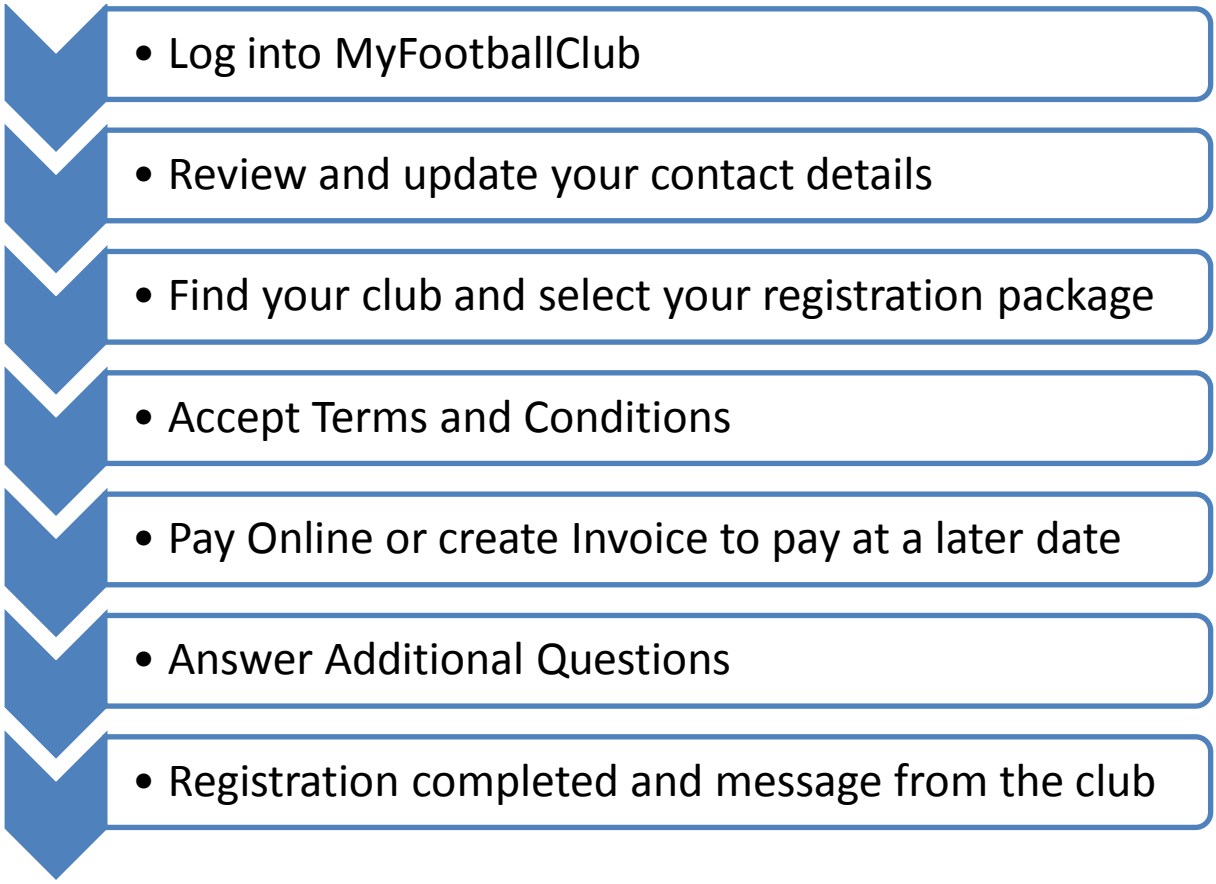
FOOTBALL FEDERATION AUSTRALIA

MyFootballClub
Training Guides and Manuals

Step By Step Guide To
Player Self Registration

Self-Registration Workflow

The diagram below illustrates the steps needed to register online for the 2014 season.



Step by Step Guide to Self Registration for Players

Step 1: Go to MyFootballClub website - Click on Player Registration.

Step 2: Registration Welcome Page.

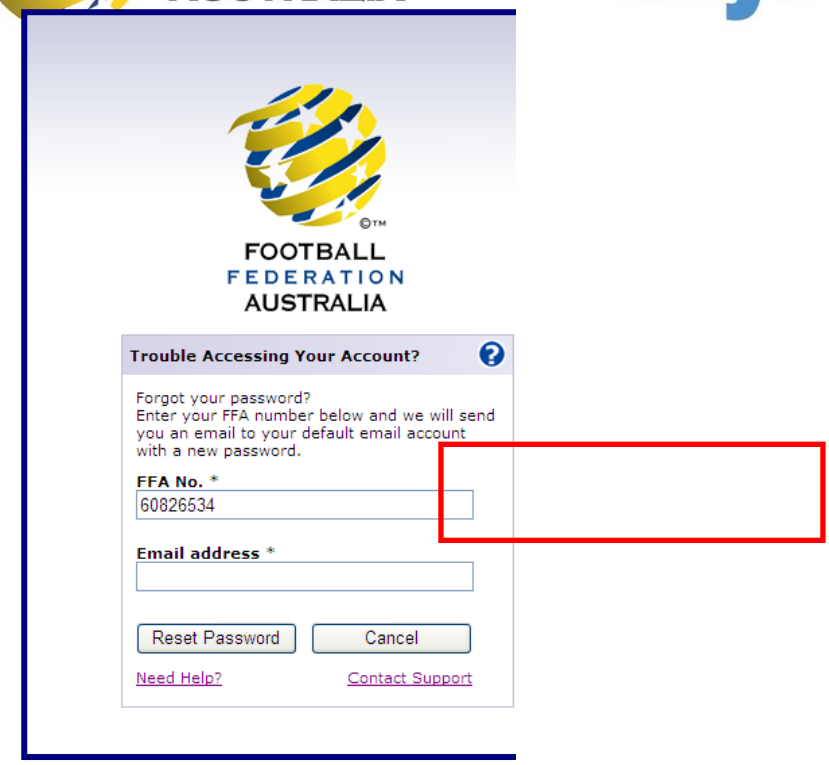
In this screen the player will be asked to select the scenario which best describes their registration situation.

