

USER GUIDE REGISTRATIONS

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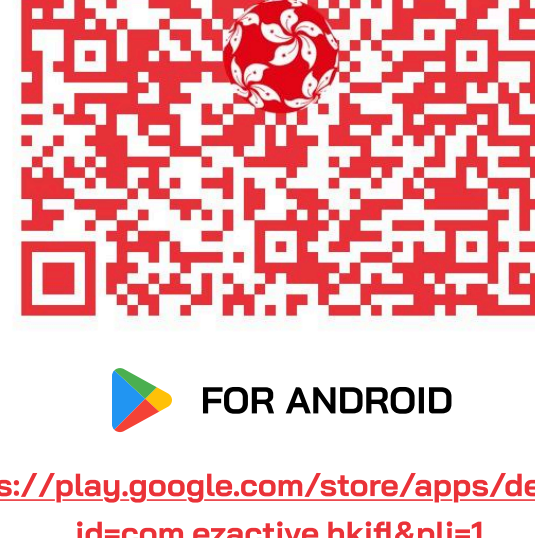
Welcome to the HKJFL User Guide. This guide provides instructions for players/parents to quickly register for events or update player information.



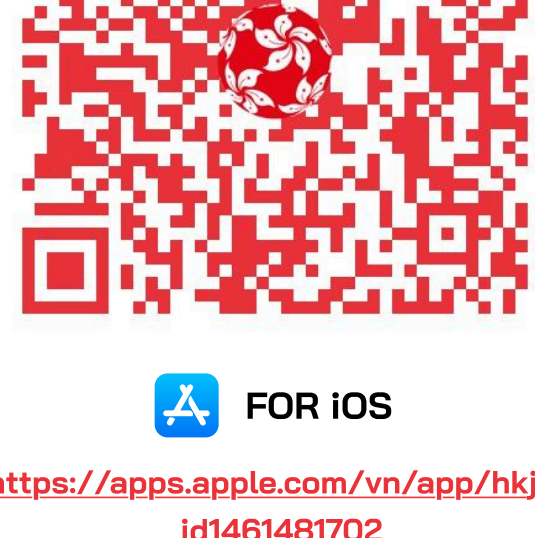
ACCESS & DOWNLOAD

You can click the link below to access the HKJFL web app or scan the QR code to download the app to your device.

Link: <https://app.hkjfl.com/>



FOR ANDROID
<https://play.google.com/store/apps/details?id=com.sxactive.hkjfl&pli=1>



FOR IOS
<https://apps.apple.com/cn/app/hkjfl/id1461481702>

HOW TO REGISTER NEW PLAYER INTO EVENT?

1 Create your parent account

For users who do not yet have a HKJFL account, please click **“Sign Up”**. Your initial password with be sent here and it be used by the HKJFL to contact your regarding registration of your child. Please make sure to read the **“Terms of Service and Privacy Policy”** and tick the checkbox (Pic 1).

After successful registration, the system will automatically send the password to your email. Please check your email to receive the password.

Once the account is created, you can use the initial password to log in. You can change your password and personal details by visiting **‘Account’** (Click to avatar on top navbar to view Account)

If you have an existing account, you can log in with your email and password

Register

Create your parent account!

Surname (Parent)

Other names (Parent)

Email (Parent)

☐ I agree to the **Terms of Service and Privacy Policy**

Sign Up

Pic 1

2 Add new player

After successfully logging in, you will be redirected to the system homepage. Here, you can see which events are currently open (including registration start/end time). You can click **“View Details”** to see event details. Click **“Register Now”** to add your player, or select **“Application”** from the menu (Pic 2).

