - Referee product, and then select ‘Register’ on the next page.



The screenshot shows the 'AVAILABLE PRODUCTS' page. On the left is a dark blue sidebar with the 'FOOTBALL' logo and 'PARTICIPANT' section containing 'Find a Product', 'My Registrations', and 'Family Management'. The main content area has a search bar for 'Product:' and a 'Filters' button. Below the search bar, it says 'Showing 1 results'. The result is for 'Learner Registration - Referee', which includes details like 'Learner ACT', 'Learner Registrations, Learner, ACT 2600', 'Appropriate for Venue Suburb', 'Mixed, 12-100 yo Learner Registrations Learner', 'Registrations Open Register By', and dates '02/12/2024' and '30/12/2025'. There is a green button 'OPEN FOR REGISTRATIONS' and a dark blue button 'Details'.

5. Choose if you are registering yourself or someone else associated with your account. You should get a popup with your previous details, select 'Use Record'.



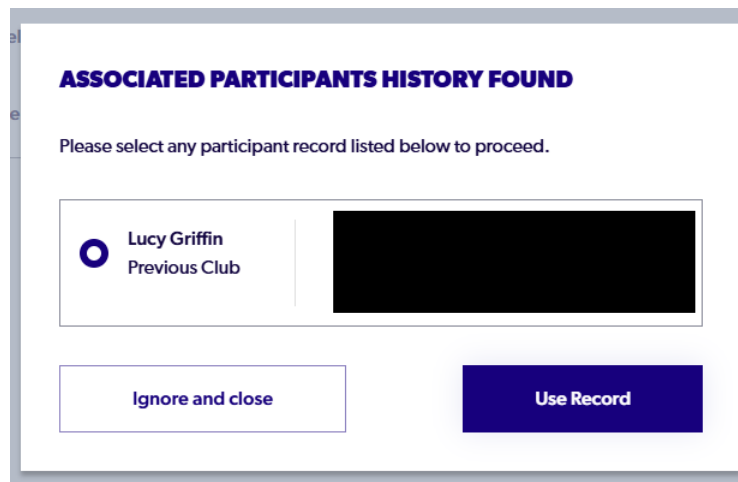
FOOTBALL

CAPITAL FOOTBALL REFEREES
PARTICIPANT REGISTRATION
Register to participate in All Leagues - Returning Referee (18+) for season 2025

WHO ARE YOU REGISTERING FOR:

Myself

Somebody else



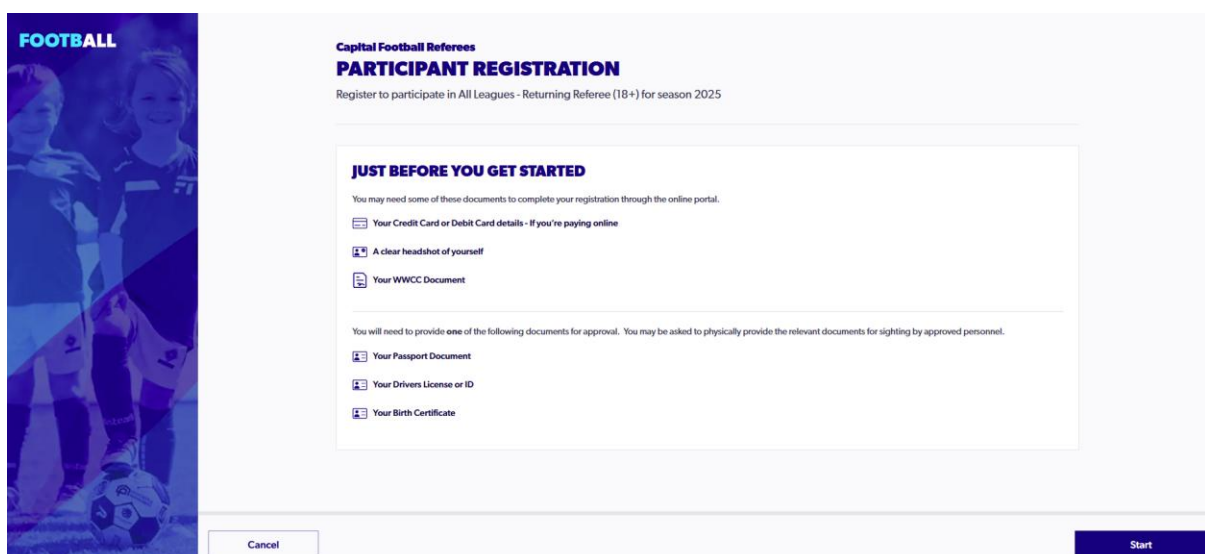
ASSOCIATED PARTICIPANTS HISTORY FOUND

Please select any participant record listed below to proceed.