Scenario 1: I logged in to MyFootballClub and registered online previously.

Scenario 2: I have never self registered or logged onto MyFootballClub before.

Select Scenario 1: You will proceed to the Login Page.

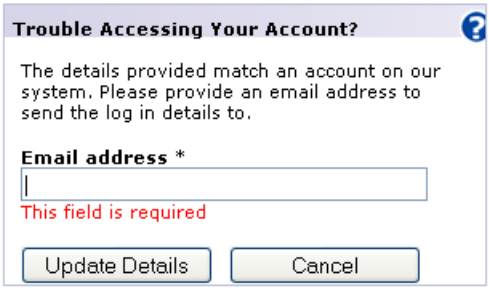
- If you have forgotten your FFA number click Find FFA number.
- If you forget your password you can click Need Password.



- You now have the opportunity to input the email address you think should be in the system.
- If there is a match you will be sent your new password.
- If your email address doesn't match, you will have 2 options; Try Again, or select Validate Account

Validate Account – You will be given the option to enter your First Name, Last Name, Birth Date, Post code and Last know Club.

Email Address: If the information entered matches the information in the system, you will be given the opportunity to enter your email address. You will then be emailed a new password.



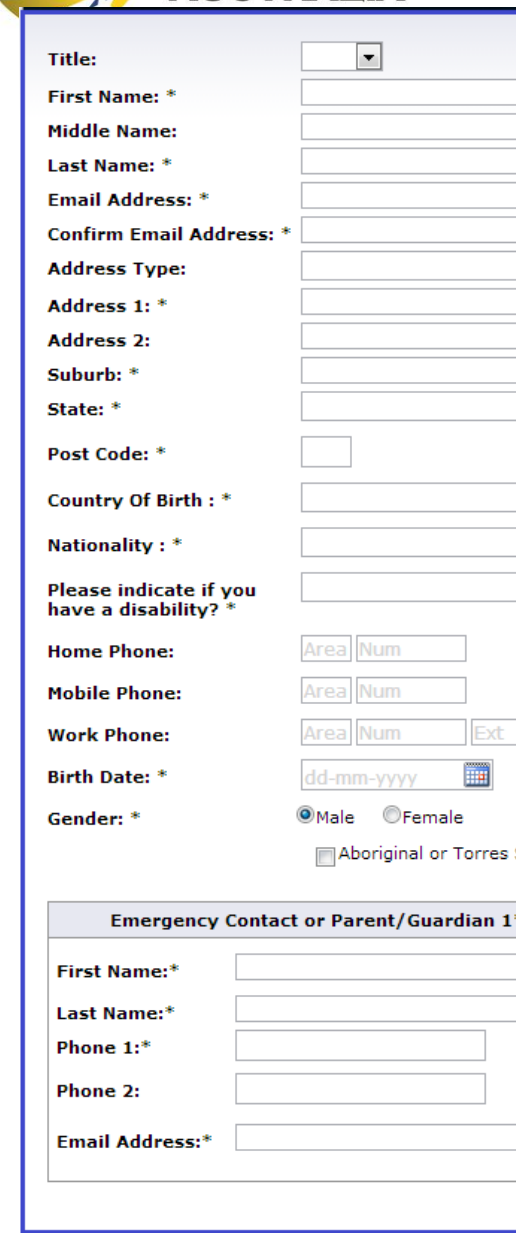
If the information doesn't match you will need to contact the MFC support Centre via myfootballclub@footballaustralia.com.au or (02) 8020 4199

Select scenario 2: The player will be taken to the new user Landing page.