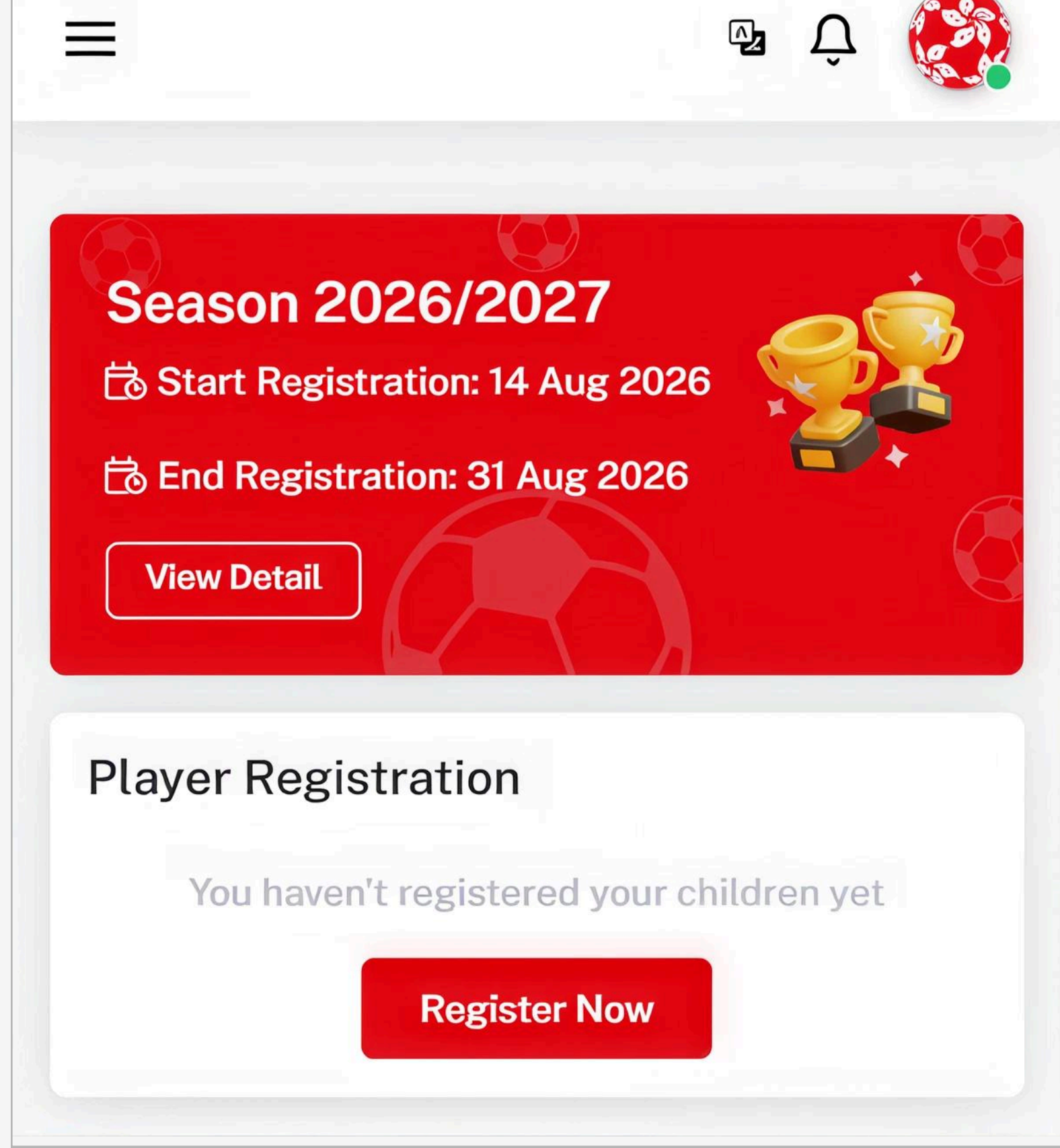
Click the **“Register Your Child”** button and enter the player’s information. (Pic 3)

You can upload a photo or document from your camera roll or gallery and then resize and move as necessary so that the photo is roughly the same as the silhouette. (Pic 4)

