

Player Self Registration Guide for Clubs

Overview

- This is where a player logs in to 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 valid dates.
- 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.
- New to 2012 you will have the ability to request Bulk Passwords for your players from the MyFootballClub Support centre.

Step by Step Guide to Self Registration for Players

Step 1: Go to MyFootballClub website - Click on 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: I logged in to MyFootballClub and registered online previously.

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](#).

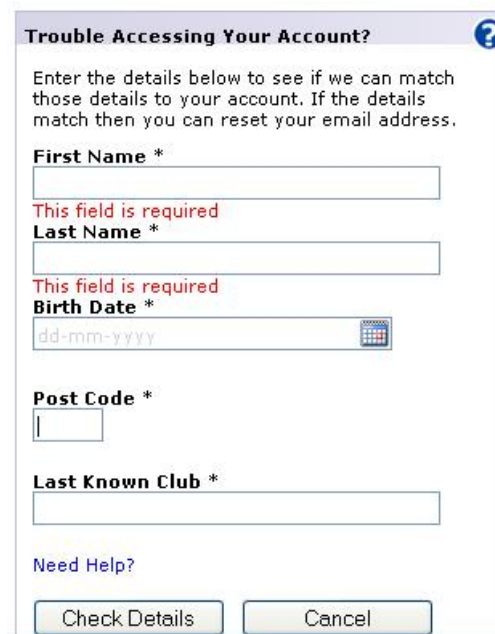


- You now have the opportunity to input the email address you think should be in the system.
- If there is a match you will be sent your new password.

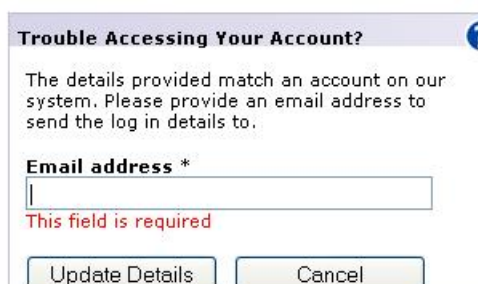
- If your email address doesn't match, you will have 2 options; Try Again, or select Validate Account



Validate Account – You will be given the option to enter your First Name, Last Name, Birth Date, Post code and Last know Club.



Email Address: If the information entered matches the information in the system, you will be given the opportunity to enter your email address. You will then be emailed a new password.

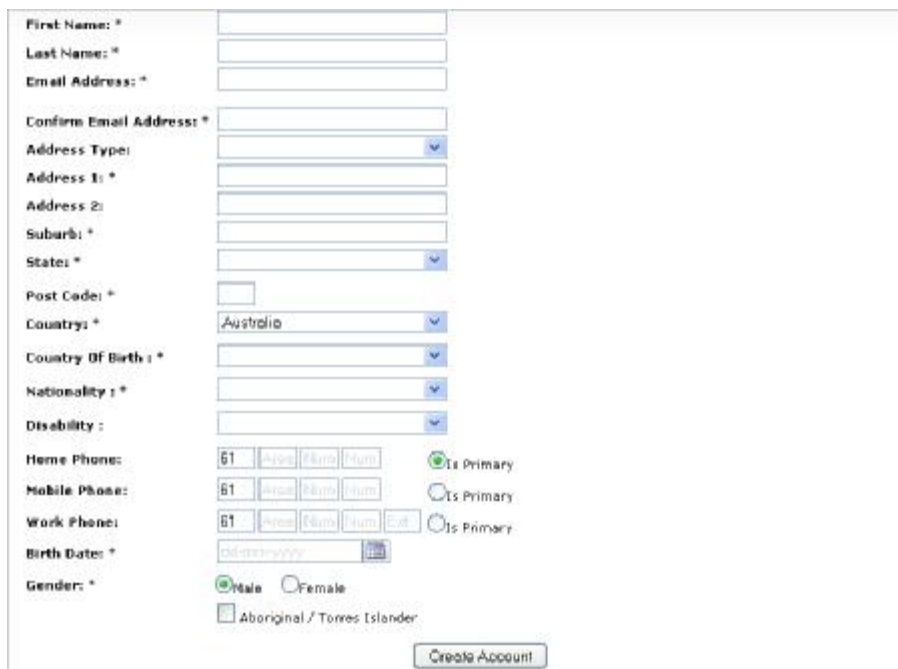


Select scenario 2: The player will be taken to the new user Landing page.

1. I have Played Football in Australia in the last 5 years. – **Go to Find Your FFA Number.**

2. I am completely new to Football - **Proceed to Create New Account.**

- **Create an FFA number and Account with MyFootballClub**



First Name: *

Last Name: *

Email Address: *

Confirm Email Address: *

Address Type:

Address 1: *

Address 2:

Suburb: *

State: *

Post Code: *

Country: *

Country of Birth: *

Nationality: *

Disability: *

Home Phone: 61 [Area] [Main] [Num] Is Primary

Mobile Phone: 61 [Area] [Num] [Num] Is Primary

Work Phone: 61 [Area] [Num] [Num] [Ext] Is Primary

Birth Date: *

Gender: * Male Female

Aboriginal / Torres Islander

Create Account

Step 3: Login

You will receive an email either as a new user or returning user in the system. This will contain your FFA number and Password, which you need to login into 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 the registration.

Step 5: Checking and Updating Player details

- Check and update contact details below.
- Once the details have been reviewed click- “Proceed with Registration” to move to the next stage of the registration.