1. I have Played Football in Australia in the last 5 years. – **Go to Find Your FFA Number.**

2. I am completely new to Football - **Proceed to Create New Account.**

- **Create an FFA number and Account with MyFootballClub**



Step 3: Login

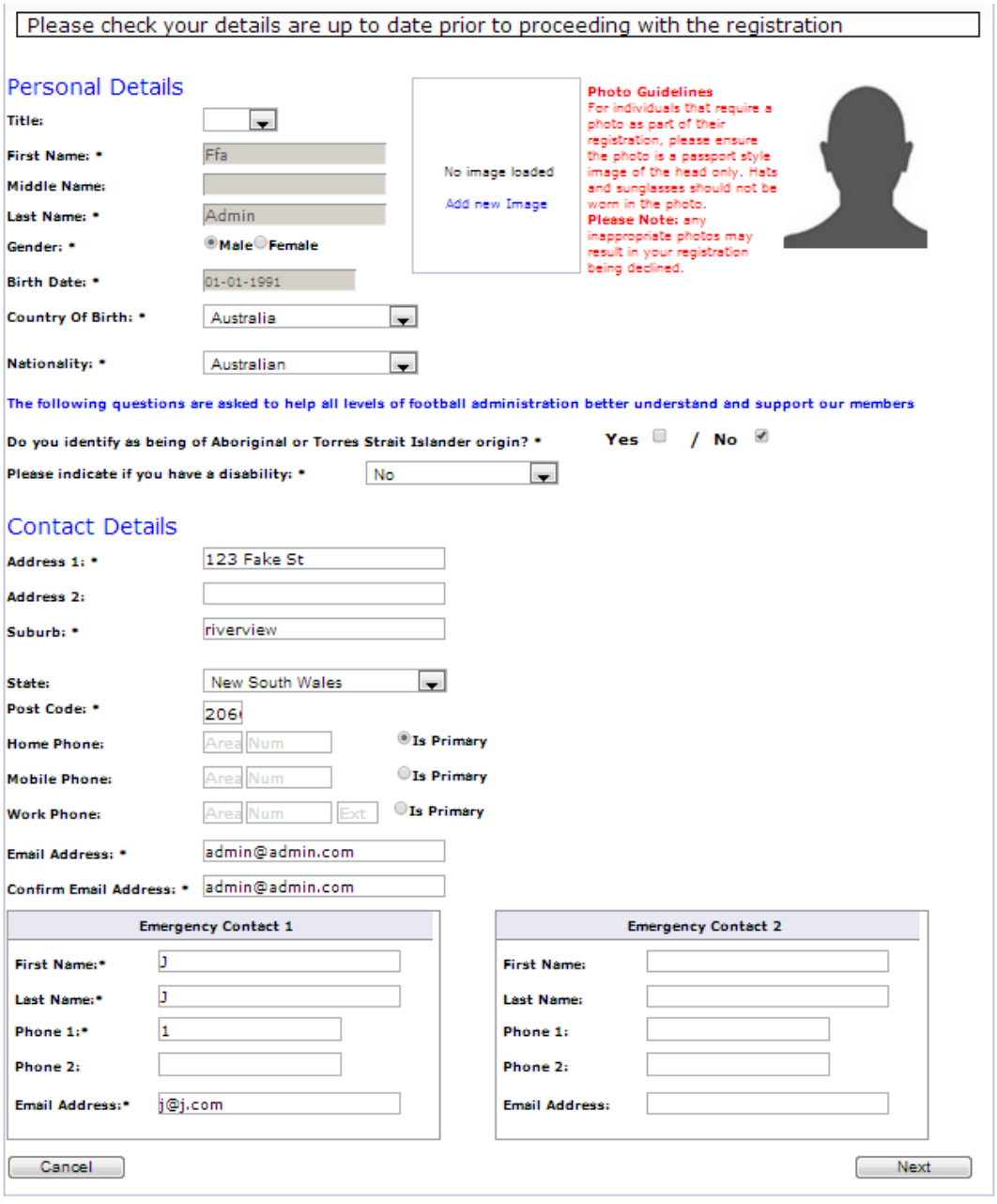
You will receive an email either as a new user or returning user in the system. This will contain your FFA number and Password, which you need to login into the system.

Step 4: Player Homepage

- You will be taken to your Player Homepage. This page will contain information regarding previous registrations and information concerning your current registration.
- Click **Register Now** to commence the registration.

Step 5: Checking and Updating Player details

- Check and update contact details below.
- Once the details have been reviewed click- "Proceed with Registration" to move to the next stage of the registration.



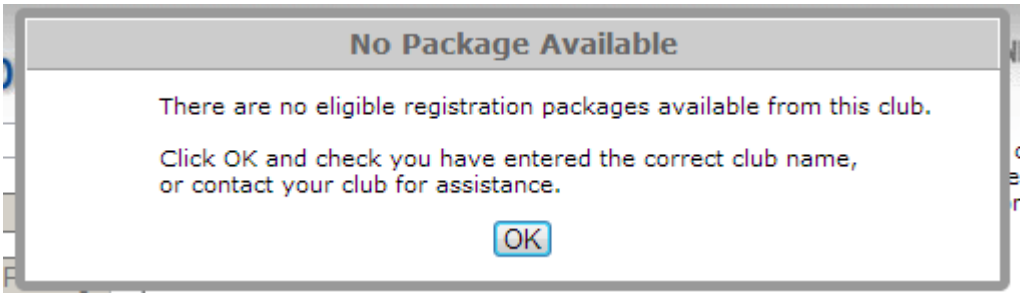
Uploading a Photograph

- Add new image
- Browse to find your image then select **Save and Exit**.

Step 6: Select Your Club

- In the field marked **Step 1** enter the name of your club. As you type a list will appear with the names of clubs beginning with the characters you entered. Select your club from the list.

Note: If your club has not set up their registration fees for online registration the following message will appear:



Contact your club to find out when registrations will be available online, or whether you need to visit the club in person to register.

Step 7: Select Player

- In the **Step 2: Select Registration** drop-down field, select **Player**.

Overseas Players

If you have not been registered to play Football in Australia before then a pop-up will show as follow