Lucy Griffin
Previous Club

Ignore and close Use Record

6. Ensure you have all documents ready for registration, this includes a WWVP card (from [Access Canberra](#)) for participants aged 16 and older. You will need to have a volunteer check at a minimum.



FOOTBALL

Capital Football Referees
PARTICIPANT REGISTRATION
Register to participate in All Leagues - Returning Referee (18+) for season 2025

JUST BEFORE YOU GET STARTED

You may need some of these documents to complete your registration through the online portal.

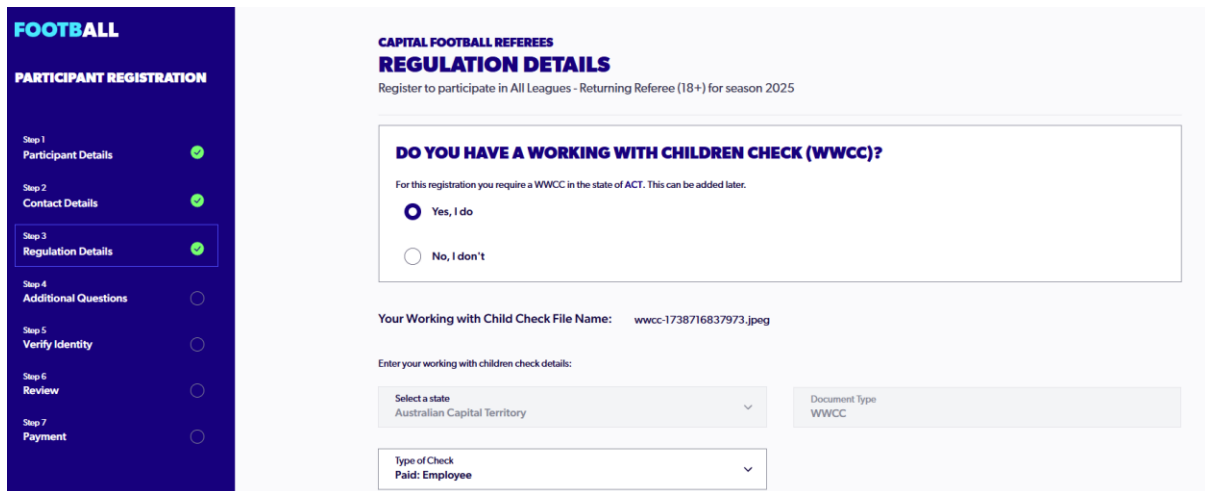
- Your Credit Card or Debit Card details - if you're paying online
- A clear headshot of yourself
- Your WWCC Document

You will need to provide one of the following documents for approval. You may be asked to physically provide the relevant documents for sighting by approved personnel.

- Your Passport Document
- Your Drivers License or ID
- Your Birth Certificate

Cancel Start

7. Follow the prompts, ensuring that the steps on the left of the screen show green ticks. **No tick means there is required information missing** – you will need to go back to the step with missing information.
8. **If aged 16+**, enter WWVP details – *you will not be able to register without a WWVP card*
 - a. Enter the issue date as five years before the expiry date



FOOTBALL

PARTICIPANT REGISTRATION

Step 1 Participant Details

Step 2 Contact Details

Step 3 Regulation Details

Step 4 Additional Questions

Step 5 Verify Identity

Step 6 Review

Step 7 Payment

CAPITAL FOOTBALL REFEREES

REGULATION DETAILS

Register to participate in All Leagues - Returning Referee (18+) for season 2025

DO YOU HAVE A WORKING WITH CHILDREN CHECK (WWCC)?

For this registration you require a WWCC in the state of ACT. This can be added later.

