

MyFootballClub SELF REGISTRATION GUIDE

2018 MANLY VALE 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).

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, email after hours and weekends)

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

OR

FFA MFC Support Centre

(02) 8020 4199 myfootballclub@footbballaustralia.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, 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>

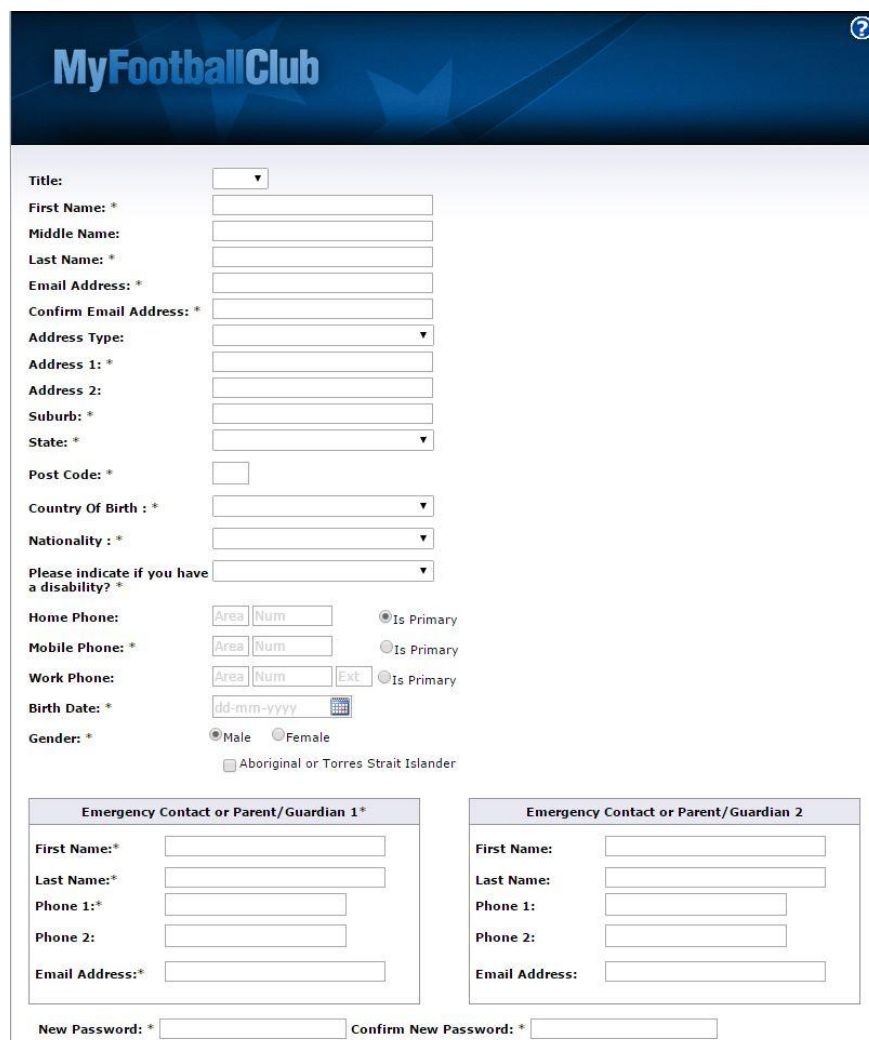
C. I have never been registered before and would like to set up an FFA account (generate an FFA number). Click on the link below and proceed to **Step 2**

<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 in the top right corner. The form fields are as follows:

- 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: *
- Gender: * Male Female Aboriginal or Torres Strait Islander

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.