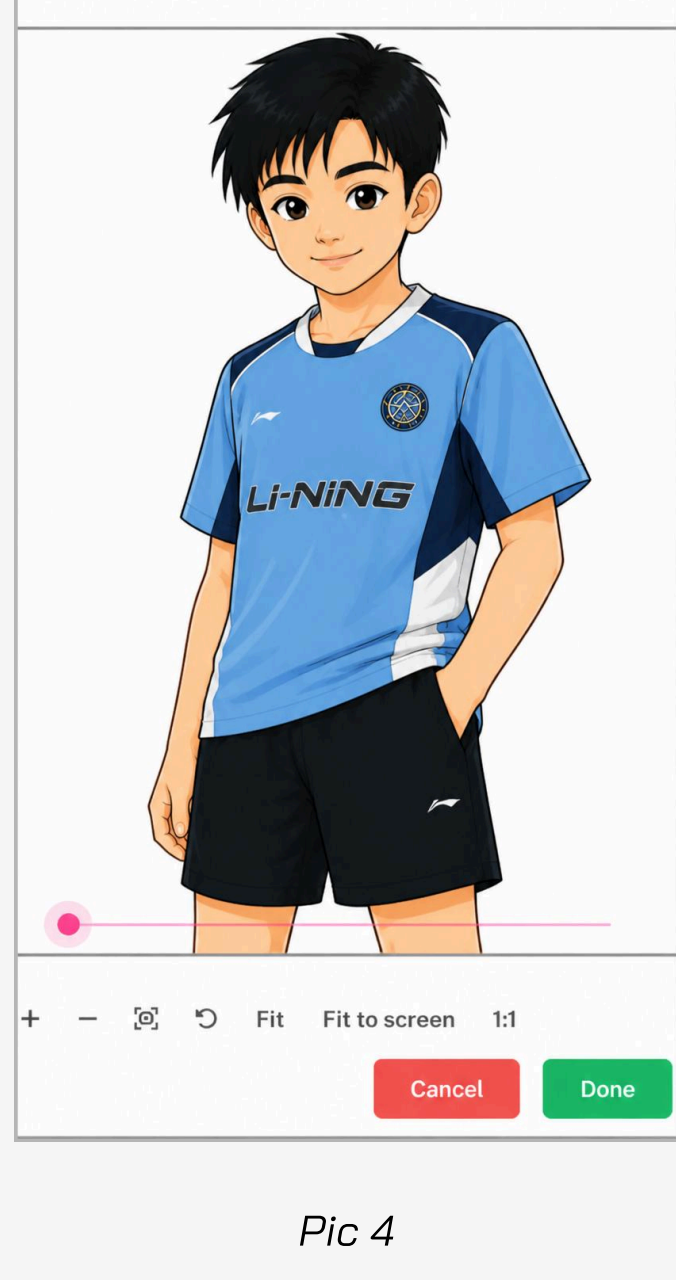
To ensure the players registering will be playing in the appropriate age groups allowed under the rules of HKJFL, an identity document showing the following information is required: 1. Player name 2. Player photo 3. Player date of birth

The document number is NOT required and should be redacted or covered prior to uploading. (Pic 5)

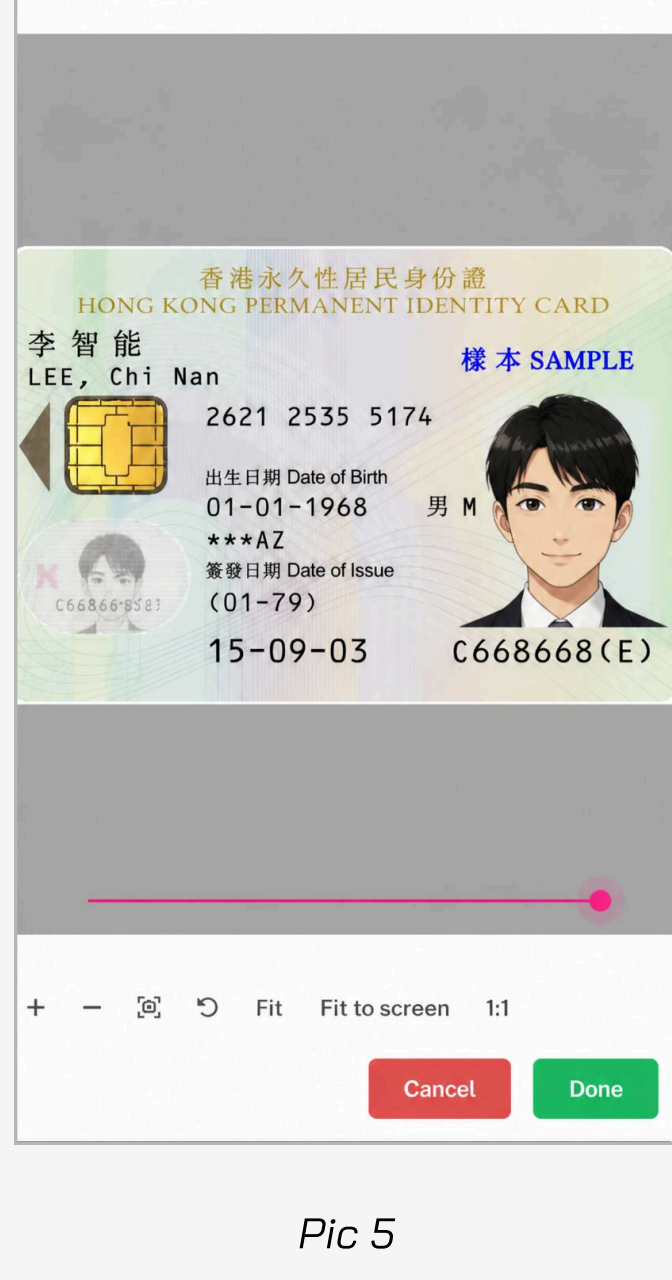
After completion, you will receive a notification (Pic 6)



