Working with Children Check

Contents

/ho Requires a WWC	
ow to apply WWC workflow	
Participants Portal - including WWC	2
Select the state	3
Add WWC details	3
Select if your card is Paid/Volunteer	3
The participant will be asked whether or not they have a current accreditation or exemption with the option to add further details/comments if needed.	4
 A link will also appear directing the registrant to the governing body's website which will advise them or how to obtain the relevant certification. 	
 PLEASE NOTE. not having a WWCC doesn't restrict them from finishing the registration 	4
Participants are encouraged to apply for a WWC before process with their Registration	4
	6
Approve Participant	7

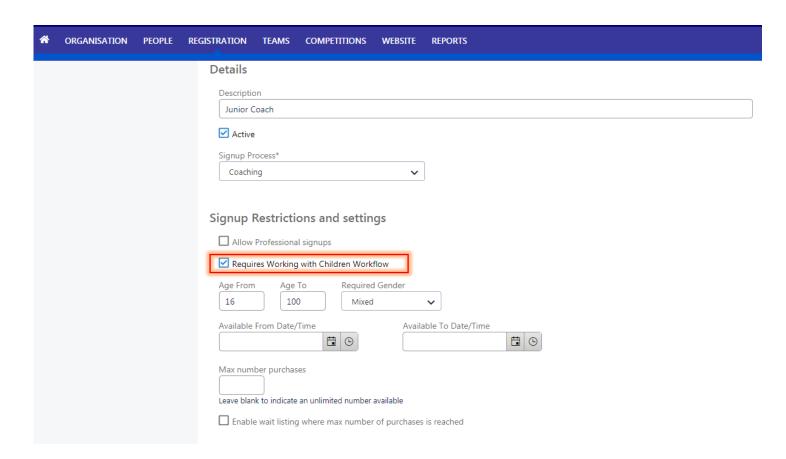
Who Requires a WWC

- Participants over the age of 18 years that will be working with children
- Coaches
- Managers
- Referees
- Volunteers

How to apply WWC workflow

Menu: Registration > Signup Form Management > Add New Signup Form > Select non-playing role template

- Registrars will need to create a Signup Form for 'NON-PLAYING ROLES'
- Apply your sign-up form to your Registration Product I.e. Coach/Manager registration Product
- <u>'REQUIRES WORKING WITH CHILDREN WORKFLOW'</u> needs to be 'ticked' to enable WWC requirements to the non-playing registration process



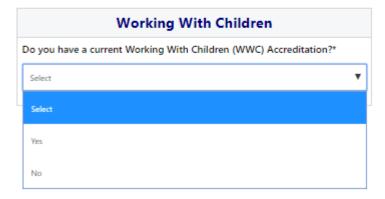
Participants Portal - including WWC

- Participants registering as non-players will need to create a 'Football Account'
- Football Accounts can be created here >>>> https://www.ffa.com.au/football-account
- The registration for both Players & non-Players are identical however non-players are prompted to answer WWC questions (see Below)

PLEASE NOTE: This is simply capturing the participants information. It <u>DOES NOT</u> automatically validate the participants details. A manual validation for Participants is required





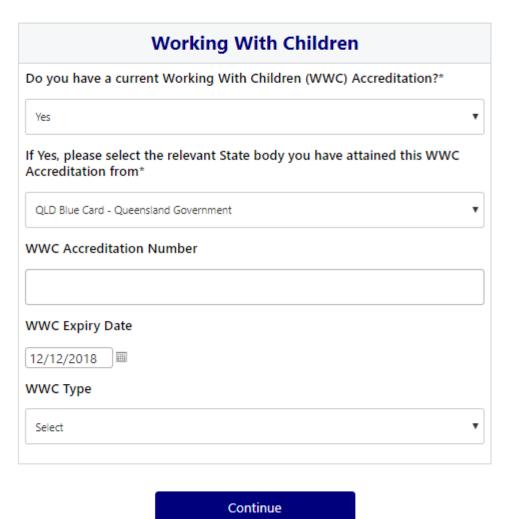


Working with Children - if YES was selected, they are then required to:

- Select the state
- Add WWC details
- Select if your card is Paid/Volunteer

NOTE: If you are UNSURE if you require a paid or volunteer WWC please speak with your Member Federation/Association Directly.