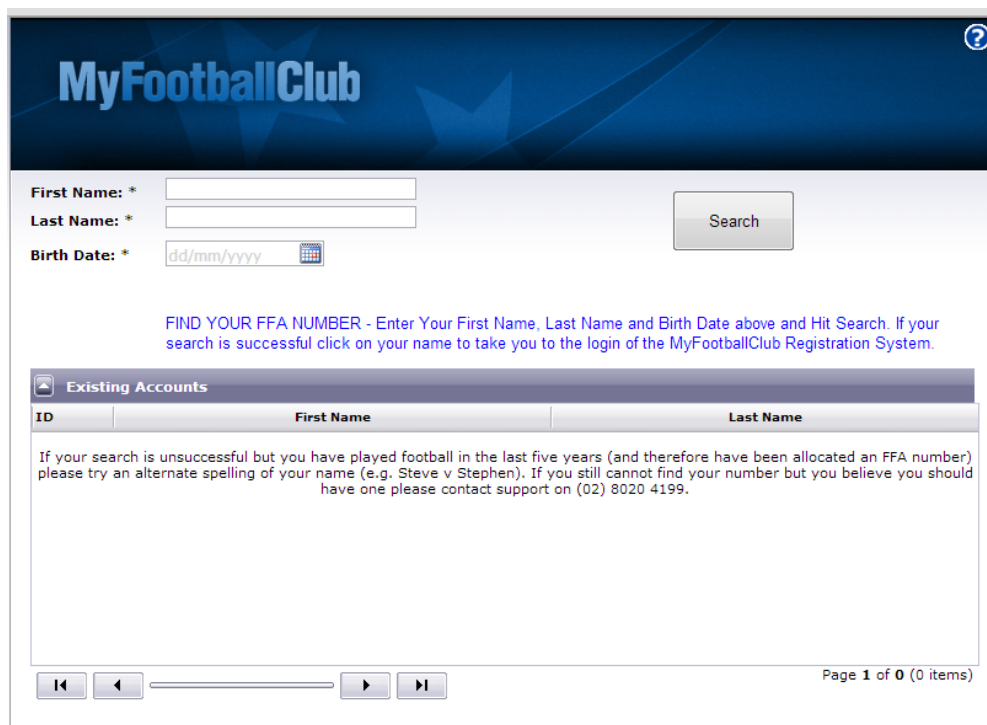
When you have received this information proceed to the login screen (**Step 4**) (<https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx>)

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 eight.



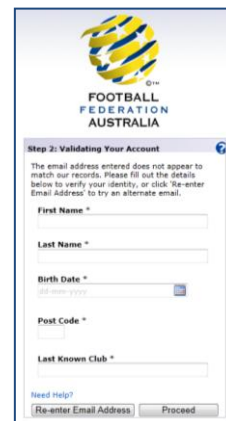
The screenshot shows the MyFootballClub registration search page. At the top, there is a header with the MyFootballClub logo and a question mark icon. Below the header, there are three input fields: "First Name: *", "Last Name: *", and "Birth Date: *". The "Birth Date" field has a date picker icon. To 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". The table has three columns: "ID", "First Name", and "Last Name". The table is currently empty, and a message is displayed below it: "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>

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



- c. 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**.
- d. 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.*

- e. 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.

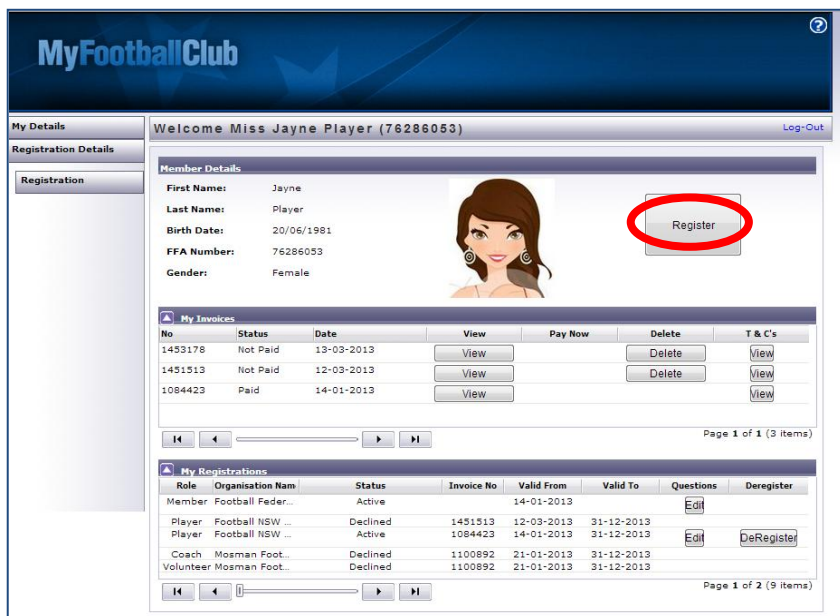


REGISTRATION

STEP 5 – REGISTRATION

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

Select the “**Register**” button.

