

## MyFootballClub SELF REGISTRATION GUIDE

### 2018 MOUNT COLAH FOOTBALL CLUB REGISTRATION GUIDE

This guide has been prepared to serve as a reference for all members to register for the 2018 Season. All Registration is 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](http://www.myfootballclub.com.au)).

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

#### **Mount Colah Football Club Website Registration Page**

OR

**Mount Colah Football Club Registrar** 0411 439 461 [registrar@mtcolahfc.org.au](mailto:registrar@mtcolahfc.org.au) (after hours)

OR

**FFA MFC Support Centre** (02) 8020 4199 [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)

OR

#### **Football NSW Staff:**

(02) 8814 4449 [samanthad@footballnsw.com.au](mailto:samanthad@footballnsw.com.au) (business hours, email after hours and weekends)

(02) 8814 4448 [samuelk@footballnsw.com.au](mailto:samuelk@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)

(02) 8814 4447 [jacksonf@footballnsw.com.au](mailto:jacksonf@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)

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, coach, 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>

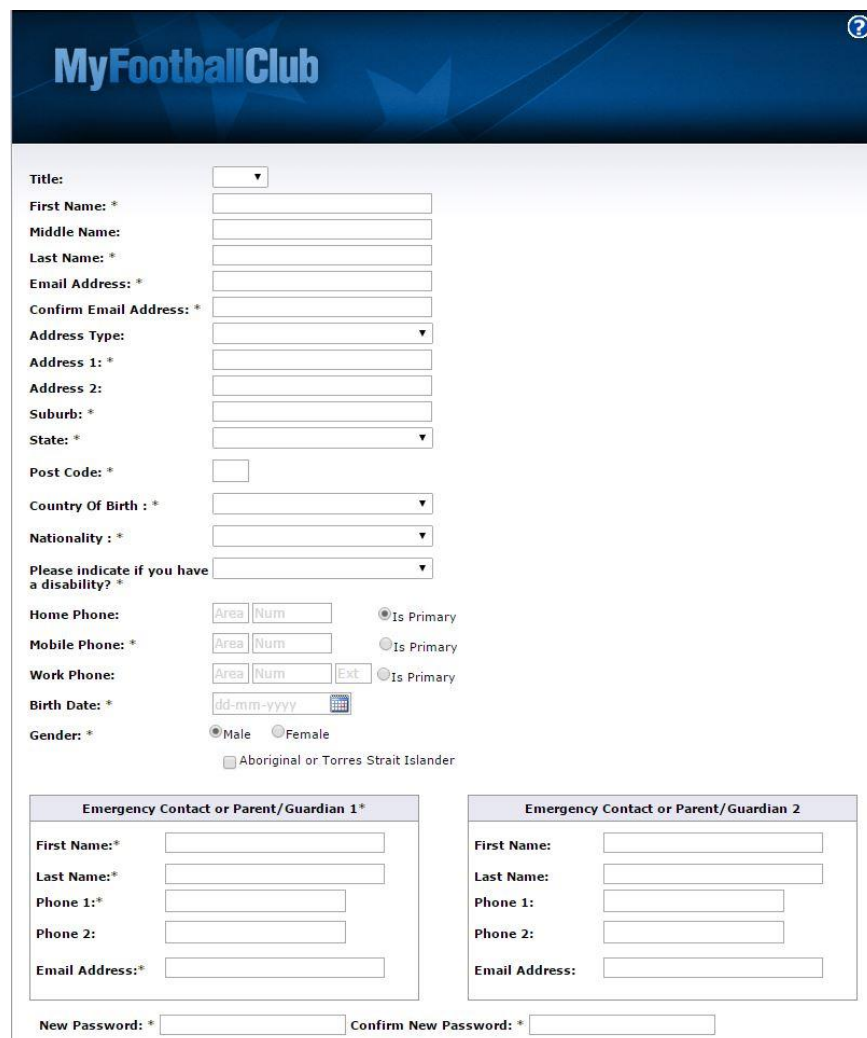
**C.** I have never been registered before and would like to set up an FFA account (generate an FFA number). Click on the link below and proceed to **Step 2**

<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. After filling in your personal details you will be able to set the password for your new account – the password must be at least **5 characters** long. When complete, click on the “**Create Account**” button at the bottom of the screen.