Yes, I do

No, I don't

Your Working with Child Check File Name: wwcc-1738716837973.jpeg

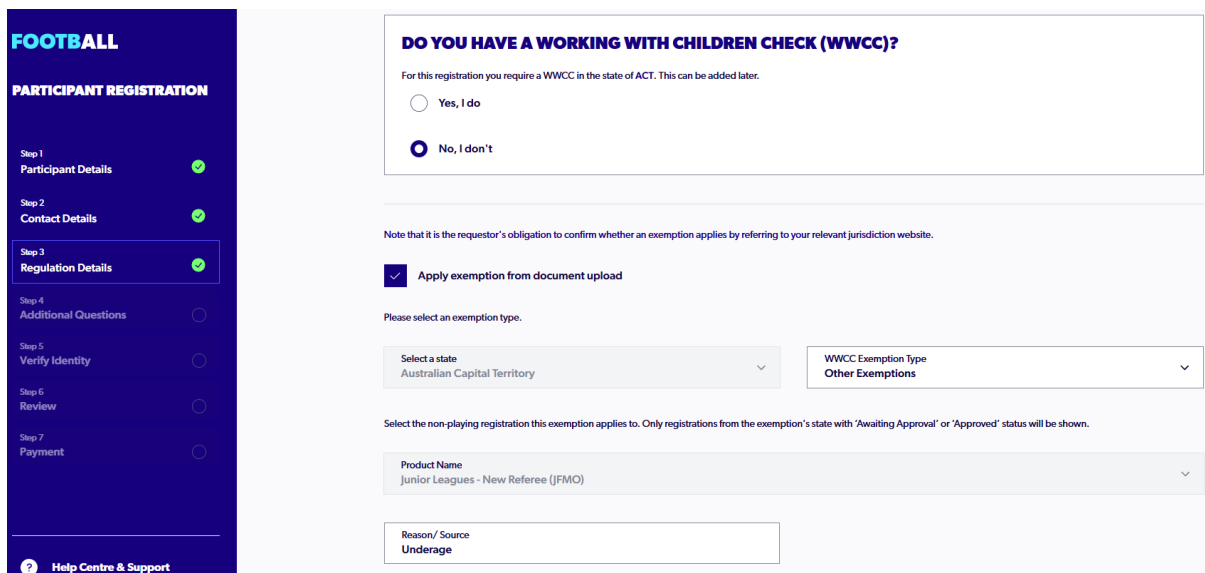
Enter your working with children check details:

Select a state
Australian Capital Territory

Document Type
WWCC

Type of Check
Paid: Employee

9. **If aged U16**, request an exemption by choosing 'Other Exemptions' for the Type, and put 'Underage' in the Reason box. You should not need to provide documentation.



FOOTBALL

PARTICIPANT REGISTRATION

Step 1 Participant Details

Step 2 Contact Details

Step 3 Regulation Details

Step 4 Additional Questions

Step 5 Verify Identity

Step 6 Review

Step 7 Payment

CAPITAL FOOTBALL REFEREES

DO YOU HAVE A WORKING WITH CHILDREN CHECK (WWCC)?

For this registration you require a WWCC in the state of ACT. This can be added later.

Yes, I do

No, I don't

Note that it is the requestor's obligation to confirm whether an exemption applies by referring to your relevant jurisdiction website.

Apply exemption from document upload

Please select an exemption type.

Select a state
Australian Capital Territory

WWCC Exemption Type
Other Exemptions

Select the non-playing registration this exemption applies to. Only registrations from the exemption's state with 'Awaiting Approval' or 'Approved' status will be shown.

Product Name
Junior Leagues - New Referee (JFMO)

Reason/ Source
Underage

Help Centre & Support

10. After 24 hours from notification of registration approval, get access to Learning Management System – learn.footballaustralia.com.au
- a. If access does not come through, please email learningcentre@footballaustralia.com.au with your FFA number for assistance.

