

Welcome to Season Setup in 2012

This section will outline the key steps involved in setting your club up in the system for the 2012 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 a 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.



	Season Set-Up	2012 Registration	Club Administration
1	Our Details	Re-Register Returning Players	Search By Club List
2	Age Groups	New Registration - Over 18's	Search By Individual
3	Fees And Packages	New Registration - 18's & Under	Create / Edit Team
	Terms & Conditions	Take Payments	Team Allocation
	Additional Questions	Approve Registrations	Reports
		Cancellations	

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

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

Mandatory steps for MyFootballClub

Step 1: Our Details

This is the section where you maintain your club details. These details are only viewable by your Club registrars and the staff at 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 2012, 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. The age groups referenced are linked to fees not to competition age groups.

Step 3: Fee Structure and Registration Packages

Prior to Clubs registering players you need to establish fees for the season. You will use the age groups setup above within this process. The fees should be 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.

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.

Step 6: Additional Questions

Clubs can setup questions which can be mandatory or non mandatory in order to obtain more information about their members. These could include whether parents are willing to become coaches or managers or 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

Club registrars need to complete an online form to request access as a Club registrar. All requests are approved by your Association or 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.

Go to Club Account Generation and follow the steps to retrieve your password and generate FFA (if you don't already have one).

Contact your Member Federation to request registrar access.

Activating Online payments at your club

This will enable clubs to take online payments from players which means fees will be directly credited to your club bank account. Players can pay online as they self-register or registrars can manage payments outside the system.

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 gateway, which should ideally be your club treasurer.
- Contact FFA and pay the payment gateway setup fee
- Once this has been done, 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 should have access to the system?
- What is your age group and fee structure for the season?
- How will you communicate the process of registration to your players?
- 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 within the system?