

HOW TO UPLOAD A PLAYER CONTRACT OR CLUB DOCUMENTS

Firstly scan the document and save to your desktop as either a pdf document or a jpeg document for player contract and an excel spreadsheet for club payment forms documents

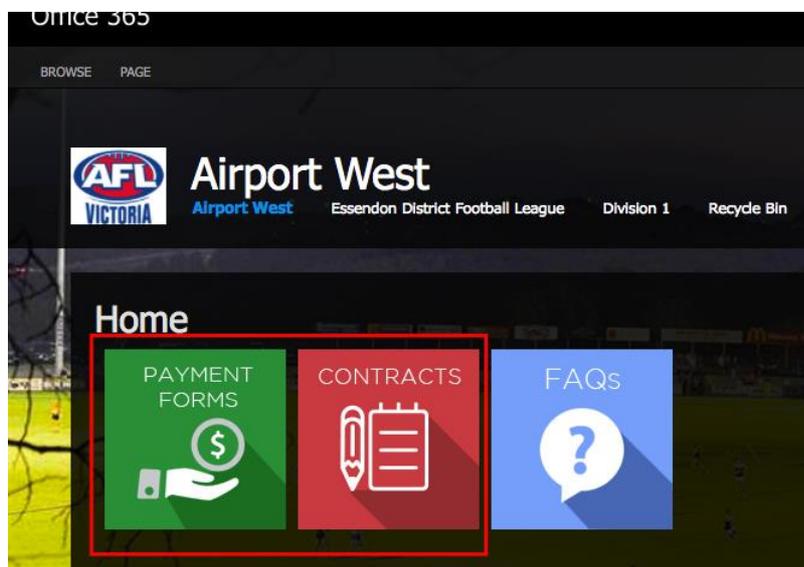
For Player contract, please save the document in the following format

ABrown2017.pdf and for club documents in the following format

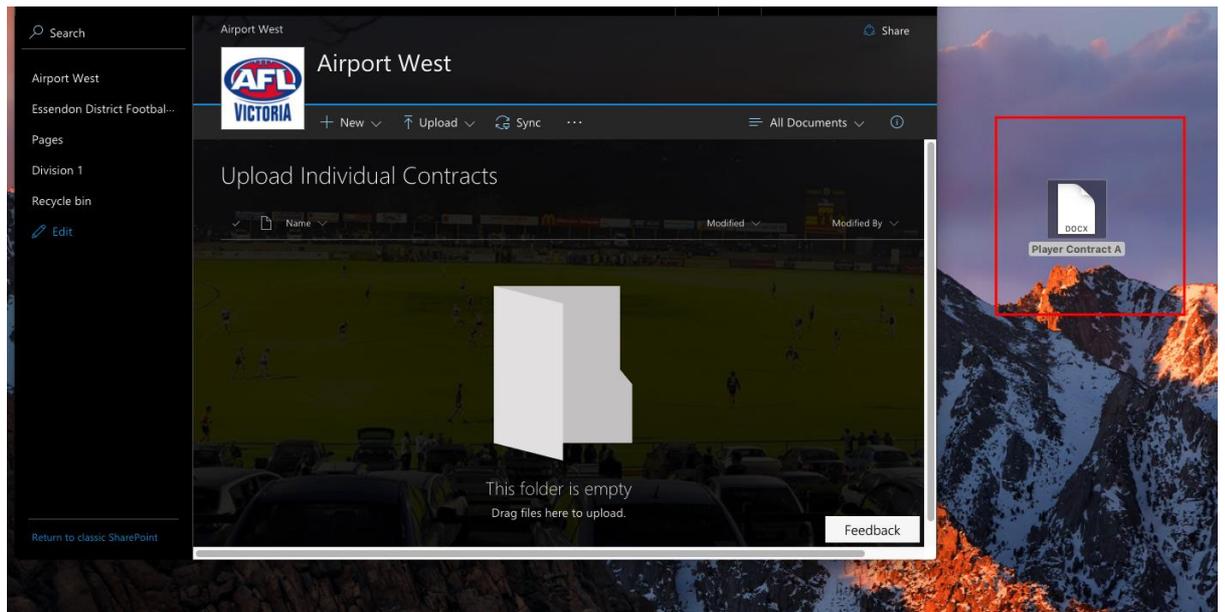
There are two methods to upload a player contract or payment form:

1. DRAG AND DROP METHOD

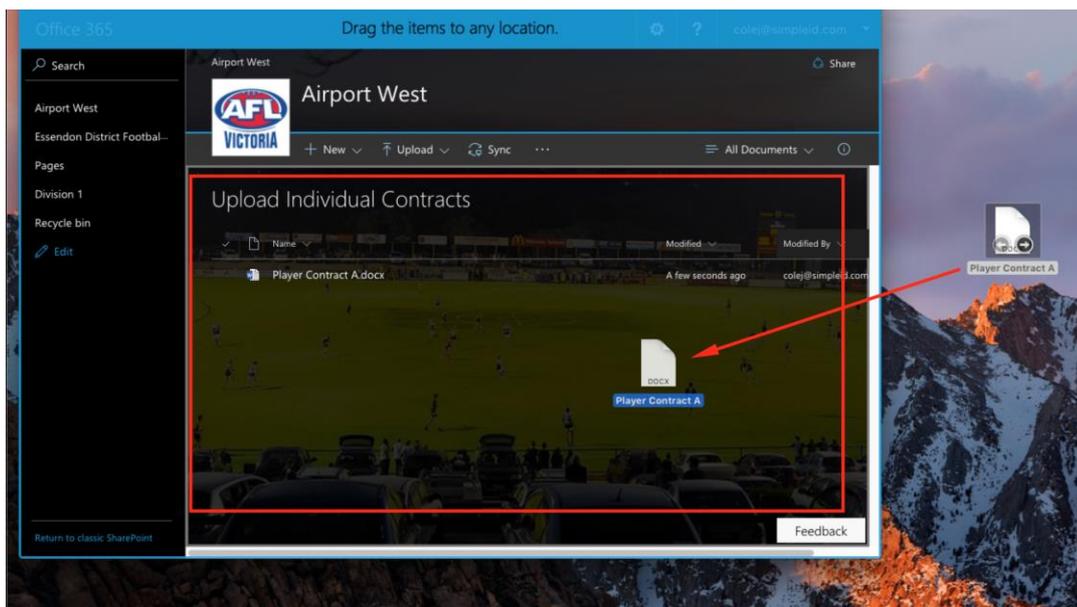
1. Click the "Contracts" or "Payment Forms" tile on the home page to select the relevant folder the document is to be stored.



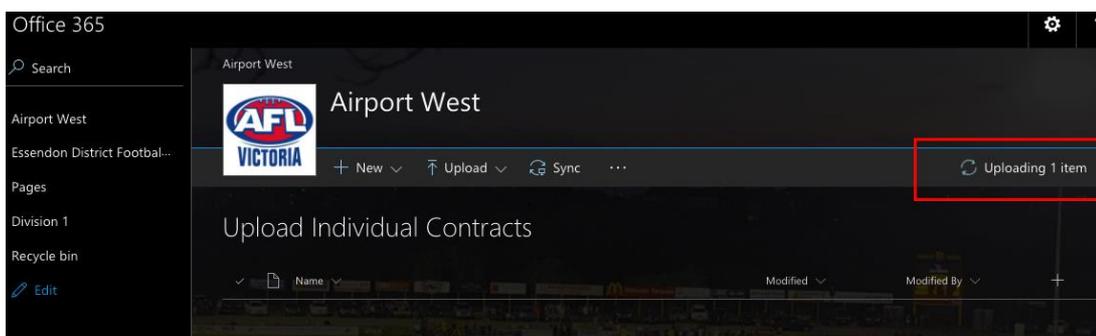
2. Locate the file you want to upload from your computer, from wherever you have it saved on your computer, such as your desktop, or folder, etc.