11. ACCESSING THE LEARNING CENTRE

OPTION 1 (use if you are the sole participant on your Playfootball account)

Click on the *'Learner (Football Account)'* option and login using your PlayFootball credentials

OPTION 2 (use if you have linked Playfootball accounts)

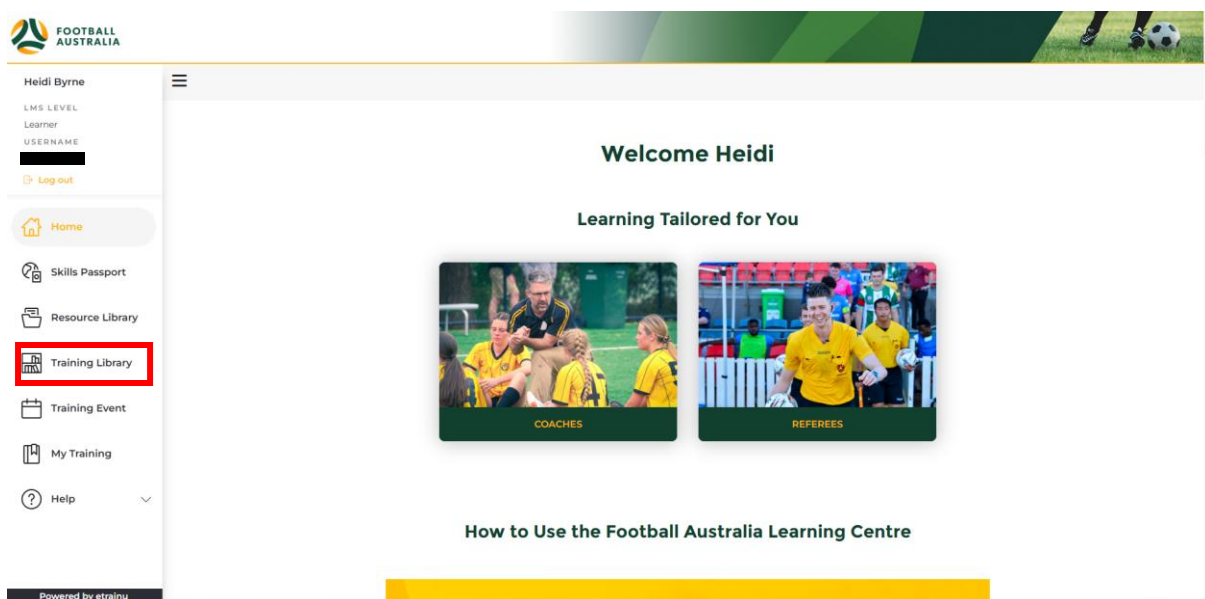
Click on the *'Learner (Learning Centre Account)'* option and enter your username as fa.XXXXXXXX (where "X" is your FFA number) and use your Playfootball Password. If this doesn't work, please use the 'Forgot Password' option and follow the directions.



