

MyFootballClub SELF REGISTRATION GUIDE

2015 GLENMORE PAR FC REGISTRATION GUIDE

This guide has been prepared to serve as a reference for all members to register for the 2015 Season. All Registration are required to be completed through MyFootballClub. MyFootballClub is the National Online Registration Database.

The following guide will assist you in completing this process. Further information is available on the MyFootballClub website (www.myfootballclub.com.au).

Should you encounter any issues with your registration please do not hesitate to contact the support contacts below:

Football NSW Staff:

(02) 8814 4449 samanthad@footballnsw.com.au (business hours, after hours and weekends)

(02) 8814 4448 craigs@footballnsw.com.au (business hours – 9am-5pm Mon-Fri)

(02) 8814 4447 kellyj@footballnsw.com.au (business hours – 9am-5pm Mon-Fri)

OR

FFA MFC Support Centre

(02) 8020 4199 myfootballclub@footballaustralia.com.au

This document covers the following:

Creating/Finding Your FFA Number;

Logging into your MyFootballClub Profile;

Registering to your Club;

Creating/Finding Your FFA Number;

LOGGING INTO MyFootballClub

STEP 1 – SELECT THE OPTION WHICH IS RELEVANT TO YOU:

A. I know my FFA number and am ready to proceed to the login screen to retrieve my password and/or begin my registration. Click on the link below and proceed to **Step 4**

<https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx>

B. I have been registered as a player, official or referee before but need to find my FFA number. Click on the link below and proceed to **Step 3**

<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx>

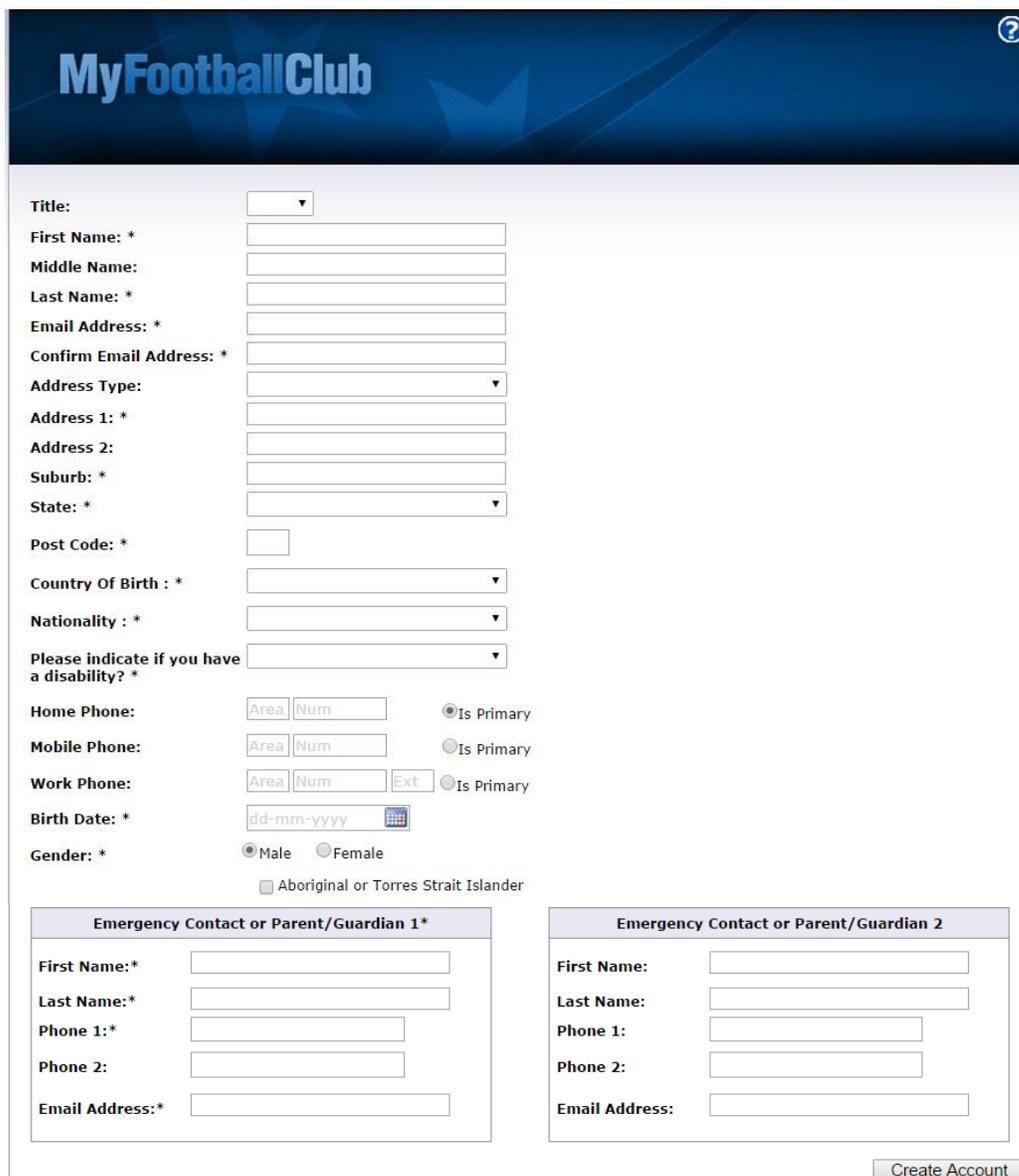
C. I have never been registered before and would like to set up an FFA account (generate an FFA number). Click on the link below and proceed to **Step 2**