The screenshot shows the registration form for MyFootballClub. The form is titled "MyFootballClub" and includes a help icon. The fields are as follows:

- Title: dropdown menu
- First Name: \*
- Middle Name:
- Last Name: \*
- Email Address: \*
- Confirm Email Address: \*
- Address Type: dropdown menu
- 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 (radio button)
- Mobile Phone: \* Area, Num, Is Primary (radio button)
- Work Phone: Area, Num, Ext, Is Primary (radio button)
- Birth Date: \* dd-mm-yyyy
- Gender: \* Male (radio button), Female (radio button)
- Aboriginal or Torres Strait Islander (checkbox)
- Emergency Contact or Parent/Guardian 1\*:
  - First Name:\*
  - Last Name:\*
  - Phone 1:\*
  - Phone 2:
  - Email Address:\*
- Emergency Contact or Parent/Guardian 2:
  - First Name:
  - Last Name:
  - Phone 1:
  - Phone 2:
  - Email Address:
- New Password: \* Confirm New Password: \*

An email will be sent to your nominated email address with your FFA number and password from [no-reply@myfootballclub.com.au](mailto: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 retrieve your FFA Number 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 your FFA Number, please contact MyFootballClub or Football NSW on the details provided on page one and ten.



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. To the right of these fields is a "Search" button. 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 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 ten.*

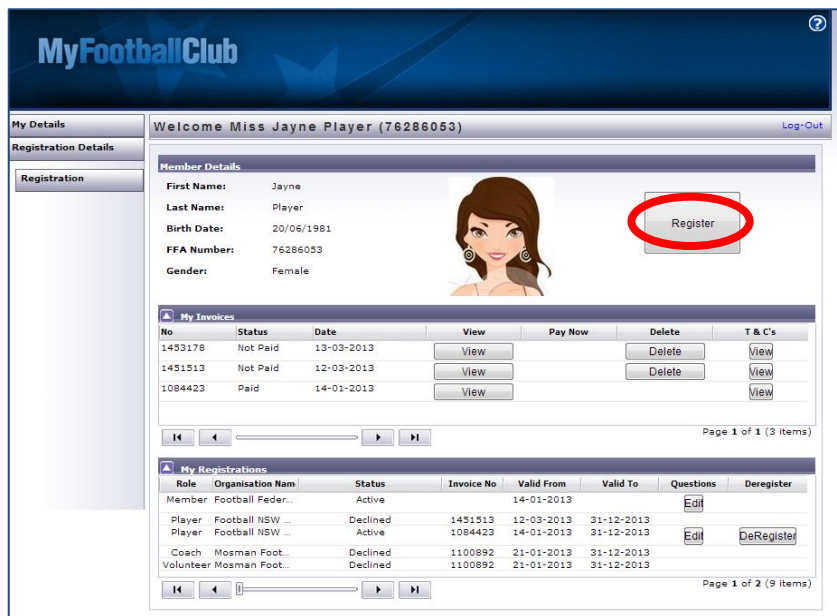


## REGISTRATION

### STEP 5 – REGISTRATION

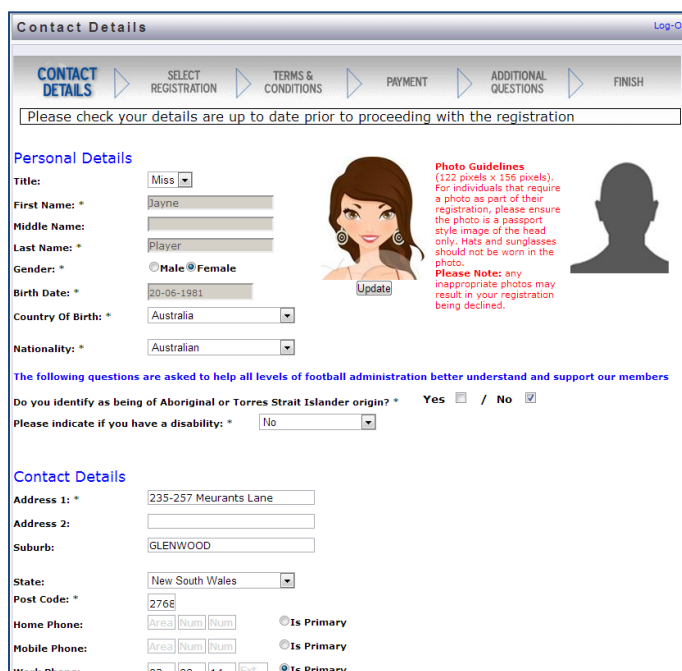
After you have successfully logged into your account you will see the screen below.

Select the “**Register**” button.



