

# 2017 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.



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. 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 Existing players should update photos if they are too out of date.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 displays the 'Select Registration' interface on the MyFootballClub website. It features a progress bar at the top with steps: CONTACT DETAILS, SELECT REGISTRATION (highlighted), TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, and FINISH. Below the progress bar, the registration process is broken down into four steps:

- Step 1: Search for your Club (Healesville SC)
- Step 2: Choose your type of registration (Player)
- Step 3: Select the Level (2016 Skills & Drills - Thursdays)
- Step 4: Add Packages

A table titled 'Packages' is shown below the steps, with columns: Club, Role, Type, Package, Price (AUS), and Fee Breakdown. The table is currently empty with the message 'No records returned.' Navigation buttons for 'Previous' and 'Next' are visible at the bottom.

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. You may select the regular team name which will take you to the full payment option - or the one with 'instalments' attached to the name – this option will charge you the first instalment of the player registration fee and you will be invoiced for the remainder on 1<sup>st</sup> June with the remainder of payment due before 5<sup>th</sup> June.

Junior Team designations (birth year/team level):

- 2008/Under 9's
- 2007/Under 10's
- 2006/Under 11's
- 2005/Under 12's
- 2004/Under 13's
- 2003/Under 14's
- 2002/Under 15's

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

6. Read and accept the Terms and Conditions

7. Select your Payment type:

Payment using credit card is required for online registrations. If you are unable to do this contact the Registrations Coordinator.

The screenshot shows a web browser window titled "Payment". At the top, there is a navigation bar with buttons for "CONTACT DETAILS", "SELECT REGISTRATION", "TERMS & CONDITIONS", "PAYMENT" (which is highlighted), "ADDITIONAL QUESTIONS", and "FINISH". Below the navigation bar, the user's details are displayed: "Club Name : Healesville SC", "Role : Player", and "Package : 2016 Skills & Drills- Thursdays (existing players)". A box shows "Package Amount (AUS) 50.00". There are two steps: "Step 1 - Additional Items" with a note "There are no additional items offered by the club" and "Step 2 - Payment" with "Amount Total (AUS) : 50.00". At the bottom, there are two options: "Pay Online" (with a note about credit card fees) and "Manual Payment At Club" (with a note about invoices). A "Next" button is at the bottom right.

8. Answer any additional questions:

The screenshot shows a web browser window titled "Additional Questions". At the top, there is a navigation bar with buttons for "CONTACT DETAILS", "SELECT REGISTRATION", "TERMS & CONDITIONS", "PAYMENT", "ADDITIONAL QUESTIONS" (which is highlighted), and "FINISH". Below the navigation bar, there is a instruction: "Please answer the questions below, then click on 'Save All Answers' button at the bottom of the page." The main content area is titled "Additional Questions" and contains a table with three rows of questions. Each row has a question, a red asterisk, and a dropdown menu. At the bottom right, there is a "Save All Answers" button.

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

9: Finish!

Your registration will be considered by the Club Registrations Officer 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 Registrations officer 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:

Sera Blair

Registrations Coordinator

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