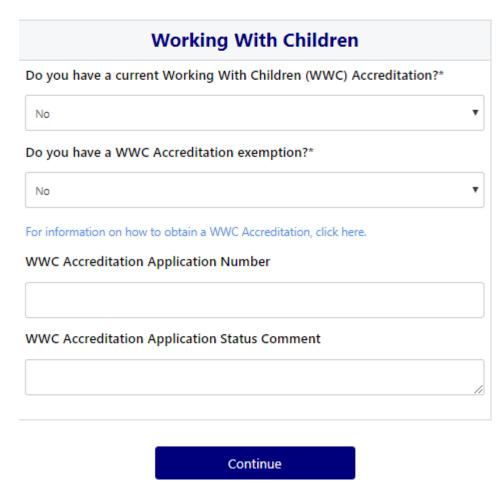




Working with Children - if NO was selected

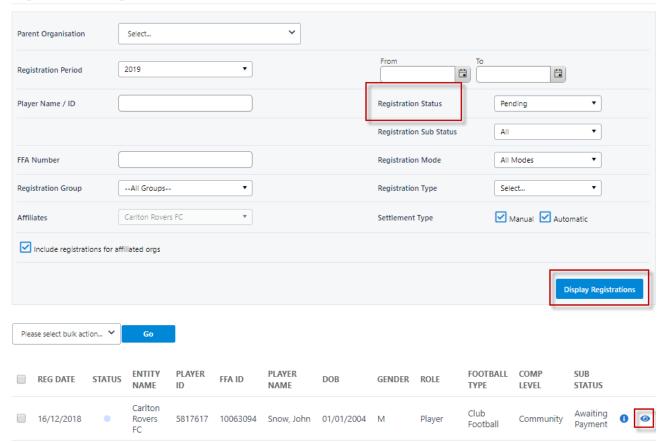
- The participant will be asked whether or not they have a current accreditation or exemption with the option to add further details/comments if needed.
- A link will also appear directing the registrant to the governing body's website which will advise them on how to obtain the relevant certification.
- PLEASE NOTE. not having a WWCC doesn't restrict them from finishing the registration
- Participants are encouraged to apply for a WWC before process with their Registration



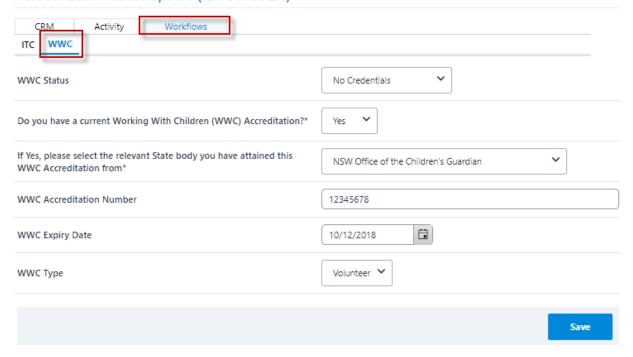


- Once a Participants submits their registration, Club registrars will be able to manage their registration
 Menu: Registration > Registration Management > Filter > Registration Status Requires Clearance
- Select 'eye' icon to view Participants WWC information

Registration Management

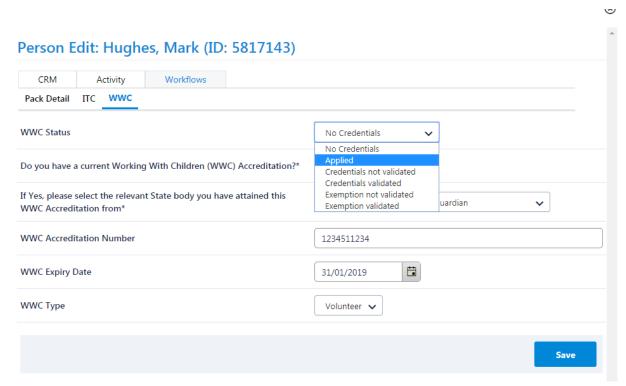


Person Edit: Testone, FFA (ID: 5816924)



Participant WWC detail view

- Once you have 'Manually' checked the participants WWC against the correct government Data base
- 'Manually' change the Participants status accordingly



Approve Participant