<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers>

CREATING A NEW ACCOUNT

STEP 2 – CREATE NEW ACCOUNT

Complete the following form ensuring you complete all mandatory fields marked with an asterisks. When complete, click on the “create account” button at the bottom of the screen.



MyFootballClub

Title:

First Name: *

Middle Name:

Last Name: *

Email Address: *

Confirm Email Address: *

Address Type:

Address 1: *

Address 2:

Suburb: *

State: *

Post Code: *

Country Of Birth : *

Nationality : *

Please indicate if you have a disability? *

Home Phone: Area Num Is Primary

Mobile Phone: Area Num Is Primary

Work Phone: Area Num Ext Is Primary

Birth Date: * dd-mm-yyyy

Gender: * Male Female
 Aboriginal or Torres Strait Islander

Emergency Contact or Parent/Guardian 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"/>

Emergency Contact or Parent/Guardian 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"/>

An email will be sent to your nominated email address with your FFA number and password from no-reply@myfootballclub.com.au.

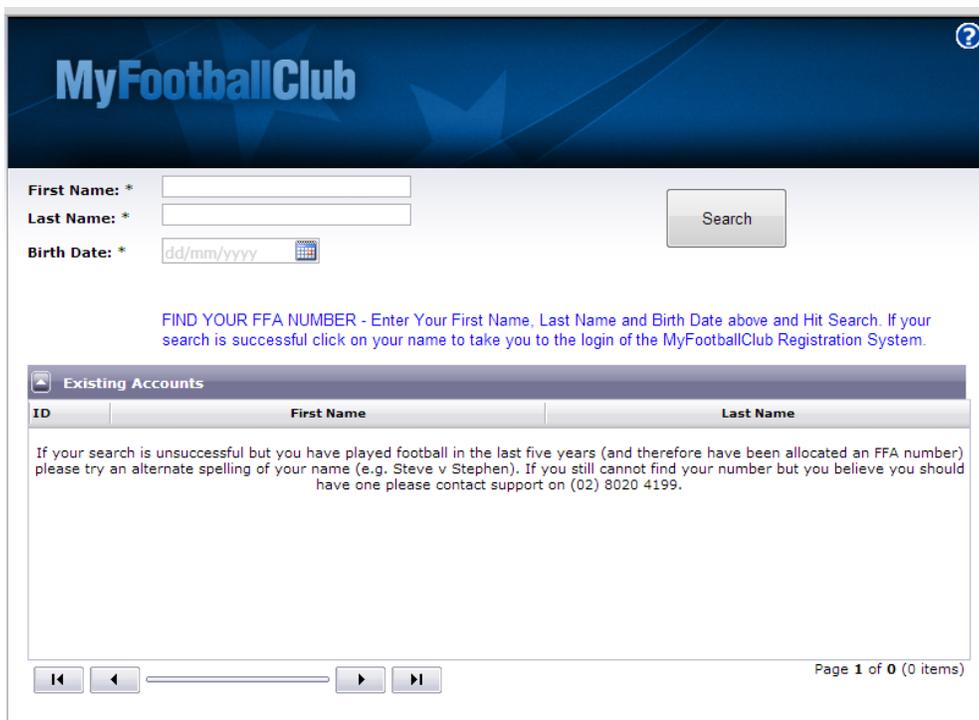
When you have received this information proceed to the login screen (**Step 4**) (<https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx>)

