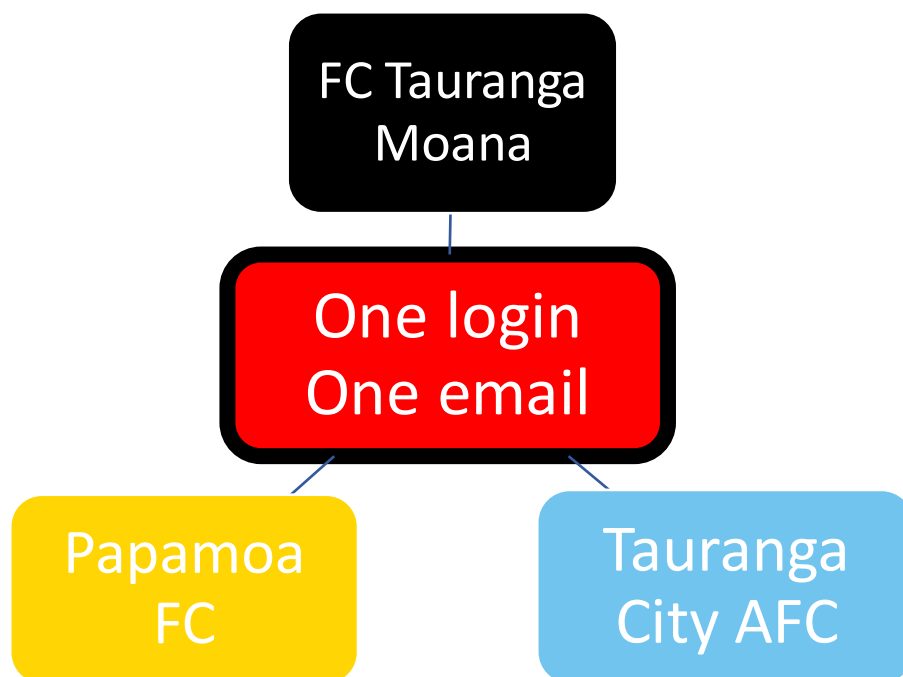


How to use the Friendly Manager registration system.

We now have three connected clubs, which means you can use one login to register for anything at Papamoa FC, Tauranga City and FC Tauranga Moana.



Important to note

- Only ONE email address is needed per family.
- All children are connected to the parents profile and single login.
- There is no longer the need to register each child separately or with different emails.
- If there are any issues, contact registrations@papamoafotballclub.co.nz

Registrations Instructions

If you have NOT registered with Papamoa FC, Tauranga City or FC TM [in 2023](#)

1. Visit <https://papamoafc.co.nz/register>
2. Select the appropriate registration form. These may change.



3. Fill out the registration form. In this example, we will use the U18 form. Others are similar. The **PLAYERS** details are added on this first page.

The screenshot shows a registration form titled "Players Personal Details". It is divided into several sections: "Personal Details" with fields for First Name, Last Name, Date Of Birth, Age, Gender, and School; "Medical Details" with fields for Medical Issues, Medical Notes, Recent Injuries, Injury Notes, Doctors Name, and Doctors Phone; and "New Zealand Football Required Fields" with fields for Nationality, Country of Birth, and Ethnicity. Each field is represented by a text input box or a dropdown menu.

4. Select the grade according to the date of birth that was entered above. No other grade can be chosen. We may still move the player manually to fill upgrades. If you usually play up or down, still register into the grade according to your date of birth and then contact us.

The screenshot shows a "Choose Groups" section with a dropdown menu open. The dropdown lists four options: "Jr/Yth Full Payment Upfront (Discounted by 10\$)", "Jr/Yth Payment Plan (4 Installments)", "Senior Full Payment Upfront (Discounted by 10\$)", and "Senior Payment Plan (4 Installments)". A "13th Grade - Full Payment" button is highlighted. Below the dropdown, a table shows the "Term Fee" as "\$0.00" and a "Fee Total" of "\$0.00".

5. You can add more children during this registration.

This screenshot is similar to the previous one but shows a second child added. The table now lists "Jr/Yth Full Payment Upfront (Discounted by 10\$): 13th Grade - Full Payment" with a "Term Fee" of "\$150.00" and a "Fee Total" of "\$150.00". A red "x" icon is next to the fee. At the bottom, a green button labeled "Add another child" is circled in red, and a blue button labeled "Proceed to Parent/Guardian Details" is visible.

6. Once you have added all children, click 'Proceed to Parent/Guardian Details'

7. Add your details and additional contacts for the player if needed.

Parent/Guardian Details

To add a second parent / guardian please use the 'Add another parent / guardian' at the bottom of the form. You will need to use a different email for the second contact.

Personal details Primary Contact

First Name Last Name

Phone Alternate Phone

Email

Volunteering

Volunteering if needed Other Services

Would you like to sponsor our club [?](#)

Relationship to members Receive communication on behalf of members

[Add another contact](#) [Proceed to Terms & Conditions](#)

8. Make sure that all the details in the previous steps are correct as you cannot go back once you are on the summary page.
9. Click "Proceed to Terms and Conditions" and then read and accept these.
10. Check your summary, enter your debit/credit card details and click 'Pay and Sign Up'. The transaction fee is listed for your information.