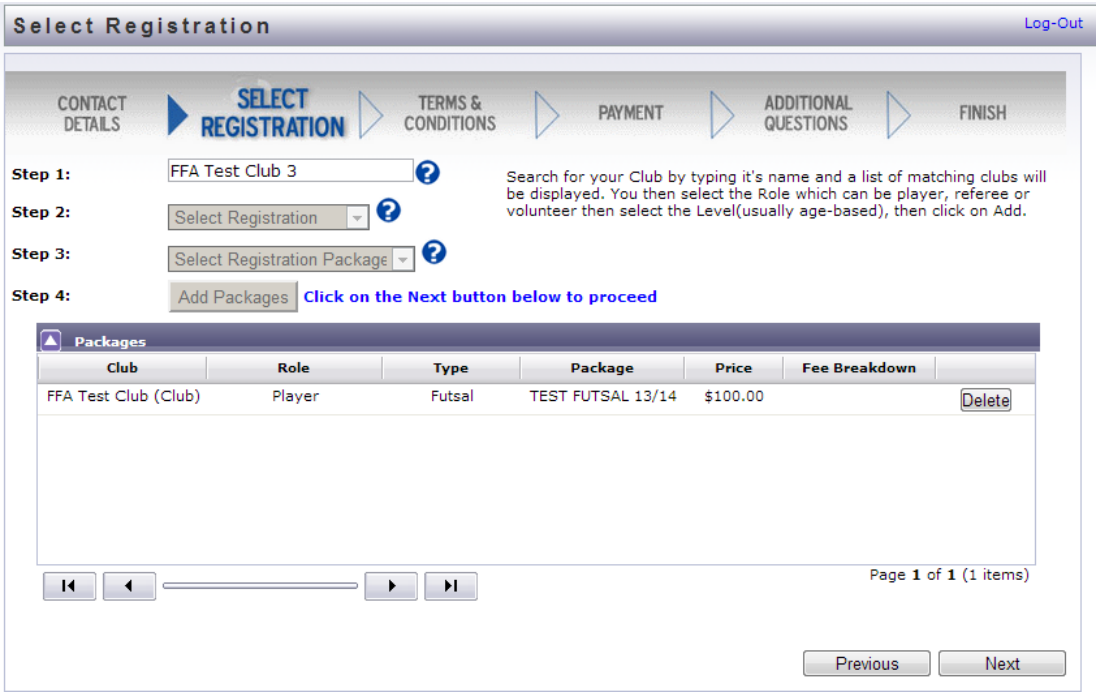
Click the **Save** button once all the relevant details have been entered.

Step 8: Select a Package

- In the **Step 3: Select Package** drop-down field, select the appropriate registration package for the player. If you are unsure which level to select, contact your club to find out which package you should select.

The details of the package you have selected will be shown in the details box.

- Once you have selected the correct package, click the **Add**



button. The package will be added to the roles grid beneath.

Inclusions

Next to the package you can click the **Inclusions** button, which will display a breakdown of the fees from the National, State and Regional football bodies.

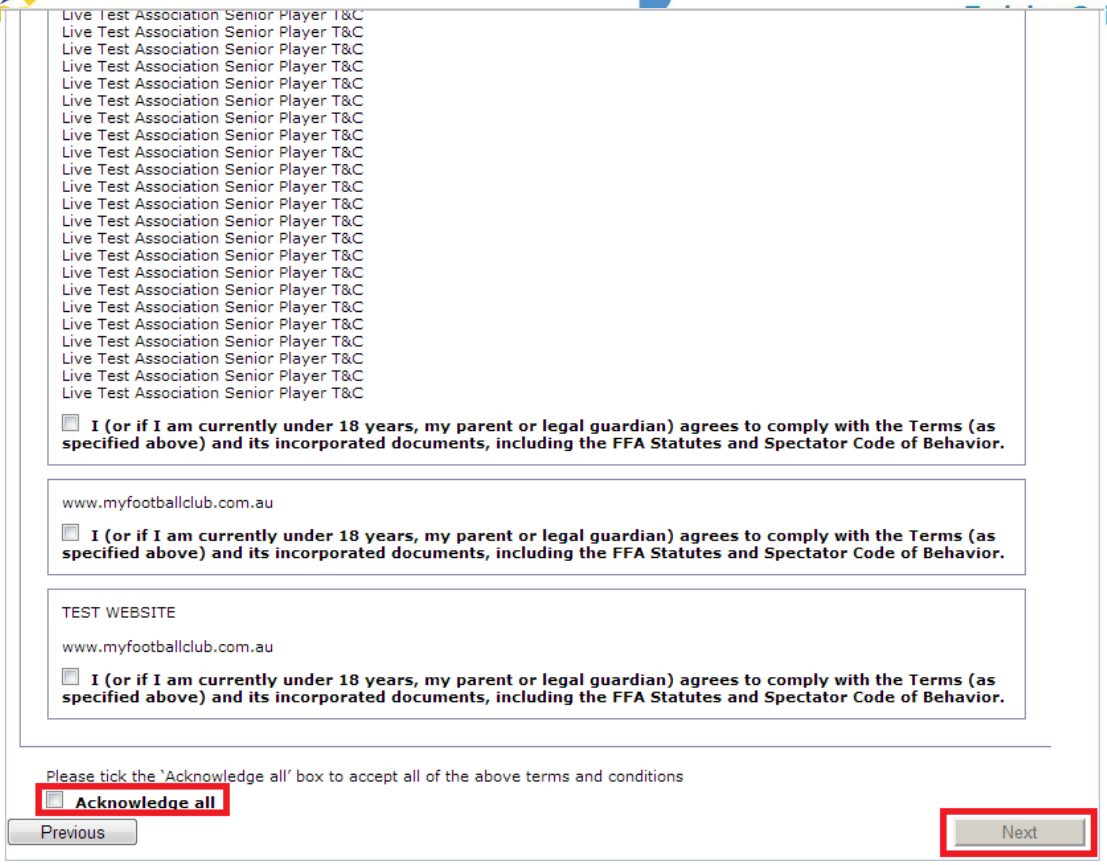
Click the **Red X** to close the Inclusions window.

- Click the **Next** button

Step 9: Terms & Conditions

The next screen to appear will display the FFA Terms & Conditions. Your club, regional and state association may have also included separate Terms & Conditions.

