

## 2018 ONLINE REGISTRATION INSTRUCTIONS

1. Go to [www.myfootballclub.com.au](http://www.myfootballclub.com.au) and click on the “Register Now” section.



2. New players/coaches/volunteers go first to section 1 to register for a new FFA account. Returning players skip to section 2 if you need to be reminded of your FFA number, otherwise advance to step 3.

To commence the process of registering with your club, please choose the scenario below which best describes your registration history.

**3** I know my FFA number and I am ready to proceed to a login screen to retrieve my password and or complete my registration.  
[Click here to proceed to the login pages](#)

**2** I have been registered as a player/referee/coach/volunteer before but need to find my FFA number prior to completing my registration.  
[Click here to proceed](#)

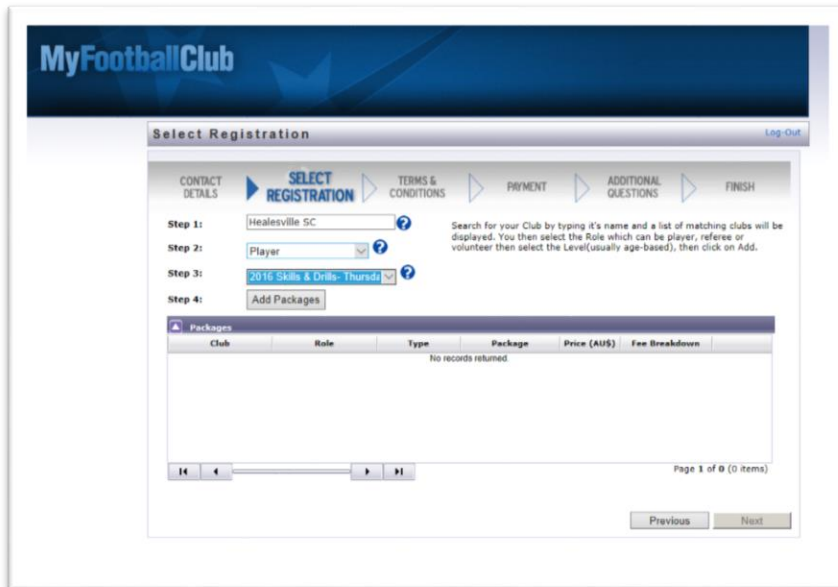
**1** I have never been registered before and would like to create an FFA account to commence the registration.  
[Click here to create an FFA account](#)

3. Once you have a personal FFA number and password set up you can register for a team. Follow the link in section 3. Keep this FFA number safe. It is the player number you will take with you all the way to the Matildas or the Socceroos!

You will first be presented a summary of your personal details. Click on the “Register” button next to them. The next page includes your more detailed information.

**4. Please insert a current player 'headshot' photo.** (all players please) These can be just taken on a phone and then uploaded via your computer. Existing players should update photos if they are too out of date. Photos should be a clear view of the player's face – the background is not important; these are just used for identification purposes by club committee and league officials.

## 5. Select Registration



The screenshot shows the 'MyFootballClub' website's registration interface. At the top, there's a navigation bar with 'MyFootballClub' and a 'Log Out' link. Below this is a progress bar with steps: CONTACT DETAILS, SELECT REGISTRATION (highlighted), TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, and FINISH. The main content area is titled 'Select Registration' and contains four steps:

- Step 1:** A search box containing 'Healesville SC' with a help icon. To the right, a note says: '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:** A dropdown menu with 'Player' selected and a help icon.
- Step 3:** A dropdown menu with '2016 Skills & Drills- Thursd' selected and a help icon.
- Step 4:** An 'Add Packages' button.

Below the steps is a table titled 'Packages' with columns: Club, Role, Type, Package, Price (AUS), and Fee Breakdown. The table is currently empty with the text 'No records returned.' At the bottom right of the table area, it says 'Page 1 of 0 (0 items)'. There are 'Previous' and 'Next' buttons at the very bottom of the page.