The screenshot shows the MyFootballClub registration interface. At the top, it says "Welcome Miss Jayne Player (76286053)". The "Registration" tab is selected in the left sidebar. The main content area is divided into sections: "Member Details" with 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. Below this is a "My Invoices" table with columns for No, Status, Date, View, Pay Now, Delete, and T & C's. The table contains three rows of invoice data. At the bottom is a "My Registrations" table with columns for Role, Organisation Name, Status, Invoice No, Valid From, Valid To, Questions, and Deregister. It lists various roles like Member, Player, Coach, and Volunteer with their respective statuses and invoice numbers.

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 are navigation tabs: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, and FINISH. A message states: "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 (Female), Birth Date (20-06-1981), Country Of Birth (Australia), and Nationality (Australian). There is a photo upload area with a "Photo Guidelines" note and a silhouette icon. Below this is a section for "The following questions are asked to help all levels of football administration better understand and support our members", with checkboxes for "Do you identify as being of Aboriginal or Torres Strait Islander origin?" and "Please indicate if you have a disability:". The "Contact Details" section includes fields for Address 1 (235-257 Meurants Lane), Address 2, Suburb (GLENWOOD), State (New South Wales), Post Code (2768), Home Phone, Mobile Phone, and Work Phone, each with an "Area" and "Num" field and an "Is Primary" radio button.

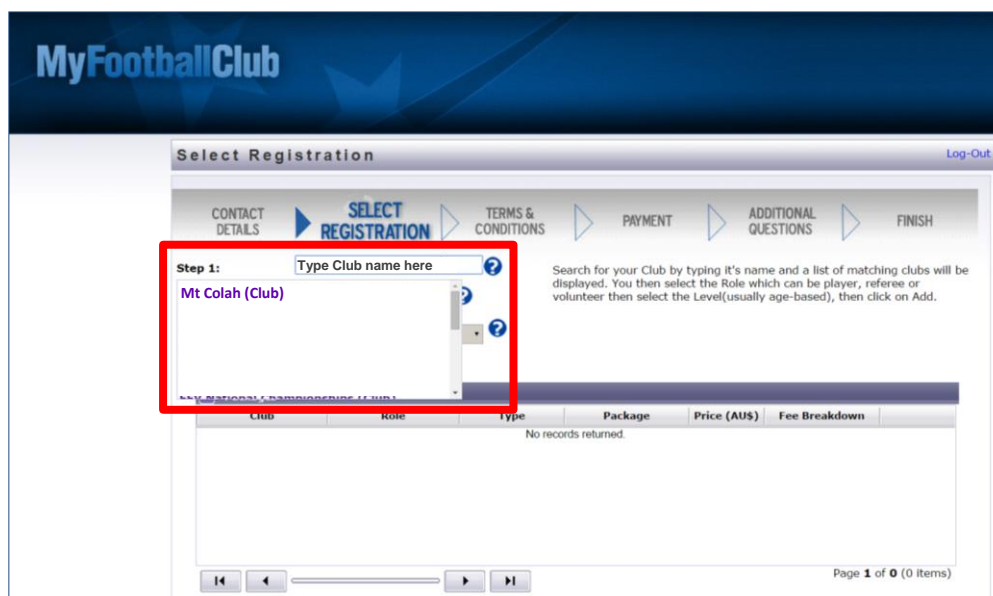
Step 5 Continued over page.....

## REGISTRATION continued

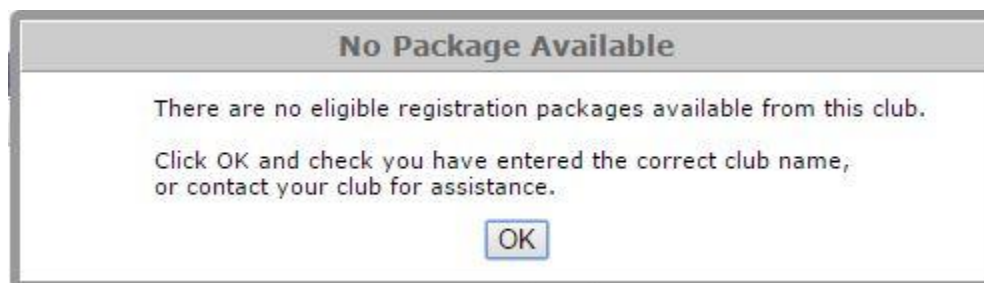
### STEP 5 – REGISTRATION continued

- Step 1 of the Select Registration page will auto-populate with your last registered Club, if you are registering to that club move on to the next step.