Pic 2



Pic 4



Pic 5

Register New Player

Surname *

Other names *

Player photo *

Upload image

Click here to show image for testing

DOB *

mm/dd/yyyy

Gender *

☒ Male
 ☐ Female

Document type *

☒ HKID
 ☐ Passport

Document photo *

Upload image

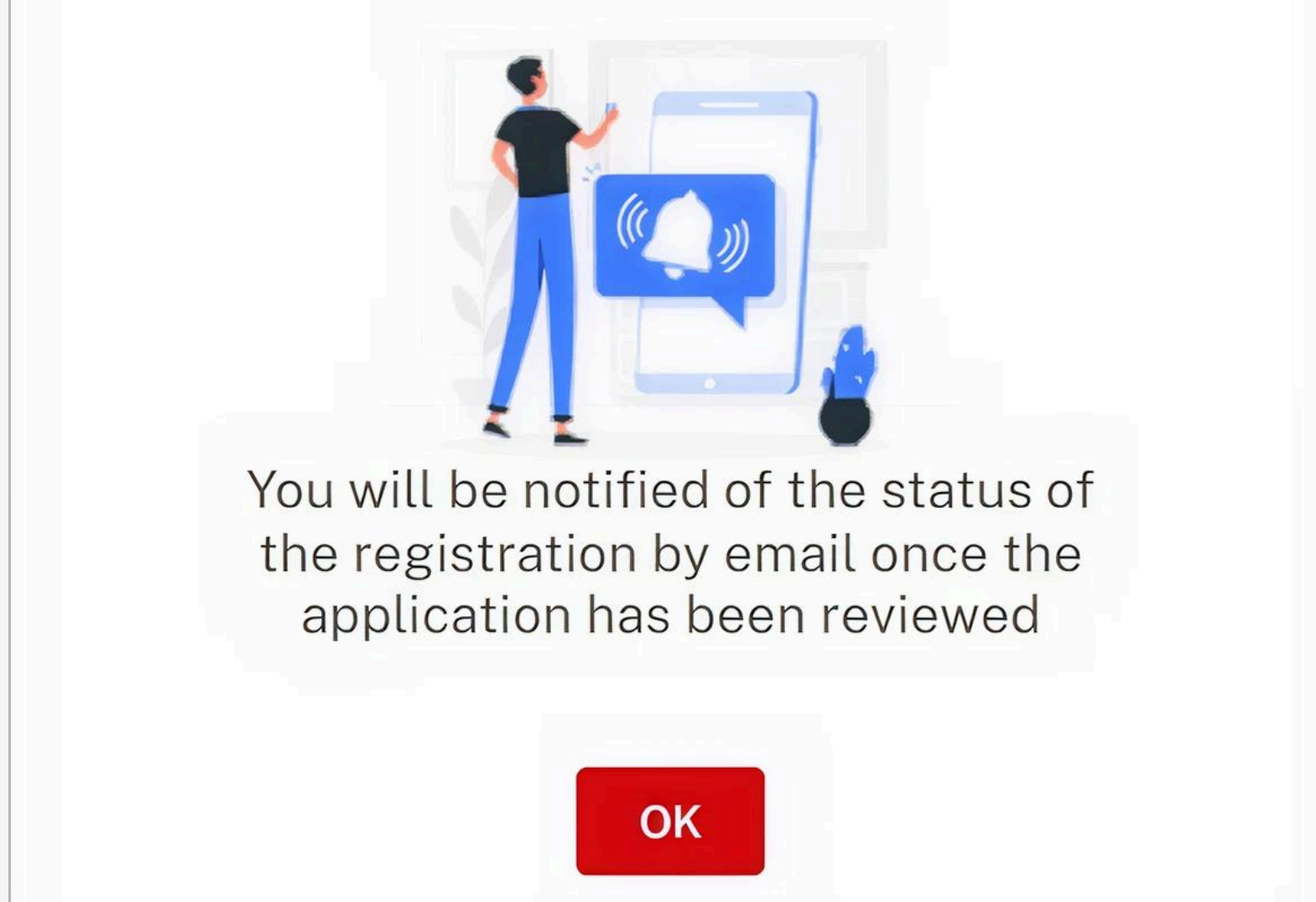
Click here to show image for testing

Club *

Select Club

Register player

Pic 3



Pic 6

3 After registration

After successfully registering your child, please wait for the admin to validate the player’s information. You will receive a notification via the application if any updates are required. At this point, the status is **Registered** and **Pending**

Player Validation

HKJFL will be validating each registration. If HKJFL requires additional information, they will contact you via email. At this point, the registration status will change to **Awaiting Update**. You then need to correct the submission or upload new photo and/or identity document until HKJFL approves the registration of the player.