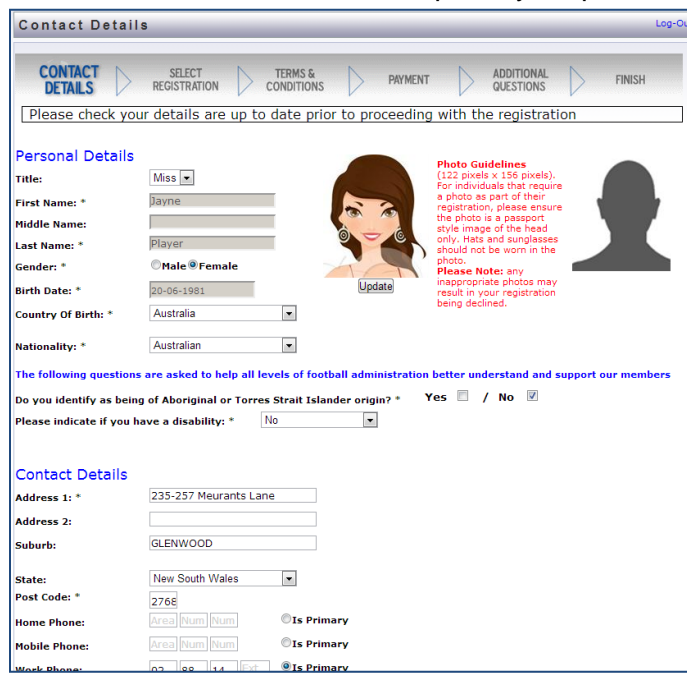


The screenshot shows the 'MyFootballClub' registration interface. At the top, it says 'Welcome Miss Jayne Player (76286053)'. The 'Registration Details' section is active, showing member information: First Name: Jayne, Last Name: Player, Birth Date: 20/06/1981, FFA Number: 76286053, Gender: Female. A 'Register' button is highlighted with a red circle. Below this are sections for 'My Invoices' and 'My Registrations'.

| No | Status | Date | View | Pay Now | Delete | T & C's |
|---------|----------|------------|----------------------|---------|------------------------|----------------------|
| 1453178 | Not Paid | 13-03-2013 | View | | Delete | View |
| 1451513 | Not Paid | 12-03-2013 | View | | Delete | View |
| 1084423 | Paid | 14-01-2013 | View | | Delete | View |

| Role | Organisation Name | Status | Invoice No | Valid From | Valid To | Questions | Deregister |
|-----------|-------------------|----------|------------|------------|------------|----------------------|----------------------------|
| Member | Football Feder... | Active | | 14-01-2013 | | Edit | |
| Player | Football NSW ... | Declined | 1451513 | 12-03-2013 | 31-12-2013 | | |
| Player | Football NSW ... | Active | 1084423 | 14-01-2013 | 31-12-2013 | Edit | DeRegister |
| Coach | Mosman Foot... | Declined | 1100892 | 21-01-2013 | 31-12-2013 | | |
| Volunteer | Mosman Foot... | Declined | 1100892 | 21-01-2013 | 31-12-2013 | | |

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



The screenshot shows the 'Contact Details' registration page. It has a progress bar with steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, FINISH. A message says '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 silhouette and a 'Photo Guidelines' box. Below this are questions about Aboriginal or Torres Strait Islander origin and disability. The 'Contact Details' section includes Address 1 (235-257 Meurants Lane), Suburb (GLENWOOD), State (New South Wales), Post Code (2768), Home Phone, and Mobile Phone.

Photo Guidelines
(122 pixels x 156 pixels).
For individuals that require a photo as part of their registration, please ensure the photo is a passport style image of the head only. Hats and sunglasses should not be worn in the photo.
Please Note: any inappropriate photos may result in your registration being declined.