FINDING YOUR DETAILS

STEP 3 – SEARCH FOR YOUR DETAILS

If you already have an FFA number however you do not remember it you can search for you details here: <https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx>.

- Enter your first name, surname and date of birth in the relevant fields. If your name does not appear try entering the first initial of both your first and surname along with your date of birth (this will allow the system to still search for you if your name has been entered incorrectly by your previous club) and click “Search”.
- If your name appears in the bottom of the screen, click on it and you will be taken to the login screen. Proceed to **Step 4**
- If you cannot find yourself, please contact Football NSW or MyFootballClub on the details provided on page one and eight.



The screenshot shows the MyFootballClub search interface. At the top, the MyFootballClub logo is displayed. Below the logo, there are three input fields: "First Name: *", "Last Name: *", and "Birth Date: *". The "Birth Date" field has a calendar icon and a placeholder "dd/mm/yyyy". A "Search" button is located to the right of the input fields. Below the search fields, there is a blue text instruction: "FIND YOUR FFA NUMBER - Enter Your First Name, Last Name and Birth Date above and Hit Search. If your search is successful click on your name to take you to the login of the MyFootballClub Registration System." Below this instruction, there is a table titled "Existing Accounts" with columns for "ID", "First Name", and "Last Name". The table is currently empty. Below the table, there is a message: "If your search is unsuccessful but you have played football in the last five years (and therefore have been allocated an FFA number) please try an alternate spelling of your name (e.g. Steve v Stephen). If you still cannot find your number but you believe you should have one please contact support on (02) 8020 4199." At the bottom of the page, there are navigation buttons (back, forward, search) and a page indicator: "Page 1 of 0 (0 items)".

MyFootballClub LOGIN

STEP 4 – LOG IN

To login to your FFA account please visit the MyFootballClub login page here:
<https://live.myfootballclub.com.au/SelfReg/Login.aspx?chkcookie=1&ReturnUrl=/selfreg/default.aspx>

- Enter your FFA number & password. If your login details are correct please proceed to **Step 5**
- If you do not have a password click on “need a password”



- Enter your email address that was nominated on your profile and select “proceed”. If this data matches an email will be sent to you with your new password. Go back to the first login screen and proceed to **Step 5**.
- If the email address entered does not match the one that is in MyFootballClub, you will automatically be redirected to a new screen to validate your account.

Note: When entering in “Last Known Club” type slowly and you will see Club names matching what you have entered appear under the box. Select the correct one.

- If the data matches, the screen to the right will appear, please enter in your current email address. An email will be sent to you with your new password. Go back to the login screen and enter your new details. Proceed to **Step 5**.

If you cannot login or you are not receiving your new password please contact support on the details provided on page one and eight.



REGISTRATION

STEP 5 – REGISTRATION

After you have successfully logged into your account you will see the screen below.

- a. Select the “**Register**” button.

The screenshot shows the MyFootballClub registration interface. At the top, it says "Welcome Miss Jayne Player (76286053)". Below this, there are sections for "Member Details", "My Invoices", and "My Registrations". The "Member Details" section includes fields for First Name (Jayne), Last Name (Player), Birth Date (20/06/1981), FFA Number (76286053), and Gender (Female). A "Register" button is circled in red. The "My Invoices" section shows a table with columns for No, Status, Date, View, Pay Now, Delete, and T & C's. The "My Registrations" section shows a table with columns for Role, Organisation Name, Status, Invoice No, Valid From, Valid To, Questions, and Deregister.