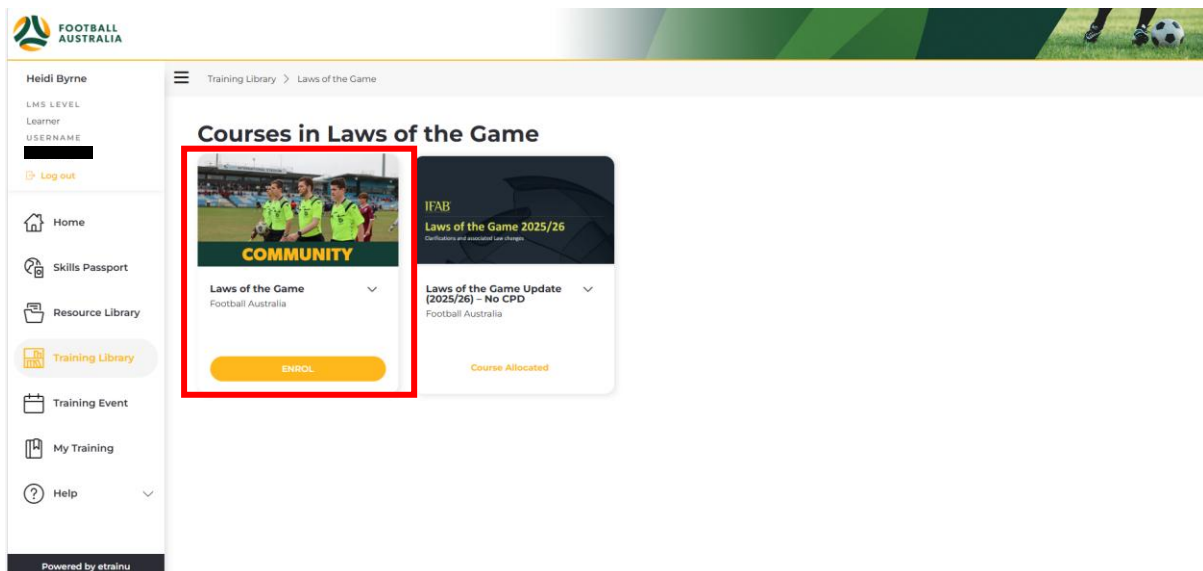
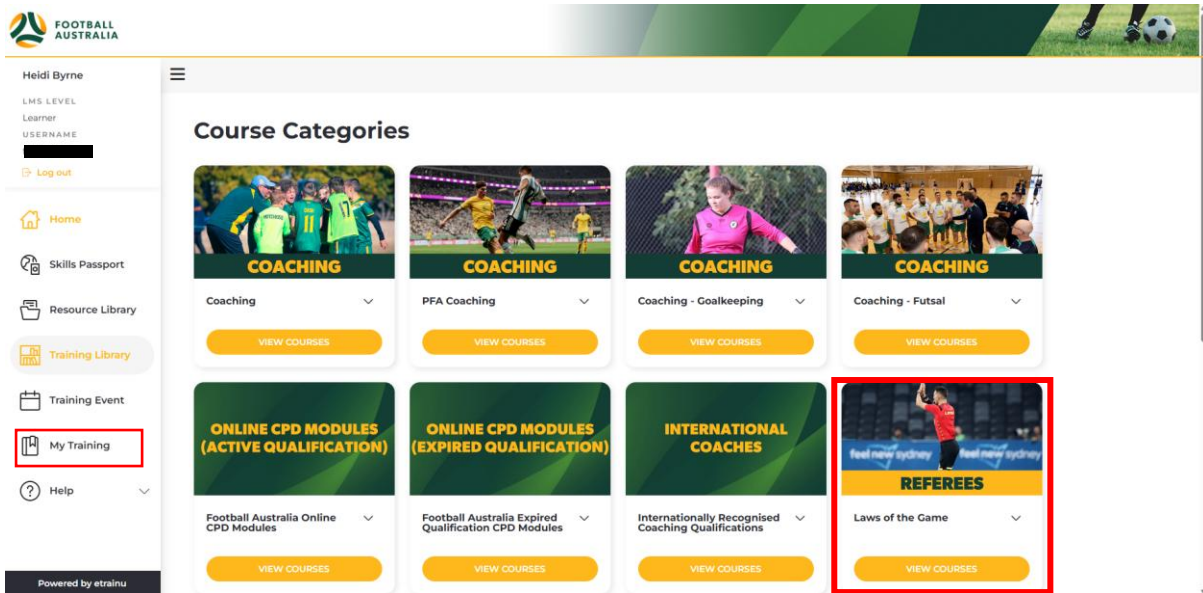
NOTE: If 'Multiple registrations against account' error appears on login (see below), please email the Learning Centre Team (learningcentre@footballaustralia.com.au) with FFA numbers and they will organise access