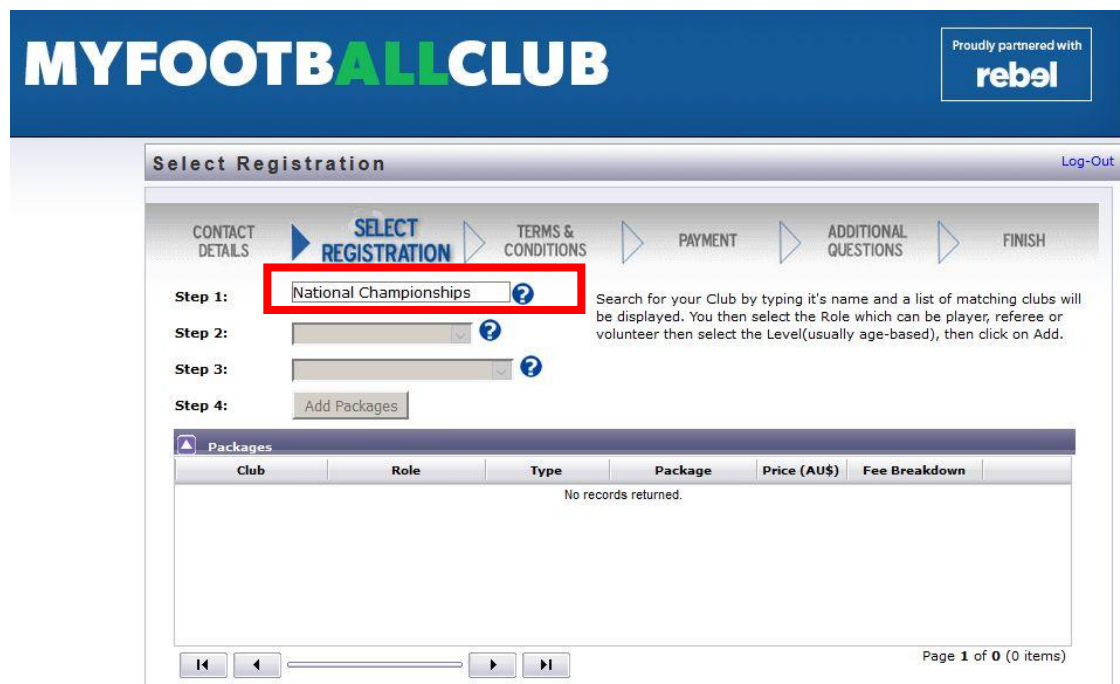
A photo is required for all players playing in age groups Under 12 and above.

Photo guidelines are detailed on this screen in the registration process – your photo MUST match the guidelines to be accepted.

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

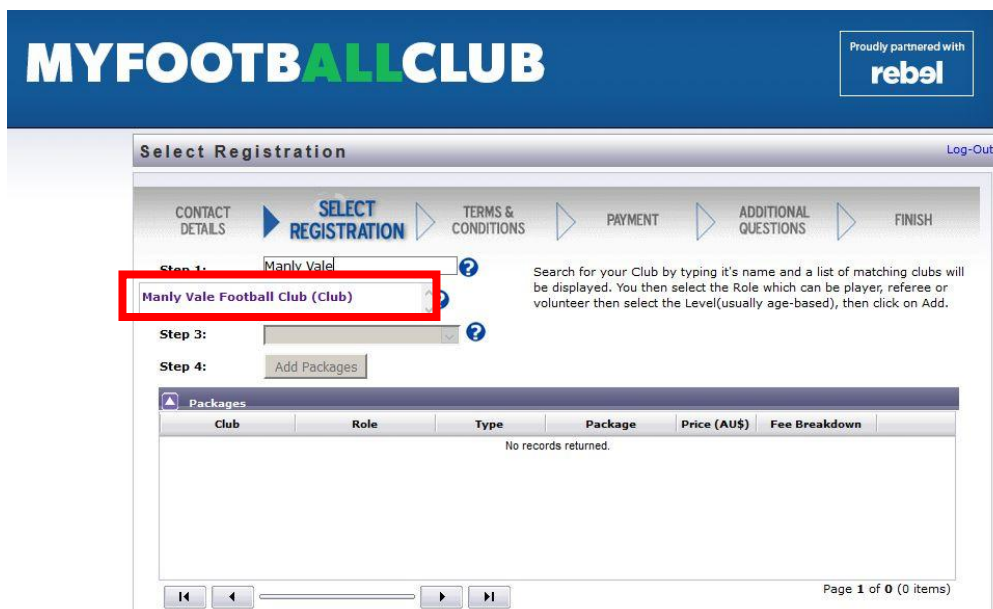
STEP 5 – REGISTRATION continued

- a. 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.