**Step 1:** Search for the Healesville SC

**Step 2:** Choose your type of registration – player, coach, volunteer

**Step 3:** The system will then generate the teams you are eligible for based on your age and gender.

Junior Team designations (birth year/team level):

- 2009/Under 9's
- 2008/Under 10's
- 2007/Under 11's
- 2006/Under 12's
- 2005/Under 13's
- 2004/Under 14's
- 2003/Under 15's

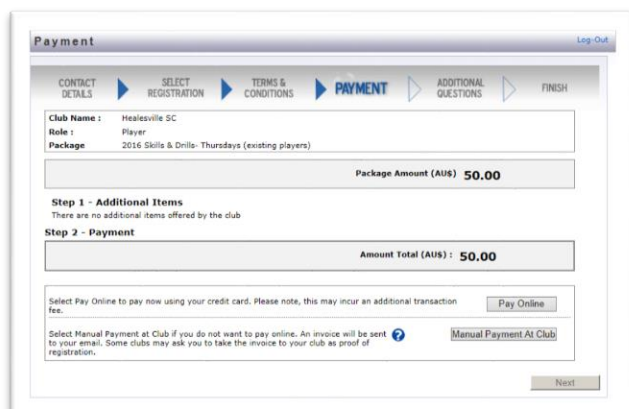
**Step 4:** "Add" the registration package to your profile.

6. Read and accept the Terms and Conditions

**\*\* Please read the 2018 Player Registration Fees & Terms located on our website.**

## 7. Select your Payment type:

Payment using credit card is required for online registrations. If you are unable to do this, please close the registration program and contact the Registrar. Direct deposit or cash options are available but registration cannot be approved until payment is received. If you are experiencing financial hardship, we will endeavour to help you find a solution. Please contact the Registrar to discuss before registering online.



The screenshot shows a web browser window titled "Payment" with a "Log-Out" link in the top right. A progress bar at the top indicates the current step is "PAYMENT", with other steps being "CONTACT DETAILS", "SELECT REGISTRATION", "TERMS & CONDITIONS", "ADDITIONAL QUESTIONS", and "FINISH". Below the progress bar, the following information is displayed:

- Club Name : Healesville SC
- Role : Player
- Package : 2016 Skills & Drills- Thursdays (existing players)
- Package Amount (AUS) : 50.00

Below this, there are two sections:

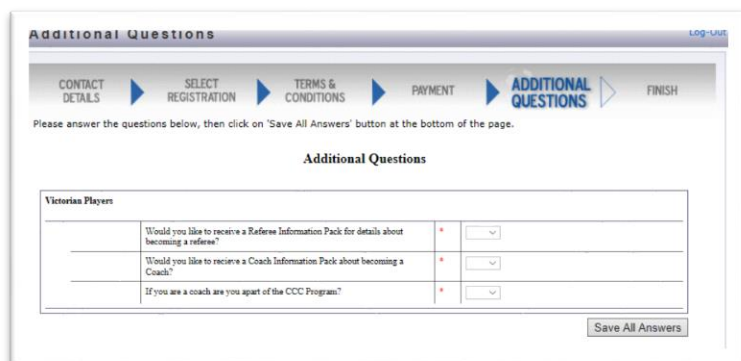
- Step 1 - Additional Items**: There are no additional items offered by the club.
- Step 2 - Payment**: Amount Total (AUS) : 50.00

At the bottom, there are two payment options:

- Pay Online**: Select Pay Online to pay now using your credit card. Please note, this may incur an additional transaction fee.
- Manual Payment At Club**: Select Manual Payment at Club if you do not want to pay online. An invoice will be sent to your email. Some clubs may ask you to take the invoice to your club as proof of registration.

A "Next" button is located at the bottom right of the form.

## 8. Answer any additional questions:



The screenshot shows a web browser window titled "Additional Questions" with a "Log-Out" link in the top right. A progress bar at the top indicates the current step is "ADDITIONAL QUESTIONS", with other steps being "CONTACT DETAILS", "SELECT REGISTRATION", "TERMS & CONDITIONS", "PAYMENT", and "FINISH". Below the progress bar, the following text is displayed:

Please answer the questions below, then click on 'Save All Answers' button at the bottom of the page.

**Additional Questions**

Victorian Players

Would you like to receive a Referee Information Pack for details about becoming a referee?	*	<input type="checkbox"/>
Would you like to receive a Coach Information Pack about becoming a Coach?	*	<input type="checkbox"/>
If you are a coach are you apart of the CCC Program?	*	<input type="checkbox"/>

A "Save All Answers" button is located at the bottom right of the form.

## 9: Finish!

Your registration will be considered by the Club Registrar within a few days and you will be notified of your acceptance. At the end of February, all registrations will be reviewed and teams will be formed. Where there are too few or too many players in a select age grouping, there may be moves to other (higher) teams. You will be contacted by the Registrar to discuss these options. We will endeavour to get all players into the team they desire and are more suited to.

Receipt or tax invoice for manual payment will be emailed to you.

**Registration questions to Sera Blair: [sera.blair@outlook.com](mailto:sera.blair@outlook.com) or 0418 258 808 (business hours)**