- b. You will be asked to check and update your personal details then click “**Next**”.

The screenshot shows the "Contact Details" registration page. At the top, there is a navigation bar with buttons for "CONTACT DETAILS", "SELECT REGISTRATION", "TERMS & CONDITIONS", "PAYMENT", "ADDITIONAL QUESTIONS", and "FINISH". Below the navigation bar, there is a message: "Please check your details are up to date prior to proceeding with the registration". The "Personal Details" section includes fields for Title (Miss), First Name (Jayne), Middle Name, Last Name (Player), Gender (Male/Female), Birth Date (20-06-1981), Country Of Birth (Australia), and Nationality (Australian). There is a photo upload area with a "Photo Guidelines" section and a "Please Note" section. The "Contact Details" section includes fields for Address 1, Address 2, Suburb (GLENWOOD), State (New South Wales), Post Code (2766), Home Phone, Mobile Phone, and Work Phone.

****DELETE TEXT BOX IF NOT APPLICABLE****

A photo is required. Photo guidelines are detailed on this screen in the registration process.

Photos should be of head and shoulders only (passport style photo). Any photos that do not meet the requirements will deem the registration invalid.

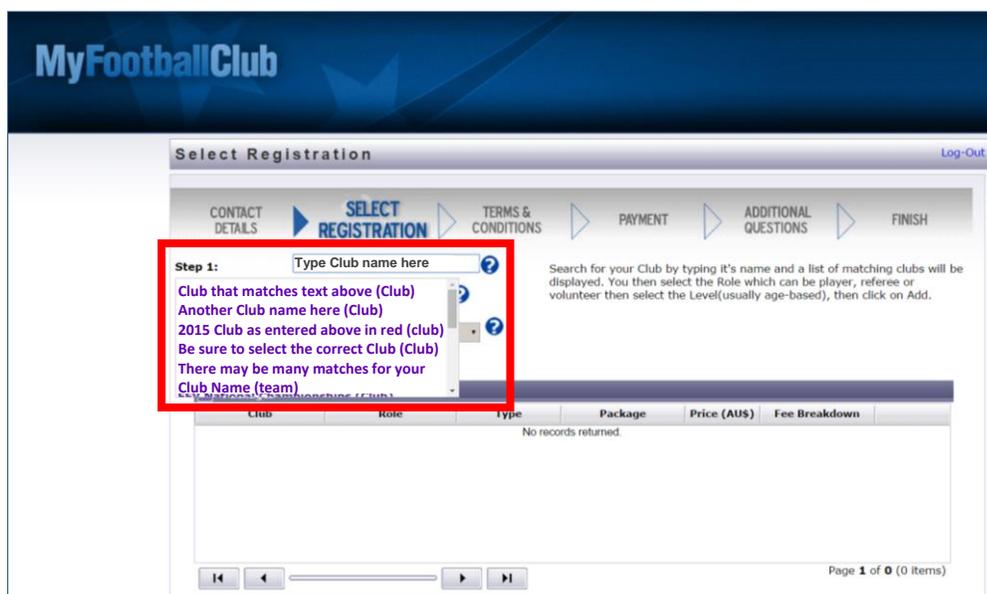
Step 5 Continued over page.....

REGISTRATION continued

STEP 5 – REGISTRATION continued

- c. A dialog box will appear (as pictured below). At this point you may receive a message screen stating that there are no eligible packages available to you. As the “Club” field is automatically populated with your last registered Club (where applicable), simply click on OK to proceed.

Highlight the Club name that automatically populated (if applicable), delete and start typing in “Glenmore Park FC” a drop down list will appear with all possible matches, please ensure you select the correct club as above. The 2015 registration options will be as follows:



- d. Select the applicable registration type to you: "**PLAYER/COACH or VOLUNTEER**".



Step 5 Continued over page.....

REGISTRATION continued

STEP 5 – REGISTRATION continued

e, In the next drop down field select the appropriate package for your registration.