If you are registering to a club different to your last registered Club you will need to delete the text showing in Step 1. Start typing in "Mt Colah", a drop down list will appear with all possible matches, please ensure you select the correct club as above:



If the Club in Step 1 has no registration packages available you will receive the following dialog box:



Click "OK" – you will then need to either re-enter the correct Club name or contact your Club about your registration.

**Step 5 Continued over page.....**

**REGISTRATION continued**

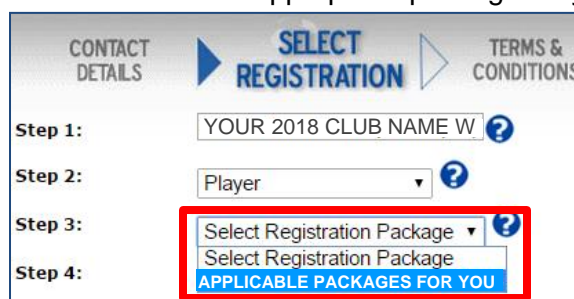
**STEP 5 – REGISTRATION continued**

b. Select the “**PLAYER**” registration type:.



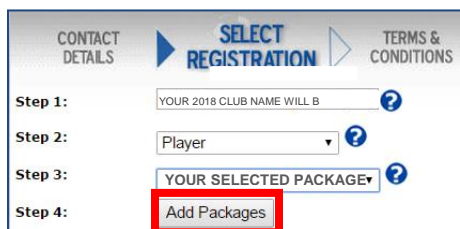
The screenshot shows the 'SELECT REGISTRATION' step of the registration process. It includes a progress bar with 'CONTACT DETAILS', 'SELECT REGISTRATION', and 'TERMS & CONDITIONS'. Step 1 is a text field for 'YOUR 2018 CLUB WILL BE HERE'. Step 2 is a dropdown menu with 'Player' selected, highlighted by a red box. Step 3 is a dropdown menu with 'Coach' selected. Step 4 is a dropdown menu with 'Volunteer' selected.

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

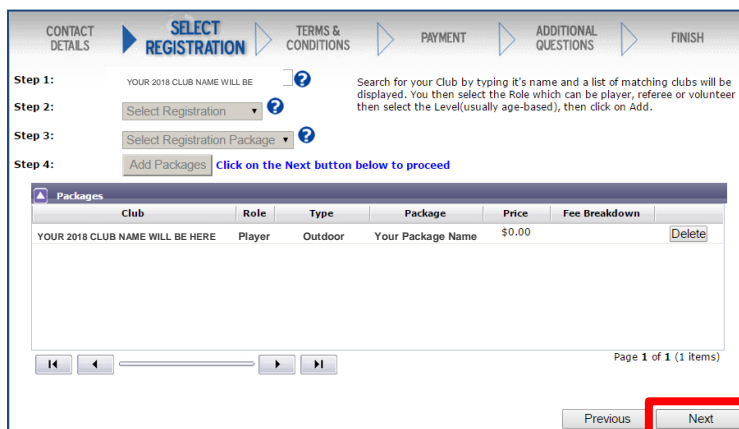


The screenshot shows the 'SELECT REGISTRATION' step. Step 1 is a text field for 'YOUR 2018 CLUB NAME W'. Step 2 is a dropdown menu with 'Player' selected. Step 3 is a dropdown menu with 'Select Registration Package' selected, highlighted by a red box. Step 4 is a dropdown menu with 'APPLICABLE PACKAGES FOR YOU' selected.

d. Click “**Add Packages**” then select the “**Next**” button.



The screenshot shows the 'SELECT REGISTRATION' step. Step 1 is a text field for 'YOUR 2018 CLUB NAME WILL B'. Step 2 is a dropdown menu with 'Player' selected. Step 3 is a dropdown menu with 'YOUR SELECTED PACKAGE' selected. Step 4 is a button labeled 'Add Packages', highlighted by a red box.



The screenshot shows the 'PACKAGES' table and the 'Next' button. The table has columns for Club, Role, Type, Package, Price, Fee Breakdown, and Delete. The first row contains: YOUR 2018 CLUB NAME WILL BE HERE, Player, Outdoor, Your Package Name, \$0.00, and a Delete button. The 'Next' button is highlighted by a red box.