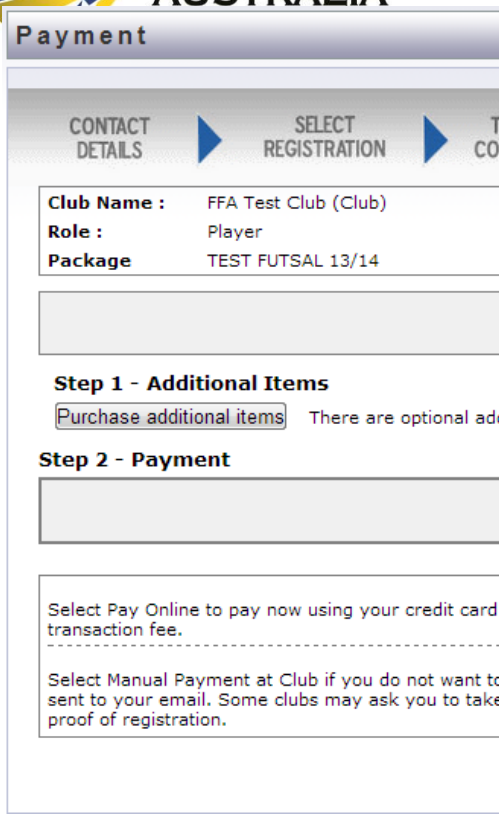
- Tick each check box to acknowledge the Terms & Conditions, or tick Acknowledge all to tick all the boxes.



Click the **Next** button.

Step 10: Payments Options

A summary screen will appear displaying the registration options you have selected.



Payment Options

There are 2 options when paying for your registration:

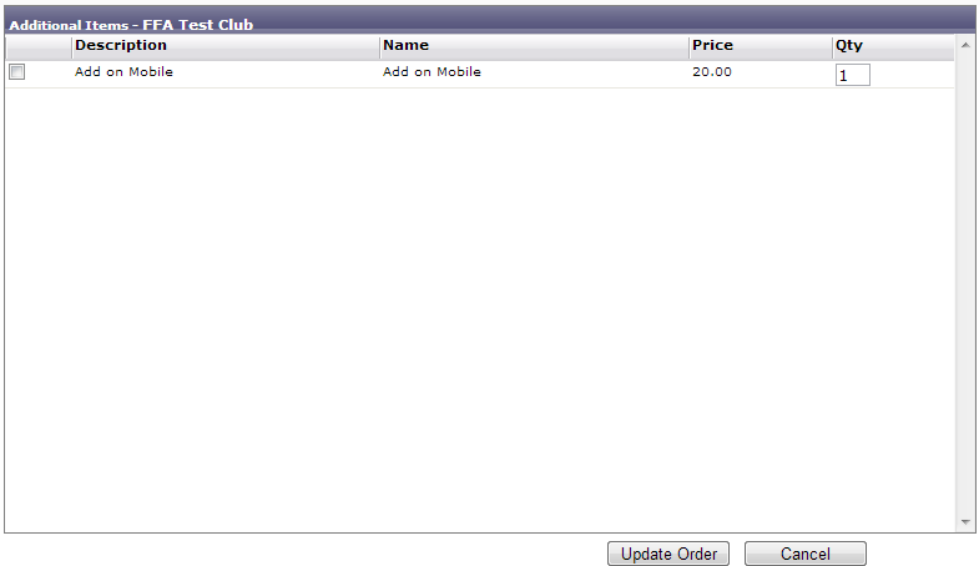
- **Pay Online**, using a credit card, or
- **Manual Payment at Club**, where you can choose to receive an invoice via email and the club will inform you of the best pay to pay for registration

Note: The first option to Pay Now will only appear if your club has activated Online Payments. Some clubs may choose not to enable this option. Some clubs may only give you one option.

You will be able to log back into MyFootbaClub at any time to pay any outstanding Invoices, or you can take your invoice to your club to pay in person.

Additional Items

On the summary screen there is a button called **Purchase additional items**. This button allows you to purchase other non-registration items at the same time as your registration. These items could include uniforms or other club merchandise that your club has set up on the system.

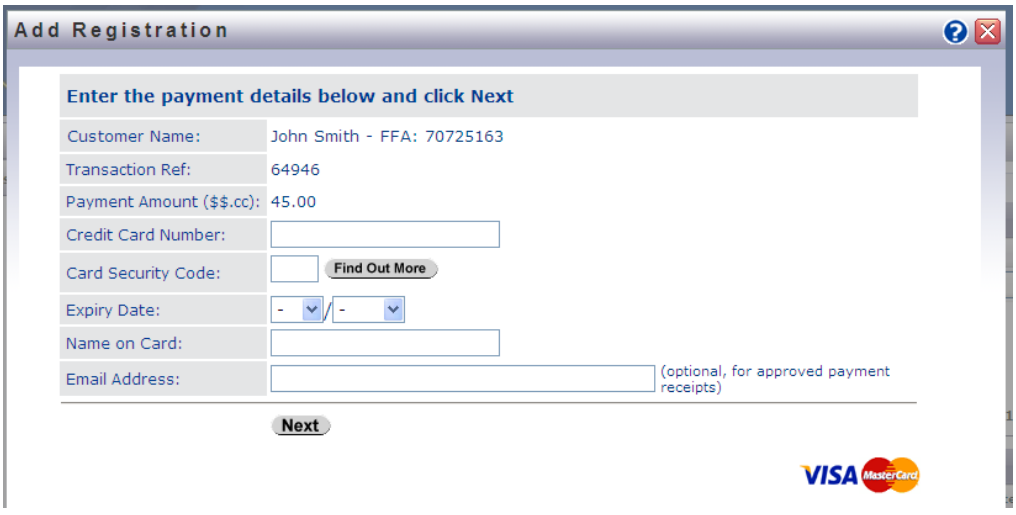


Once you select any additional items click the **Update Order** button and the items will appear on the summary screen and the amount total will be updated.

- Click the **Pay Now** button or the **Manual Payment at Club** button to continue with your registration. If you pay now you will shown the online payment screen to enter your credit card details. If you choose invoice me you will be sent an email with your Invoice to be paid at a later date.

