

Player Self Registration

Overview

- This is where a player logs into the system, and registers with the club of their choice for the coming season.
- A player can only register with a club when the registration package is valid, which is controlled by the club through age groups and the start date of the package.
- A player can only register with a club with correct age group match for their DOB.
- If a player self registers through MyFootballClub they do not need to complete an FFA registration form.

Tips and Considerations

- We would advise you to only send your players to the system when you have undertaken trials and selected your teams for the season.
- Provide your players with registration guidance, including the registration package which the player should select.
- Use the Valid To and Valid From dates to control when a player can start to register with your club.
- Set up an early bird registration at a reduced rate to encourage players to self register within a particular timeframe.

Step by Step Guide to Self Registration for Players

Step 1: Go to MyFootballClub website - Click on 2010 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: If you registered online to play Football in 2009, which included successfully logging into the system.

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.

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 registration for 2010.

Step 5: Selecting a Club

- Begin by typing the name of your club in the box below.



- Please note if your club's registration does not appear this may be because the registration package is not yet available. Contact your club to confirm whether the registration package is open. A box will appear stating no products available.
- Once you have selected your club the roles button will be activated- **Select Player**.
- Select appropriate **Level**.
- Select **Add**.

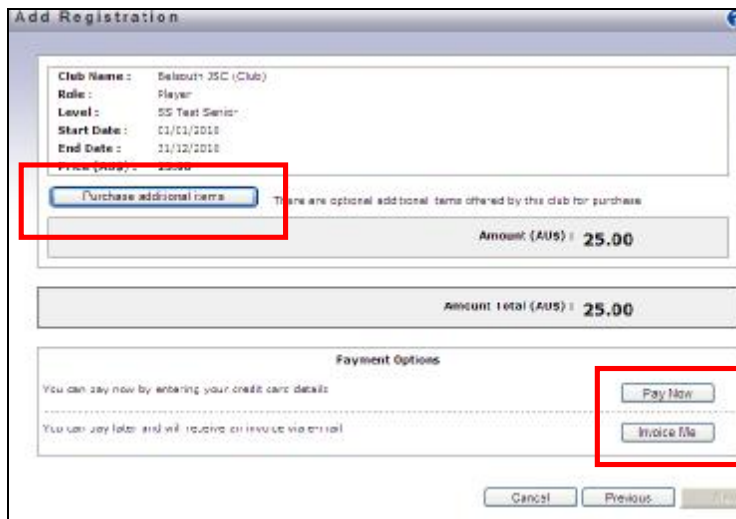


- The registration details will then appear as highlighted above.
- Click on inclusions to view breakdown of the registration package.
- If you don't want to proceed with this package, click the **RED CROSS** next to inclusions.
- Once you are happy with the registration package selected, click **Next**.

Step 6: Accept the Terms and Conditions

- Tick the box(es) to accept the Terms and Conditions.
- Click **Next** to proceed.

Step 7: Payment



The screenshot shows a web form titled "Add Registration". The registration details are as follows:

Club Name:	Selsouth SSC (Club)
Role:	Player
Level:	SS Test Senior
Start Date:	01/01/2018
End Date:	31/12/2018
Price (AUD):	25.00

Below the details, there is a button labeled "Purchase additional items" which is highlighted with a red box. To its right, it says "There are optional additional items offered by this club for purchase". Below this, the "Amount (AUD)" is shown as 25.00, and the "Amount Total (AUD)" is also 25.00.

The "Payment Options" section has two options: "Pay Now" and "Invoice Me", both highlighted with red boxes. The "Pay Now" option is only available if the club has set up online payment access with FFA. The "Invoice Me" option allows the user to receive an invoice via email.

At the bottom of the form, there are "Cancel" and "Previous" buttons.

If your club has the opportunity to sell club products through the gateway. Click on Purchase additional items to check whether the club has set up additional items in the system.

You have Two Payment Options:

- **Pay Now** will only be available if your club has set up online payment access with FFA. Double check whether this facility has been enabled prior to commencing self registration. Click **Pay Now**.
- **Invoice Me**- Click Invoice me. Your invoice will be emailed to you.

Step 8: Additional Questions

- If your club has set up mandatory questions in the system they will then appear.
- Answer the questions. Click Save all answers.

Step 9: You will be notified on the screen your registration is complete.

- Please note your registration with your club is pending until the Club Registrar completes the final step of accepting your registration.
- You can monitor your status by logging into the system and viewing MY invoices in the player home page.
- You can go into the system and pay an invoice at any time.