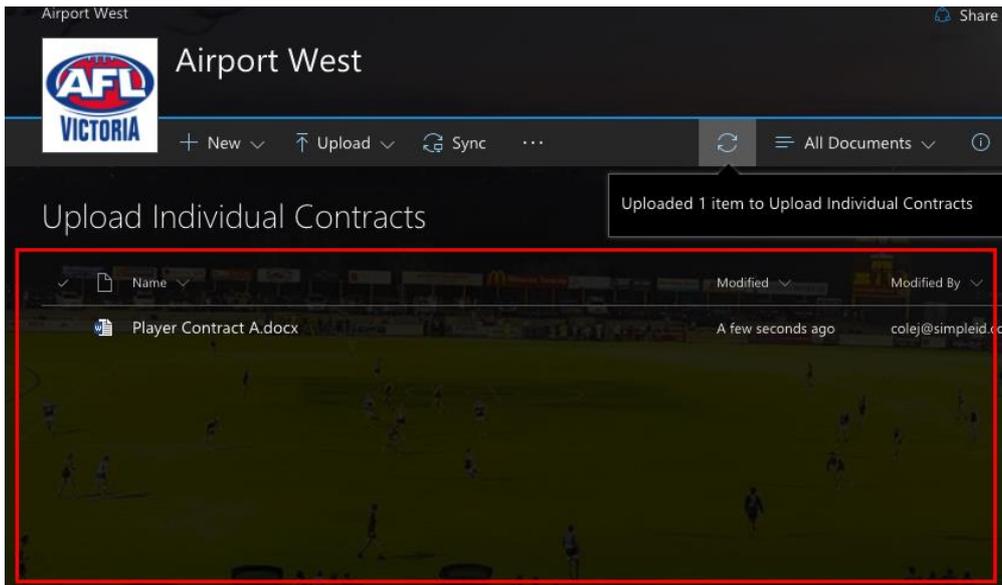
3. Drag and drop the file into the relevant folder ie either Contacts (red tab) or Payment Forms (green tab) the Documents area.



4. Uploading progress will show in the upper right

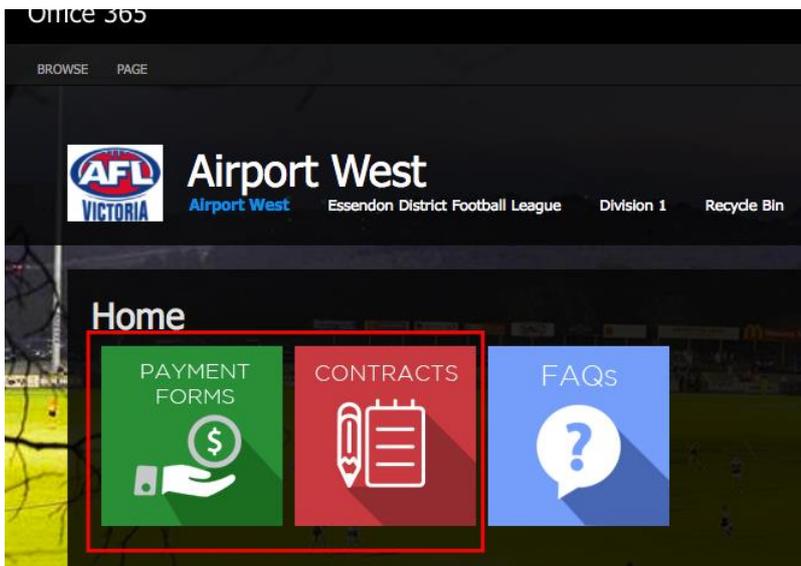


5. Successfully uploaded files will automatically appear on the page.

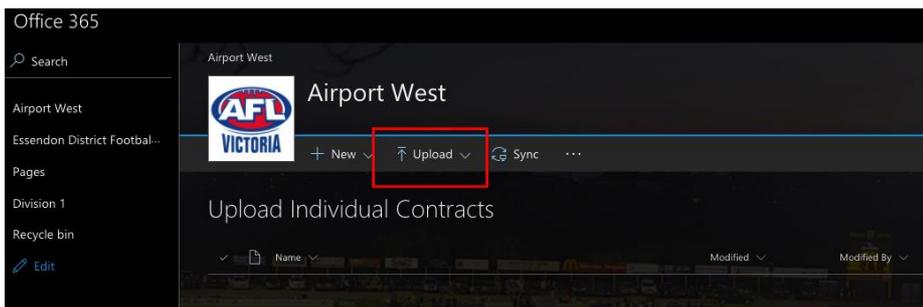


2. UPLOAD METHOD

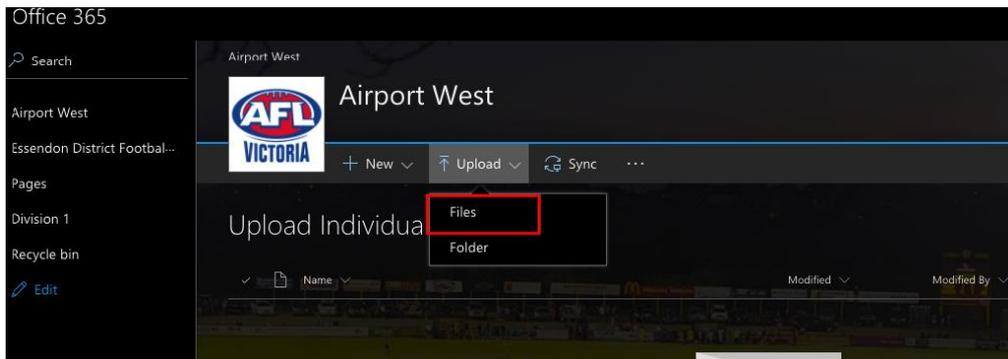
1. Click the "Contracts" or "Payment Forms" tile on the homepage.



