

Welcome to 2012 Registration

Now that you have setup your club up you are ready to commence registration. The middle section on the Club Home Page is where you will register or manage registrations in the system.

Club Home page - 2012 Registration



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

2012 Registration	Re-register returning players	Re-register players who played for your Club last year.
	New Registrations – Over 18's	Register players over 18 years of age who did not play for your Club last year
	New Registrations- 18's and Under	Register players 18 years or younger who did not play for your Club last year
	Take Payment	Pay outstanding invoices for players who have self-registered
	Approve Registration	Accept or reject the registration of players who have self-registered
	Cancellations	Approve Player's request to de-register

Self Registration

If you encourage your players to self register the main areas you will be working within are, Take Payment and Approve Registration.

- **Take Payment**

When a player self registers, they have the option to “Pay Now Online” or “ Invoiced Me”. If a player chooses “Invoice Me” they will be labeled as “Pending Awaiting Payment” in the system.. You must go to “Take Payment” to process of their payment. You can process an online payment through this section, or manually change the players status to paid. The then becomes- “Pending Awaiting Approval.

- **Approve Registration**

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 Registers Players

If your club has decided to register all their players in the system, or part register 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 previous 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 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 previously.

Completing Registration Forms

- **Returning Players**

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

- **New Players to Football**

When you register new players to football they must complete an Amateur Registration (NRR03). You will have the ability to generate an FFA number for the player via the system. 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 you will need to understand the player registration status labels in the system. They are defined below for your information, and are used whether players self register or the club registers players.

Active	The player is deemed to be registered with your club. This does not mean the player is fully registered with your Member Federation. Please check with your local Member Federation or Association for any additional registration requirements.
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	The player was previously registered, but does not have an up to date registration for the season.
Declined	Player has been declined by the club