Fee Payment

Once the registration of a player is accepted by HKJFL, a PayPal invoice will be sent to your email. You do not need to create a PayPal account for payment if you do not have one already. You can simply use a credit card, and enter the relevant details

If a Player is moved by the Admin to another Group, such as Play Up or Play Down, the interface will be displayed as shown in Pic 8. After being assigned to the new Group, the user needs to complete the payment for that Group.

Badge Registrations Info:	
Registered	The player’s registration has been recorded by the system.
Pending	The player’s information has not yet been validated by admin.
Validated	The player’s information has been validated by the admin.
Approved	The player has been approved by the admin to join the event.
Awaiting Update	Registration information was rejected and needs updated.
Updated	User updated registration information after it was previously rejected.

Badge Payment Info:	
No Invoice	Registration has not been approved by the admin yet.
Sent	User information has been validated, and the invoice has been sent to the user.
Paid	Payment successful!

Registering additional players

If you have more than one child who will be playing in HKJFL matches, simply repeat the steps above by clicking ‘Register Your Child’



Vozinha

12-Aug-2015

Pending

Registration Information

Club: Summit FC Academy

Status: Registered

Amount: 650.00 HKD

Payment status: No Invoice

Pic 7



Vozinha

13-May-2016

Validated

Registration Information

Club: Summit FC Academy

Status: Approved

Amount: 800.08 HKD

Payment status: Sent

Invoices (2)

#INV-2025-00421 Sent 820.10 HKD

#INV-2025-00422 Paid 760.00 HKD

Pay now

Pic 8

Renew Registrations

Select player you wish to sign up for new season, then click **‘Register Now’**. If player is playing with the same club, just click **‘Submit’**. Otherwise, click **‘Change Club’** and select the club for the new season, then click **‘Submit’**

Player registration status

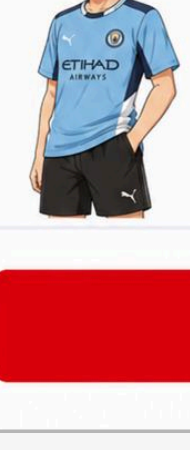


Vozinha

06-Apr-2016

Validated

REGISTER NOW



Pedro Porro

06-May-2016

Validated

REGISTER NOW

Pic 9

HOW TO FOLLOW FAVOURITE CLUB?

You can select to receive notifications for your favourite club. These notifications include match information update (e.g. change venue or date and time), upcoming match reminders as well as match results. To select your favourite club and teams, click to Avatar, select **‘Account’** then **‘Follow’**. If you select a Club as favourite, you will receive notification for all teams across all age groups for that particular club.

Additionally, you can customize when you receive match notifications by selecting an option under **‘Match reminder’**.

Account



Daniel Carter

daniel.carter@northmail.com

League Administrator

Profile

Security

Favourite

Follow club/teams to receive the latest announcements related to clubs/teams

Match reminder

None

Favourite Clubs

Follows

Favourite Teams

Follows

Pic 10

HOW TO UPDATE PLAYER'S INFORMATION?

From the menu, click **“Your Children”**. This is your player management page. You can also update a player’s information here by clicking the **“Edit”** button for the player you wish to update. Please wait for the admin to validate your submitted changes. Once validated successfully, the status will be **Approved**. If the update is rejected, the status will change to **Rejected**

Note
You cannot make further updates while the previous information is still in **Pending** status.

Request #3

Approved

Created at: 17-Aug-2026

Change DOB

FIELD	FROM	TO
DOB	2016-05-13	2016-05-06

Pic 11

Request #4

Rejected

Created at: 17-Aug-2026

Reason for rejection: Wrong gender

Change gender

FIELD	FROM	TO
Gender	Male	Female

Pic 12

CONTACT

For questions regarding registration, you can contact admin@hkjfl.com

If you have questions or problems regarding the app or problems, you can contact app@hkjfl.com. It is best if you can attach screenshots of the problem of question