Online Payments

If you choose to pay now online you will be shown a screen to enter your credit card details. Once you have filled in the details click the **Next** button.



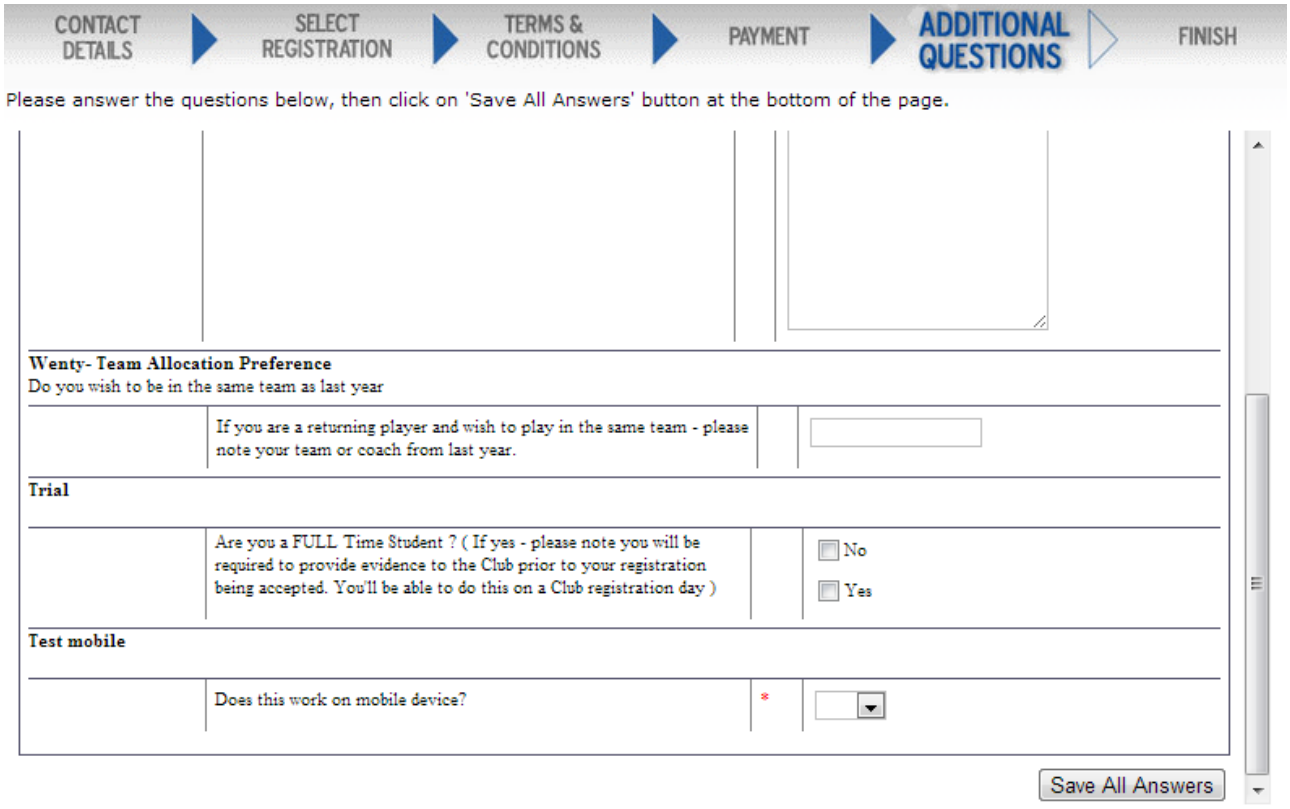
A confirmation screen will appear. If the details are correct, click the **Pay** button.

Step 11: Additional Questions

If your club has set up additional questions you will be directed to answer those questions. If your club does not have any additional questions you will be directed to the Registration Complete screen.

Additional Questions

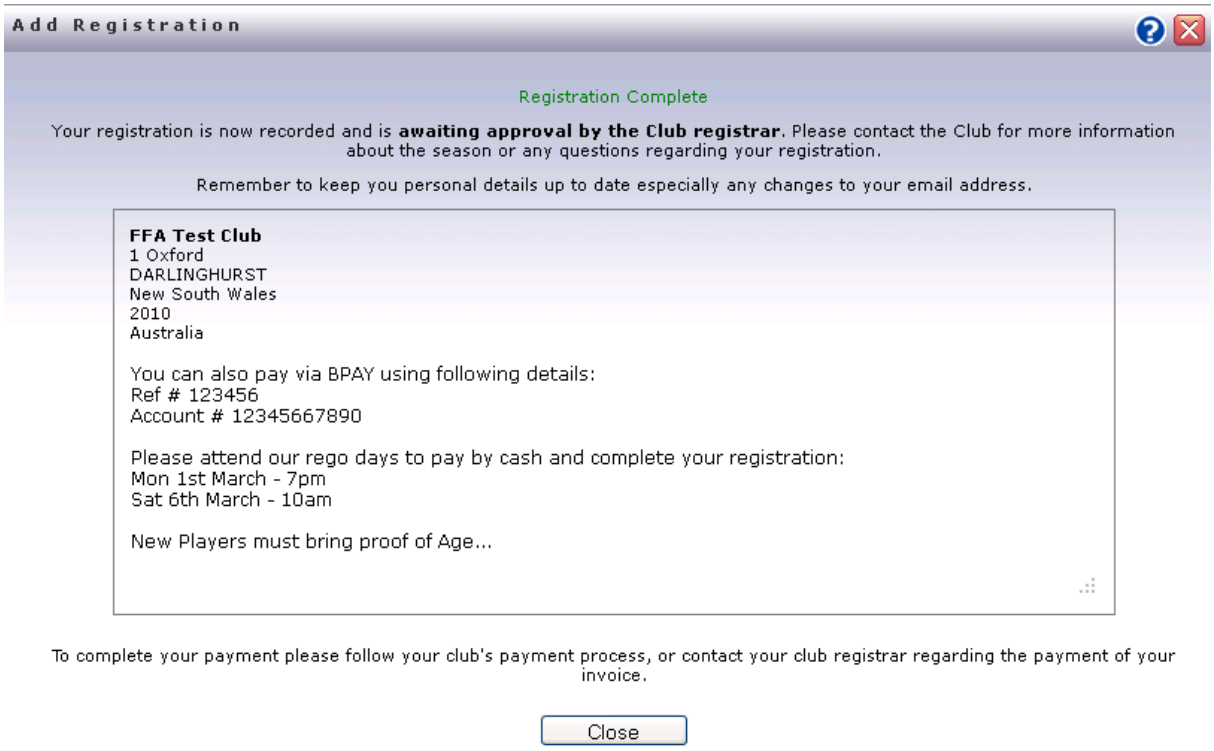
Your club has the option to ask any additional questions during the registration process. These questions may be mandatory to complete the registration or may be optional.