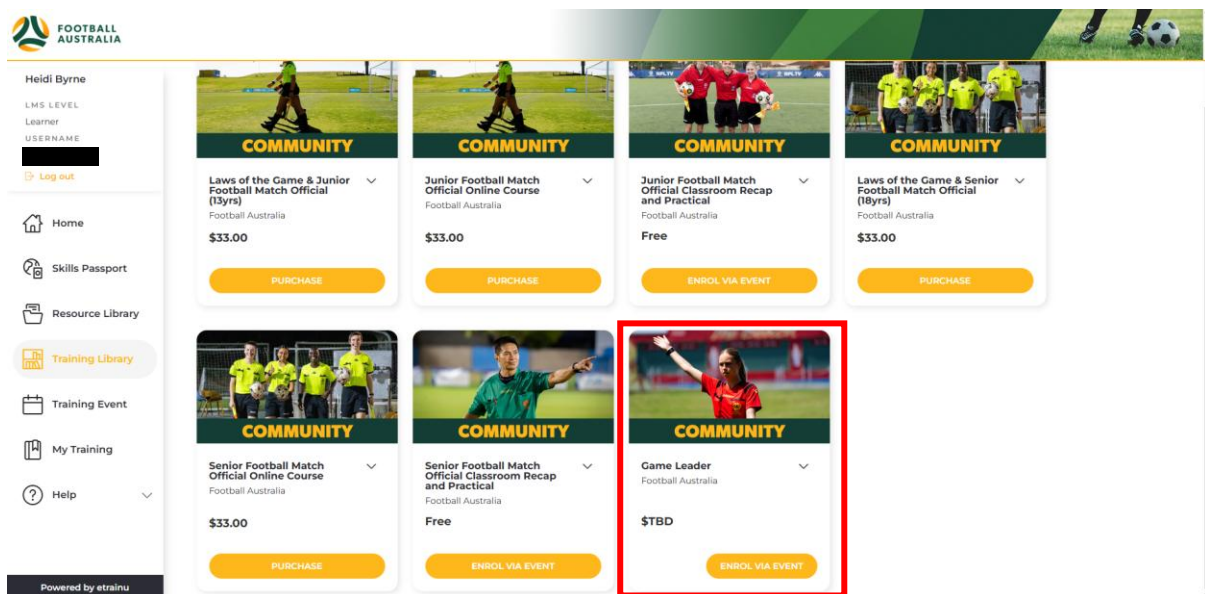
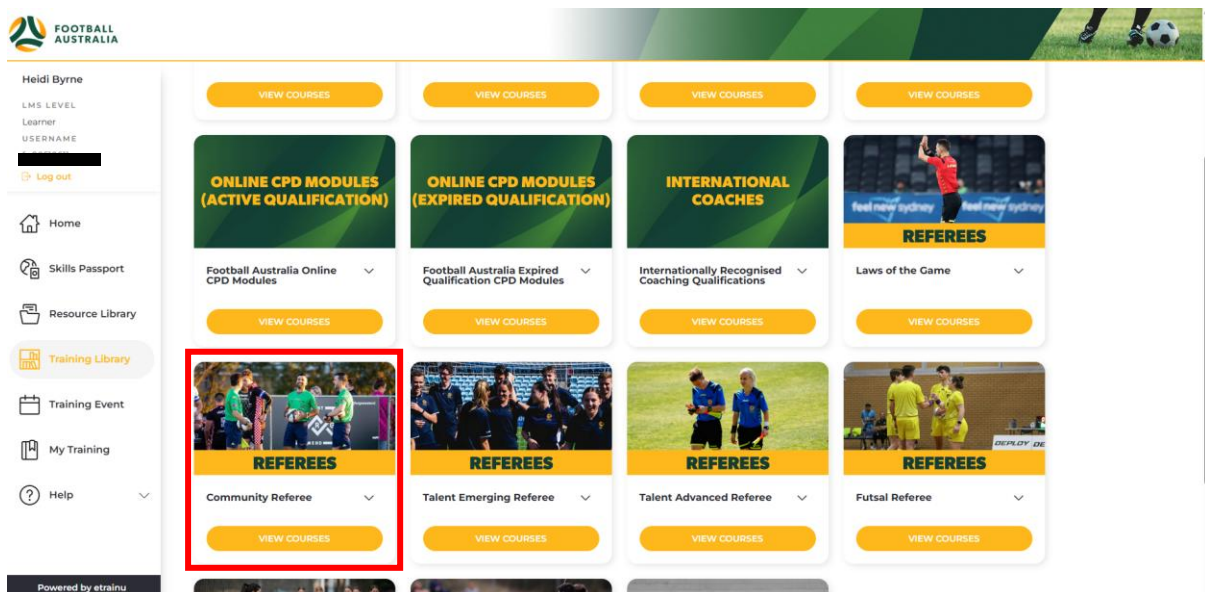
12. Select 'Training Library' from the menu on the left of the screen



13. Enrol and complete the 'Laws of the Game' course. You can come back to this at any time by clicking on 'My Training' from the menu on the left.



14. Once complete, enrol in the 'Game Leader' course by returning to the Training Library page, selecting 'Community Referee' and selecting 'Enrol via Event' under Game Leader. Select the Training Event you wish to attend, register, and pay.



After all course requirements are completed, the Capital Football Referees Department will send you an information pack detailing the next steps, including how to register as a Game Leader through PlayFootball and nominate your Junior Club, receive match appointments, how to use Spnd for communication, guidance on using Dribl, and important competition requirements.