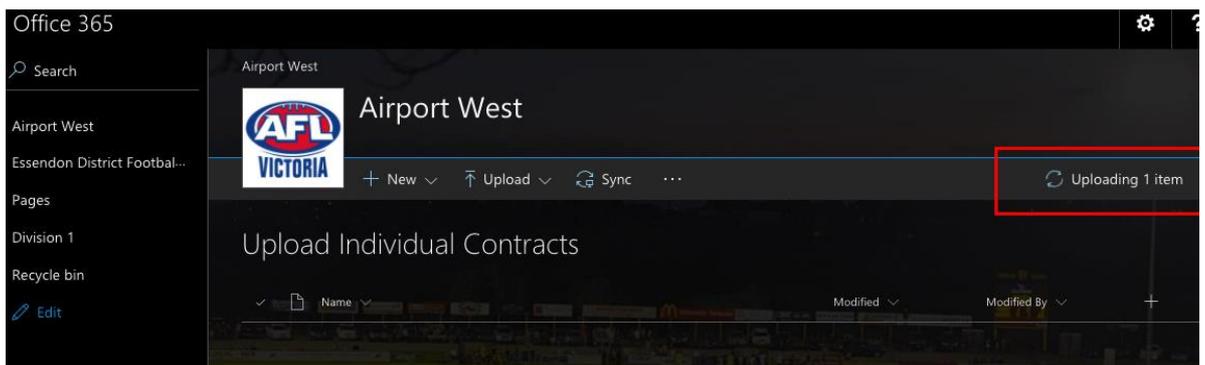
2. Click "Upload" button.



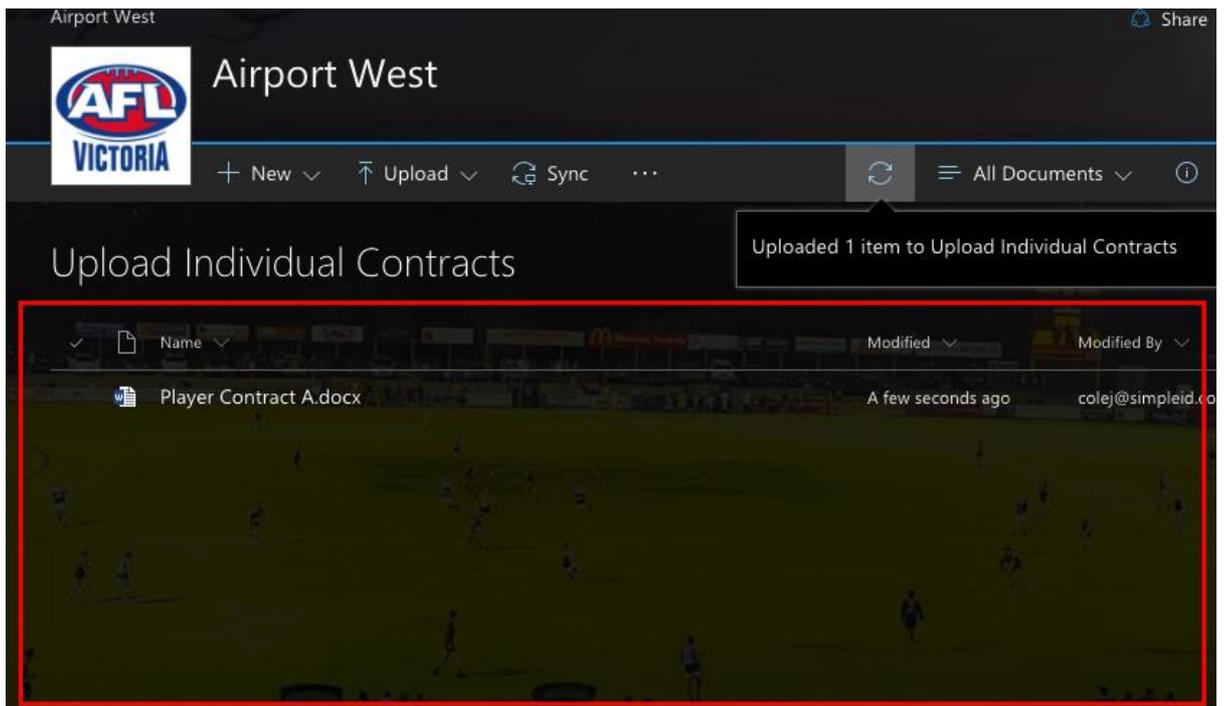
3. Select 'Files' in the dropdown, browse and select for the file that you need to upload from the relevant folder on your computer. Then select 'OK' to upload the file.