Junior & Youth Player Details

Name	Groups	Term	Fee
Yvonne Petri	Jr/Yth Full Payment Upfront (Discounted by 10\$): 13th Grade - Full Payment	2023 Season Registrations	\$150.00
			Fee Total: \$150.00

Contacts

Name	Relationship
Yvonnef Petrif	f

Login details and invoice will be sent to: Yvonnef Petrif <ypetri16@gmail.com>

Payment Details

Card Details:

Transaction Fee: \$4.47
Total to Pay: \$154.47

All payments are processed directly and securely by Stripe.
 This form is secured by https.

Powered by stripe [Pay & Signup](#)

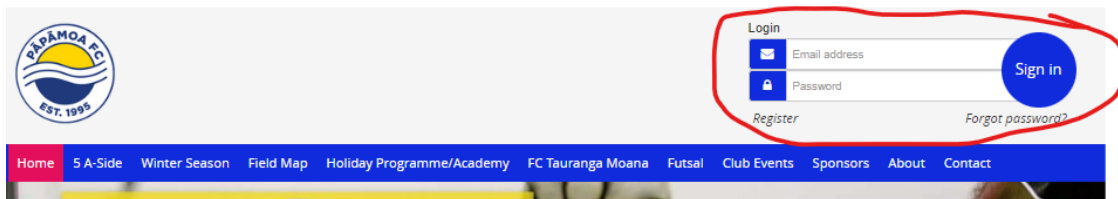
You will now receive an email. Asking you to set up your login. Please make sure to do this as you will need it for any further registrations for yourself or your child/ren.

Watch a winter season registration video [HERE>](#)

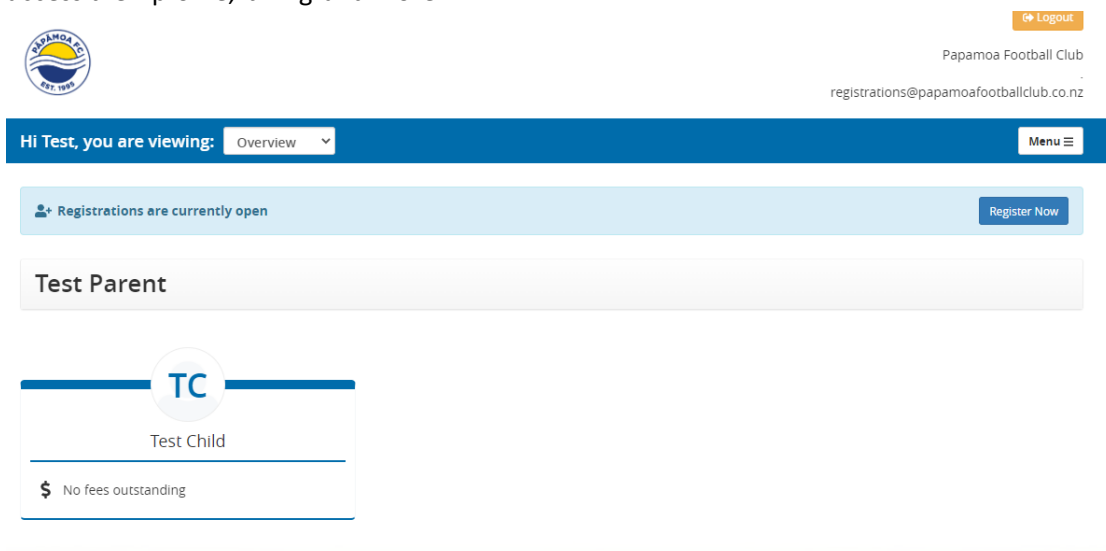
Remember! You can use your login details to register for anything at Papamoia FC, Tauranga City and FC Tauranga Moana. Simply VISIT THEIR WEBSITE AND LOGIN.

If you HAVE registered for anything in 2023 at Papamoa FC, Tauranga City FC or FCTM.

1. Enter your login details into the Login section on the top right of the website.



2. If you have registered a child, then by default you will see your child/ren listed. If not, then your profile will show. You can click on your name and your child's name in the dropdown to access their profile, billing and more.



3. To register yourself or your child/ren, click on Menu and then on Register.



4. Choose the appropriate registration form to register yourself, your child/ren or team etc. If you choose a form to register a child, then you are automatically set as the parent. All of your children will be listed in the form and it will be pre-filled. You can simply click on the red button to take them out of this registration.

Step 1
Junior & Youth Player Details

Step 2
Parent/Guardian Details

Step 3
Terms & Conditions

Step 4
Summary & Payment

Junior & Youth Player Details

You will only be able to choose the grades that match your year of birth. This helps us understand how many players we have in each age band. Please note that you may still be moved to other grades if this is required. If you usually play up or down, please register in your correct age group first and then contact us.

▼ Test Child Skip Test ✕

Players Personal Details

Date Of Birth Age: 7 Gender ▼

School

5. Fill out the entire form and pay the registration fee.

Done!

Remember! You can use your login details to register for anything at Papamoa FC, Tauranga City and FC Tauranga Moana. Simply VISIT THEIR WEBSITE AND LOGIN.

Frequently Asked Questions – Coming Soon

This section will be filled as we gather this information.