Club	Role	Type	Package	Price	Fee Breakdown	Delete
YOUR 2018 CLUB NAME WILL BE HERE	Player	Outdoor	Your Package Name	\$0.00		Delete

e. You will then need to answer the **Playing History** Questions

*NB: If you are registering as a Player and this is the first time you have registered to play football in Australia you will need to confirm whether you last played in another country*

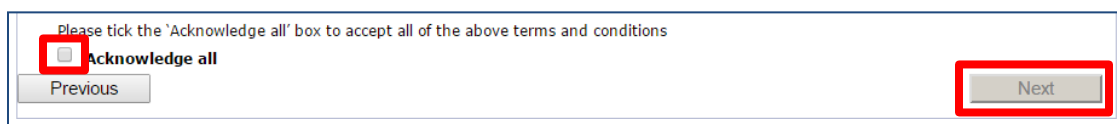
**Step 5 Continued over page.....**



## REGISTRATION continued

### STEP 5 – REGISTRATION continued

- f. 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

- g. You will then be taken to the Payment screen.
- h. For junior registrations using the “**Active Kids Voucher Code**”. Enter your “**Active Kids Voucher Code**” at the Payment screen.

*NB: The registration system will automatically check the validity of Active Kids voucher code and where approved, the invoice will automatically update to be \$100 less.*

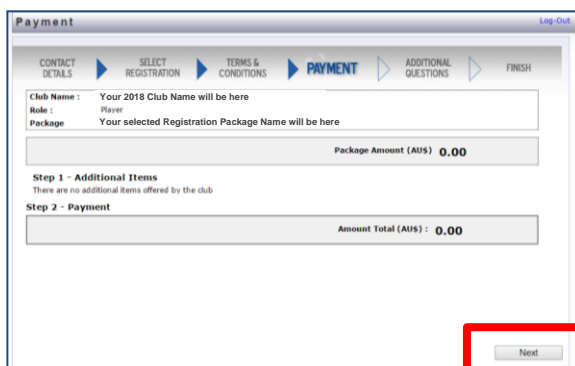
**Note: The ACTIVE KIDS VOUCHER PROGRAM is not active until 31<sup>st</sup> January 2018.**

Parents/Guardians registering their child prior to 31<sup>st</sup> January 2018 and who wish to use their Active Kids voucher can use the **PRE-PROGRAM LAUNCH**.

Please refer to the **ACTIVE KIDS VOUCHER PROGRAM – PRE-PROGRAM LAUNCH** guide for details on how to pre-apply your Active Kids Voucher.

- i. Click on “**Pay Now**” to pay online via Credit Card (VISA or MasterCard), or select “**Manual Payment at Club**” if you want to pay at our club information day.

*NB: Payment must be made before a registration can be accepted*



Payment

CONTACT DETAILS SELECT REGISTRATION TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Club Name : Your 2018 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

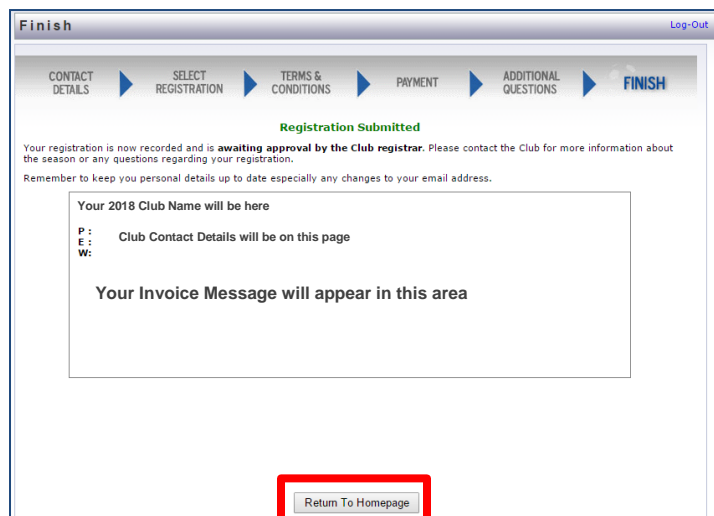
Next

**Step 5 Continued over page.....**

## REGISTRATION continued

### STEP 5 – REGISTRATION continued

- j. You will then be directed to the Additional Questions screen. Answer the questions on the final page and click the “**Save All Answers**” button.
- k. You will be taken to a screen confirming your registration has been submitted.



## SUPPORT

### SUPPORT CONTACTS

#### Mount Colah Football Club Website Registration Page

OR

Mount Colah Football Club Registrar 0411 439 461 [registrar@mtcolahfc.org.au](mailto:registrar@mtcolahfc.org.au) (after hours)

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