Please check your details are up to date prior to proceeding with the registration

Personal Details

Title:
First Name: *
Middle Name:
Last Name: *
Gender: * Male Female
Birth Date: *
Disability :
Country Of Birth : *
Nationality : *



Contact Details

Address Type:
Address 1: *
Address 2:
Suburb:
State:
Post Code: *
Home Phone: Is Primary
Mobile Phone: Is Primary
Work Phone: Is Primary
Email Address: *
Confirm Email Address: *
 Aboriginal / Torres Islander

Parent/Guardian/Emergency Contact 1*	
First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Phone 1:*	<input type="text"/>
Phone 2:	<input type="text"/>
Email Address:*	<input type="text"/>

Parent/Guardian/Emergency Contact 2	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone 1:	<input type="text"/>
Phone 2:	<input type="text"/>
Email Address:	<input type="text"/>

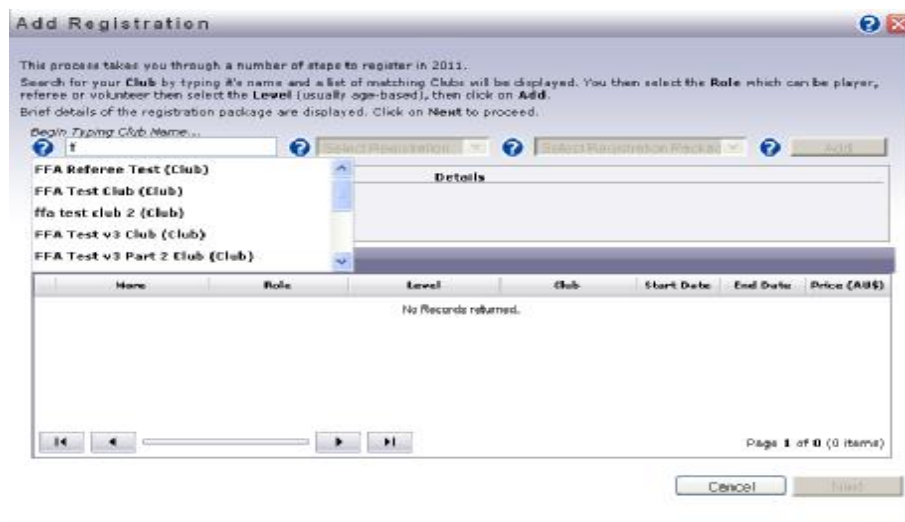
Uploading a Photograph

- Click add new image.



Step 6: Selecting a Club

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




TIP – If you played in 2011, the club you played for will pre-populate in the Club Name box.

- 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 **Package.**
- Select **Add.**



Details							
Name : SS Test Senior		Gender : Open		Football Type : Outdoor		Registration Category : Amateur	
Description : SS Test Senior							
Dates : Registration for Player SS Test Senior Starts on 01/12/2009 and Ends on 01/01/2011							

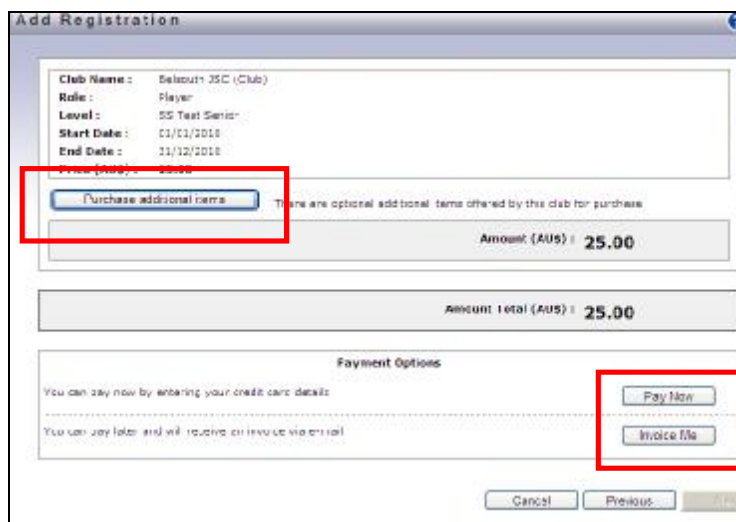
Roles							
More	Role	Level	Club	Start Date	End Date	Price (AU\$)	
 Inclusions	Player	SS Test Senior	Belsouth JSC (Club)	01/01/10	31/12/10	25.00	

- 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 7: Accept the Terms and Conditions

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

Step 8: Payment



The screenshot shows a web form titled "Add Registration". It contains the following fields and buttons:

- Club Name: Belmont JSC (Club)
- Role: Player
- Level: SS Test Senior
- Start Date: 01/01/2018
- End Date: 31/12/2018
- Price (AUD): 25.00
- A button labeled "Purchase additional items" is highlighted with a red box. Below it, text reads: "There are optional additional items offered by this club for purchase".
- Amount (AUD): 25.00
- Amount Total (AUD): 25.00
- Section: Payment Options
- Text: "You can pay now by entering your credit card details"
- Text: "You can pay later and will receive an invoice via email"
- Buttons: "Pay Now" and "Invoice Me" are both highlighted with red boxes.
- Buttons: "Cancel" and "Previous" are at the bottom.

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 9: 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 10: 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, provided your club has setup online payments.