



## CLUB MEMBERSHIP APPLICATION GUIDELINES SEASON 2011 / 2012

**The process for an Existing SYFA Member Club is as follows:**

**Note:**

Before you can complete your club's registration you need to have the login details complete with registered secretary's surname, registered secretary's date of birth, club SYFA ID number and club password.

Go to [www.syfaregistrations.co.uk](http://www.syfaregistrations.co.uk)

Select Club Registration then Existing Club (big **Red** button)

At welcome page enter required details and click **Login**

Next screen – complete required information, read notes in red and then click **Next**

**Secretary Page**

Check, amend or replace secretary details then click **Next**. (You can only replace the secretary at this time, any future change of secretary must be completed by SYFA only)

**Officials Page:**

Select the name of official from drop down menu. The system will then enter details

**or**

Enter First name, surname and date of birth before clicking the **Green** button to populate the data

**or**

If no information comes up this is a brand new official not previously on the system so you need to enter all details. When complete click **Next**

When you have added all officials select **NO**

**Tick** Scottish Cup entry (If applicable) and additional Insurance (If applicable)

**Tick** disclaimer and then click on **Next**

Check all details and if **not** correct click **Edit Details** and **Correct** as required

Check all details and if correct click **Submit my Application**

Click red button named **Download your documents** and **Save** for future usage

Click red button named **Print your documents** then **Go to Start Page**.

You will then gather signatures before sending to SYFA with fees

On receipt SYFA will marry up and approve / reject application

When approved you will be emailed with all Club documents



**The process for Updates & Changes to an SYFA Member Club's details are as follows:**

**Note:**

Before you can update/change your club's registration you need to have the login details complete with registered secretary's surname, registered secretary's date of birth, club SYFA ID number and club password.

Go to [www.syfaregistrations.co.uk](http://www.syfaregistrations.co.uk)

Select Club Registration then Updates & Changes (big **Green** button)

You will then be asked to select one of the following:

**Club Information**

This will allow you to edit all Club information

At welcome page enter required details and click **Login**

Only SYFA can change the secretary although you could change address, etc

Or

**Club Official Update**

This will allow you to Edit, Resign or Add New Official

At welcome page enter required details and click **Login**

Only SYFA can change the secretary although you could change address, etc

**Edit (Green button)**

Make required changes and check

To complete click Save and Go Back (**Green** button)

On receipt SYFA will approve / reject the proposed changes

**Resign (Red button)**

Click Resign button (**Red** button)

Dialog box appears

Click OK

Dialog box appears so you should enter the reason for the resignation then click OK

On receipt SYFA will approve / reject the proposed resignation

**Add New Official (Red button)**

Enter Forename, Surname and Date of Birth then click Green button to populate the data

Check that the official's role is correct from the drop down menu

To complete click Save and Go Back (**Green** button)

On receipt SYFA will approve / reject the proposed addition of a new official

**or**

If no information comes up this is a brand new official not previously on the system so you need to enter all details

Check that the official's role is correct from the drop down menu

To complete click Save and Go Back (**Green** button)

On receipt SYFA will approve / reject the proposed addition of a new official



**The process for a Club making Application for Membership of the SYFA for the first time is as follows:**

Go to [www.syfaregistrations.co.uk](http://www.syfaregistrations.co.uk)

Select Club Registration then Brand New Club (big Blue button)

On welcome page click on Brand New Club

Next page enter required details and click **Login**.

**(Important: when asked to create a password please record and retain for all future use)**

Secretary's page, enter Secretaries Forename, Surname, Date of Birth and email address then click Next and then Go to Start Page

On receipt SYFA will marry up and approve / reject application

When SYFA approved - you will be emailed

Go to [www.syfaregistrations.co.uk](http://www.syfaregistrations.co.uk)

Select Club Registration then Brand New Club (big Blue button)

On welcome page click on If you have your Login Details

Next page enter required details and click **Login**

Next screen read notes in red and then click **Next**

Secretary Page

Check and/or amend secretary's details then click **Next**.

(You can only amend the secretary's details. Any future change of secretary e.g. replacement secretary, can only be completed by the SYFA)

Officials Page:

Enter First name, surname and date of birth before clicking the **Green** button to populate the data

**or**

If no information comes up this is a brand new official not previously on the system so you need to enter all details. When complete click **Next**

When you have added all officials select **NO**

**Tick** Scottish Cup entry (If applicable) and additional Insurance (If applicable)

**Tick** disclaimer and then click on **Next**

Check all details and if **not** correct click **Edit Details** and **Correct** as required

Check all details and if correct click **Submit my Application**

Click red button named **Download your documents** and **Save** for future usage

Click red button named **Print your documents** then **Go to Start Page**.

You will then gather signatures before sending to SYFA with fees

On receipt SYFA will marry up and approve / reject application

When approved you will be emailed with all Club documents

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