

Welcome to 2010 Registration

Now that you have setup your club up in the system you are ready to commence registration of your players. The middle section of the Club Home Page below is the area you will work within to Register or Manage registrations in the system.

Club Home page - 2010 Registration



The table below will provide you with an overview of the various sections within the system.

2010 Registration	Over 18's Registration	Register players over 18 years of age who did not play for your Club last year
	18's & Under Registration	Register players 18 years or younger who did not play for your Club last year
	Re-Register Returning Players	Register players who played for your Club last year
	Bulk Acceptance	Accept or reject the registration of players who have self-registered
	Search Invoice	Pay outstanding invoices for players who have self-registered

Self Registration

If you choose to encourage your players to Self Register the main areas you will be working within are, Search Invoice and Bulk Acceptance.

- **Search Invoice**

When a player self registers, they have the option to “Pay Now Online” or “Be Invoiced”. If a player does not pay online their status will become “Pending Awaiting Payment”. You must go to Search Invoice to action the process of taking payment. Once you have taken payment, either “Manual” or “Online” the player status will then move change to “Pending Awaiting Approval” and their registration will move into the Bulk Acceptance area.

- **Bulk Acceptance**

Players are in this area when they are “Pending Awaiting Approval”. Players will remain in this area until the Club Registrar authorizes the registration by Accepting the player.

Club Registrar Registers your Players into the system

If your club has decided to register all their players in the system, or part register your players in the system. You will be working with 3 main sections;

- **Re-Registering Returning Players**

This will be the main section used by your club when registering players in the system and will include all players who registered with your club in the 2009 season. This section will include both Youth and Adult players.

- **Over 18's Registration**

You will use this section for your Adult players who are new to your club. This section includes a searching ability which allows you to check whether the player is in the system, because they may have registered with another club, or your club previously.

- **U18's & Under Registration**

You will use this section for your Youth players who are new to your club. This section includes a searching ability which allows you to check whether the player is in the system, because they may have registered with another club, or your club previously. This section is different, as it requests parent details mirroring the NRR03 Amateur Registration form.

Completing Registration Forms

- **Returning Players**

When you register your club's existing players in the system, they must complete a Amateur Registration (NRR03), which will either be given to you by your Member Federation or can be found on the MyFootballClub website.

- **New Players to Football**

Must complete a NRR03 Quadruplet form, which can be accessed at your Member Federation. A copy of this form must be sent to your Member Federation, who will send the form to FFA for their records in case of an insurance claim or regulatory issue.

Player Status

When you register your players in the system you will need to understand the player registration status labels in the system. They are defined below for your information, and are used whether you are encouraging players to self register or registering players through the club.

Active	Registered with Club and the player's status has been accepted by your club. This does not mean the player is fully registered with your Member Federation. Please double check your local Member Federation regarding whether a player is fully registered. i.e Club must have paid MF for the player, or MF must have authorized the ID card for the player.
Pending Awaiting Approval	The player has paid, but has not been accepted by the club.
Pending Awaiting Payment	The player has not yet Paid the Club.
Inactive	Player was previously registered, but does not have an up to date registration for the season.
Declined	Player has been declined by the club