CONTACT DETAILS | **SELECT REGISTRATION** | TERMS & CONDITIONS

Step 1: YOUR 2015 CLUB NAME WILL BE ?

Step 2: Player ?

Step 3: Select Registration Package ?

Step 4: Select Registration Package
APPLICABLE PACKAGES FOR YOU

f, Click “Add packages” then select the “next” button.

CONTACT DETAILS | **SELECT REGISTRATION** | TERMS & CONDITIONS

Step 1: YOUR 2015 CLUB NAME WILL BE ?

Step 2: Player ?

Step 3: YOUR SELECTED PACKAGE ?

Step 4: Add Packages

CONTACT DETAILS | **SELECT REGISTRATION** | TERMS & CONDITIONS | PAYMENT | ADDITIONAL QUESTIONS | FINISH

Step 1: YOUR 2015 CLUB NAME WILL BE ? Search for your Club by typing it's name and a list of matching clubs will be displayed. You then select the Role which can be player, referee or volunteer then select the Level(usually age-based), then click on Add.

Step 2: Select Registration ?

Step 3: Select Registration Package ?

Step 4: Add Packages Click on the Next button below to proceed

Club	Role	Type	Package	Price	Fee Breakdown	Delete
YOUR 2015 CLUB NAM WILL BE HERE	Player	Outdoor	Your Package Name	\$0.00		Delete

Page 1 of 1 (1 items)

Previous Next

g. You will then be taken to the Terms and Conditions. You must read through and agree to all terms prior to being able to proceed through to the next steps. After reading, Scroll to the bottom of the page and select “next”.

Please tick the 'Acknowledge all' box to accept all of the above terms and conditions

Acknowledge all

Previous Next

h. You will then be taken to the Payment screen. Click on “Pay Now” to pay online with a credit card (VISA or MasterCard), or select ****remove if not using online payments IF YOU ARE USING, REMOVE UNNECESSARY WORDING**** “Manual Payment at Club”.

Payment Log-Out

CONTACT DETAILS | SELECT REGISTRATION | TERMS & CONDITIONS | **PAYMENT** | ADDITIONAL QUESTIONS | FINISH

Club Name : Your 2015 Club Name will be here
Role : Player
Package : Your selected Registration Package Name will be here

Package Amount (AUS) 0,00

Step 1 - Additional Items
There are no additional Items offered by the club

Step 2 - Payment
Amount Total (AUS) : 0,00

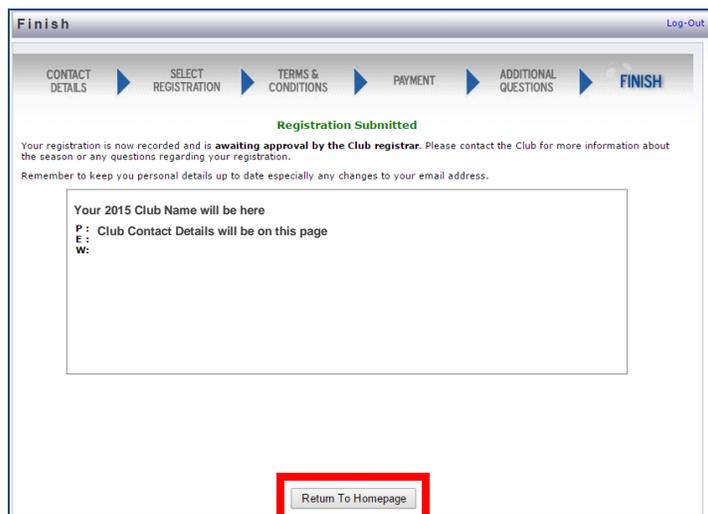
Next

Step 5 Continued over page.....

REGISTRATION continued

STEP 5 – REGISTRATION continued

- i. After selecting “Next” you will be taken to a screen confirming your registration has been submitted.



SUPPORT

SUPPORT CONTACTS

Football NSW Staff:

(02) 8814 4449 samanthad@footballnsw.com.au (business hours, after hours and weekends)

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