Mandatory questions will be marked a *

- Enter a response to the questions and then click the **Save All Answers** button
- Once you have finished answering all the questions click the **Next** button.
- If you are unable to answer Additional questions at the point of registration, you will have the ability to answer the additional questions via the player homepage

Step 12: Registration Completed



- Take note of your club's contact details, and any additional information provided by the club and click the **Close** button to complete your registration.

Your registration with your club is **Pending** until the Club Registrar accepts your registration in the system.

Once your club has accepted your registration your status will become **Active**.

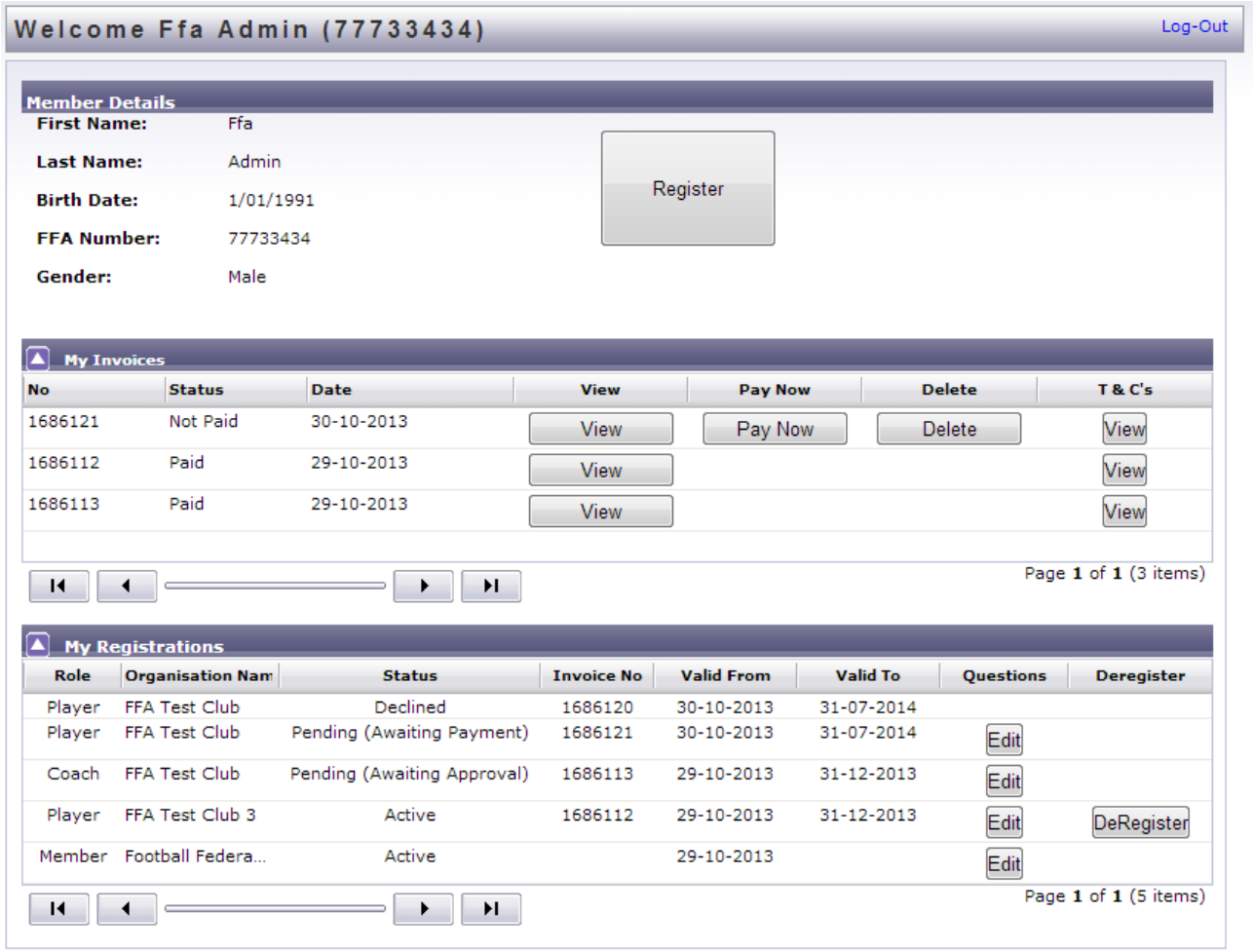
You can monitor your registration status by logging into MyFootballClub and viewing your Registration Status on the Registration Details page. You will also receive a confirmation email.

