

## Welcome to Season Setup in 2010

This section will outline the key steps involved in setting your club up in the system for the 2010 season, while also highlighting the key decisions you need to make as a club regarding your approach to “MyFootballClub” registration.

### Club Homepage

This is the first page you will see when you login into the system. As you can see below there are number of areas involved in Season setup, some of these are mandatory and some are optional. The mandatory sections have been highlighted for your club below.



The table below will provide you with an overview of the various sections within Season Set-Up:

Section	Functions	Brief Overview
Season Set-Up	<b>Our Details (Mandatory)</b>	Maintain Club contact details.
	<b>Age Group (Mandatory)</b>	Manage the age groups in your Club that are used when setting up registration packages
	<b>Fees (Mandatory)</b>	Manage your Club's registration packages
	<b>Additional Items (Add-Ons)</b>	Manage your Club's Add On product items.
	<b>Terms &amp; Conditions</b>	Manage terms and conditions that your players must accept each season
	<b>Additional Questions</b>	Manage additional questions you want players to answer when they register

## Mandatory steps for MyFootballClub in 2010

### **Step 1: Our Details**

This is the section where you can maintain details regarding your Club. These details are only viewable by your Club registrars and the staff of your Member Federation. Federations will use this information to contact your Club and for purposes of setting up competitions where this is applicable.

### **Step 2: Age Groups**

As part of setting up registration packages for 2010, you will need to decide which age groups you would like to set up in the system. We advise you to consider the Member Federation Age groups when undertaking this process. These age groups will then be used to setup the Fees and registration packages in the step highlighted below.

### **Step 3: Fee Structure and Registration Packages**

Prior to the Club being able to register players you need to establish what your fees are for the season. You will use the age groups setup above within this process. This should be one fee per age group, which is inclusive of all costs associated with the club (e.g ground hire, training equipment). This fee will then be packaged together with Association, State, and National Registration fees to create a registration package.

## Non mandatory steps and tools



**Tip: If this is your first year of as a club registrar in MyFootballClub, we recommend that you focus on the mandatory steps above, rather than trying to accomplish too much too soon.**

### **Step 4: Additional Items (add-ons)**

Clubs have the ability to include optional items that players can purchase when registering. These can include Club merchandise (caps, bags, shirts, etc), memberships, etc. These are called 'add ons' in the system. These need to be set-up and can be purchased when a player is self-registering.

### **Step 5: Terms and Conditions**

There are standard FFA Terms & Conditions (T&Cs) setup in the system that all participants must accept when they register. Additional T & Cs can be setup by each Club and must be accepted through the registration process when players self-register or through registration by registrar. T&Cs could include agreements to codes of behaviour, volunteer works etc.

Please note: if you add the terms and conditions this is another step you are adding to the self registration workflow and club registration workflow.

### **Step 6: Additional Questions**

FFA has a standard question that participants answer when they register. Clubs can also setup questions which can be mandatory or not to obtain more information about their members. These could include whether parents are willing to become coaches or managers, involvement in fundraising activities, etc



**Tip: We strongly recommend you nominate one individual, at your club to manage the club setup in the system.**

**Club Registrar Access in 2010**

Club registrars need to complete an online form to request access as a Club registrar. All requests are approved by your State/Territory Federation before access is provided to you. Please note this season you will need an FFA number prior to requesting the access to the system.

If you do not already have an FFA number you will need to obtain one by going to the MyFootballClub website to create an account and receive an FFA number and password by email.

Contact your Member Federation to request registrar access.

**Activating Online payments at your club in 2010**

Having the ability to take online payments from players means that your Club will have their fees directly credited to their bank account. Players can pay online as they self-register or registrars can take payments through the registration process in MyFootballClub.

The process to activate online payments is documented below:

- Firstly you must complete FFA's online payment request form. Please contact your Member Federation to request this form. Only one individual per club will be allowed access to the payment, which should ideally be your club treasurer.
- Once this has been submitted FFA will enable your club to utilize online payments. FFA will email you to confirm this activation. The email will include your username and password to the payment gateway. This is where you can review the online payments and export detailed information of all transactions.

**Prior to club setup we advise you to meet as a club to determine the following:**

- Do you intend to encourage your players to self register?  
*(Please refer to the Self Registration section, which will give you some tips to assist you to prepare your club and players for self registration).*
- Will the club registrar register the player in the system?
- Do you intend to allow your players to pay online?
- How many registrars do you want to have access to the system in 2010?
- What will your age groups and fee structure look like in 2010?
- How will you communicate the process of Registration to your players in 2010?
- We recommend you nominate a Super User at your club, who will set up the club in the system, generally oversee registrations, and become the first point of contact for issues at your club.
- How many registrars should have access to the system, and what are their roles once they are on the system?