4. Uploading progress will show in the upper right

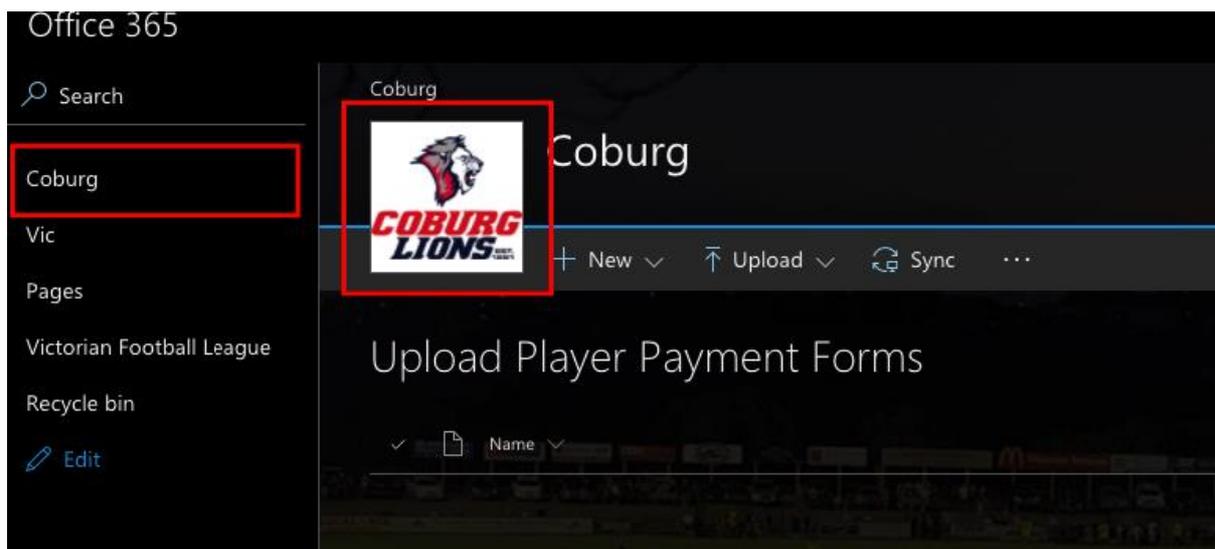


5. Successfully uploaded files will automatically appear on the page in the documents area.



HOW TO RETURN BACK TO THE HOMEPAGE FROM THE UPLOAD CONTRACTS/PAYMENT FORMS PAGES?

If you are on the Upload Individual Contracts or Upload Player Payment Forms pages and want to return to the main club site page, click on either the club site logo or the club site name in the top left of the side navigation, as shown below:



WHY CAN'T I MODIFY OR DELETE A FILE?

Once a player contract is officially lodged, it can no longer be modified, edited or deleted by a Club Administrator > If an incorrect document is uploaded , please contact your relevant league administrator for clubs affiliated with a Metropolitan league or Region General Manager for clubs affiliated with a Country league.

HOW TO UPDATE A PLAYER PAYMENT OR CONTRACT

When there is an amendment to a player contract in respect to an alteration in an agreement, arrangement, promise or understanding made to which Rule 16.2 (c) applies, the Player and an Authorized Officer of the relevant Club shall within a period of seven (7) days lodge a memorandum which sets out the terms of any football payments promised with AFL Victoria.

Can this be amend for each Level 2 ie : these rules apply for VFL but vary for Community Football leagues

Instructions for Leagues / Region Commission on how to include logos ie Club Logo or Metro League / Region Commission Logo

HOW CAN I GET HELP?

You may email our SharePoint provider, Simple iD, at businesshub@simpleid.com. For urgent issues, you may call Simple iD during business hours at 1300 30 40 47.