Paying Outstanding Invoices

If you have outstanding Invoices you can pay them online in MyFootballClub.

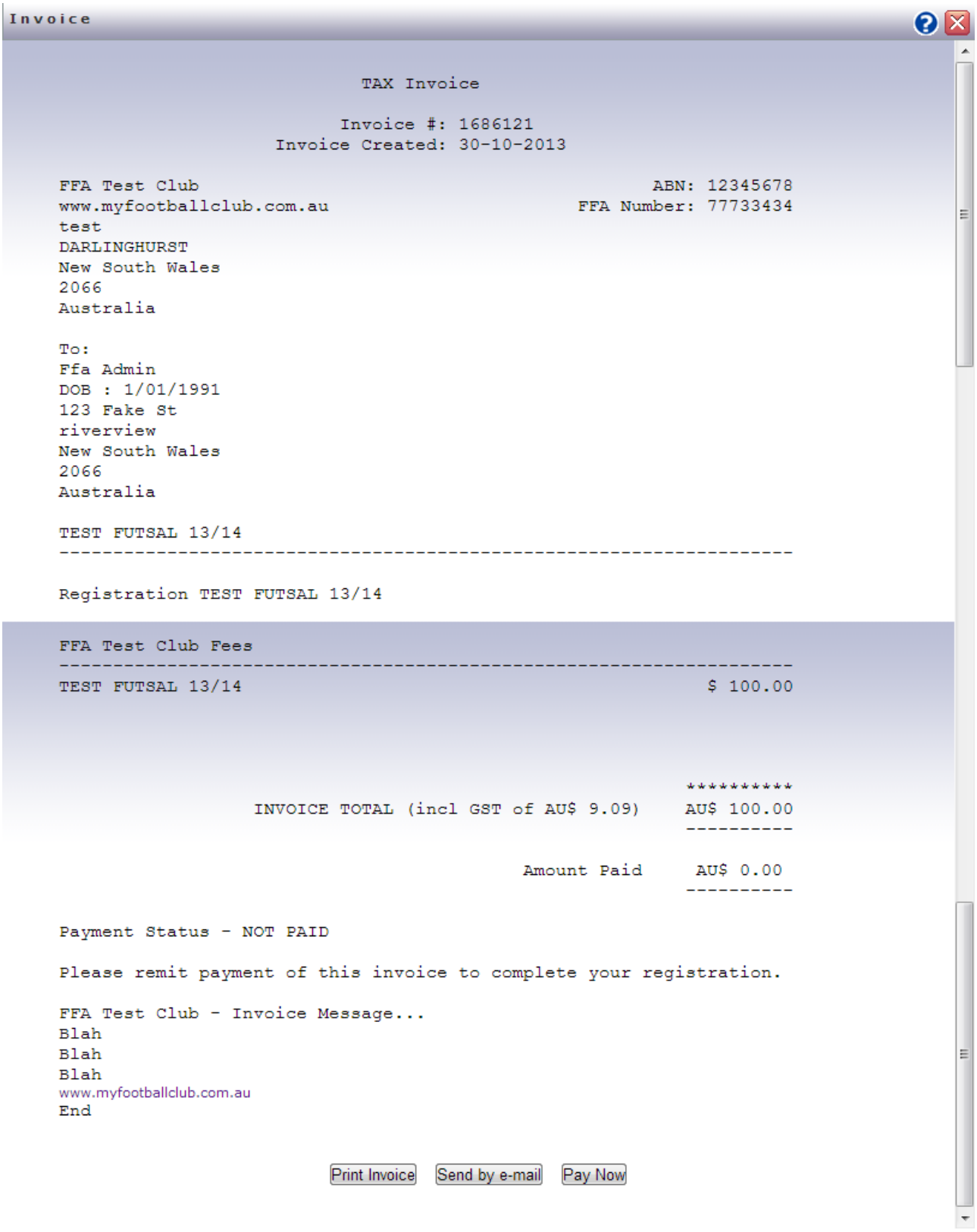
- Log in to MyFootballClub.

You will be shown the Registration page. This page will show the details of your registration with your club and your registration Invoices.



In the My Invoices section you will find a list of all your registration invoices, both paid and unpaid.

- Click the **View** button next to an invoice record to display the invoice. You will be able to print, or email a copy of the invoice. For unpaid invoices you will also be able to pay online if your club has this enabled.



Invoice

TAX Invoice

Invoice #: 1686121
Invoice Created: 30-10-2013

FFA Test Club — ABN: 12345678
www.myfootballclub.com.au — FFA Number: 77733434
test
DARLINGHURST
New South Wales
2066
Australia

To:
Ffa Admin
DOB : 1/01/1991
123 Fake St
riverview
New South Wales
2066
Australia

TEST FUTSAL 13/14

Registration TEST FUTSAL 13/14

FFA Test Club Fees

TEST FUTSAL 13/14	$ 100.00
	**********
INVOICE TOTAL (incl GST of AU$ 9.09)	AU$ 100.00
Amount Paid	AU$ 0.00

Payment Status - NOT PAID

Please remit payment of this invoice to complete your registration.

FFA Test Club - Invoice Message...
Blah
Blah
Blah
www.myfootballclub.com.au
End

Print Invoice | Send by e-mail | Pay Now

- Click on the **Pay Now** button next to an invoice record to pay the invoice online using a credit card.

- Click the **Delete** button next to an invoice if you no longer wish to register with the club. **This will also delete your registration with the club for the season.**

Note: If your club is not set up the option for online payments, you will not see the Pay Now button and you will not be able to pay online. Contact your club to find out about the payment options at your club.