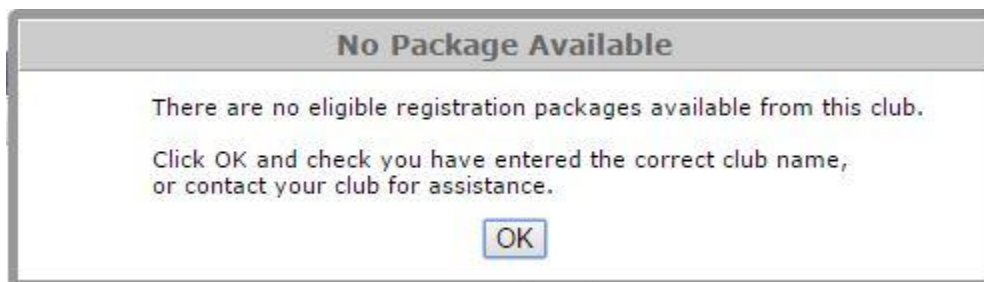
The screenshot shows the 'Select Registration' page. At the top, there is a navigation bar with 'MYFOOTBALLCLUB' and a 'rebel' logo. Below this is a progress bar with steps: CONTACT DETAILS, SELECT REGISTRATION (highlighted), TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, and FINISH. Step 1 is a search box containing 'National Championships'. To the right of the search box is a help icon and a text box explaining the search process. Below the search box are Step 2 and Step 3 dropdown menus, and Step 4 is an 'Add Packages' button. A table titled 'Packages' is shown below, with columns: Club, Role, Type, Package, Price (AU\$), and Fee Breakdown. The table is empty with the text 'No records returned.' at the bottom. Navigation arrows and a page indicator 'Page 1 of 0 (0 items)' are at the bottom.

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 "MANLY VALE FOOTBALL CLUB", a drop down list will appear with all possible matches, please ensure you select the correct club as below:



The screenshot shows the 'Select Registration' page. At the top, there is a navigation bar with 'MYFOOTBALLCLUB' and a 'rebel' logo. Below this is a progress bar with steps: CONTACT DETAILS, SELECT REGISTRATION (highlighted), TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, and FINISH. Step 1 is a search box containing 'Manly Vale'. A dropdown menu is open below the search box, showing 'Manly Vale Football Club (Club)' which is highlighted with a red box. To the right of the search box is a help icon and a text box explaining the search process. Below the search box are Step 3 and Step 4 dropdown menus, and Step 4 is an 'Add Packages' button. A table titled 'Packages' is shown below, with columns: Club, Role, Type, Package, Price (AU\$), and Fee Breakdown. The table is empty with the text 'No records returned.' at the bottom. Navigation arrows and a page indicator 'Page 1 of 0 (0 items)' are at the bottom.

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

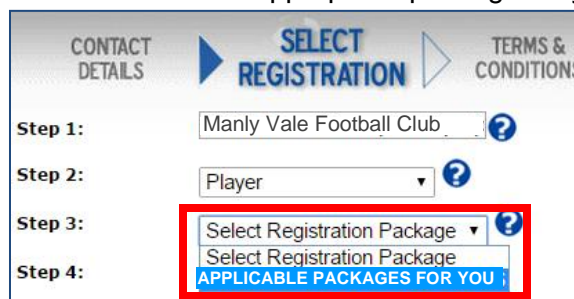


Click "OK" – you will then need to either re-enter the correct Club name or contact your Club about your registration.

Select the applicable registration type to you: "PLAYER, COACH or VOLUNTEER". Note that Team Managers should select the Volunteer type, then Team Manager from the next menu.



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



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



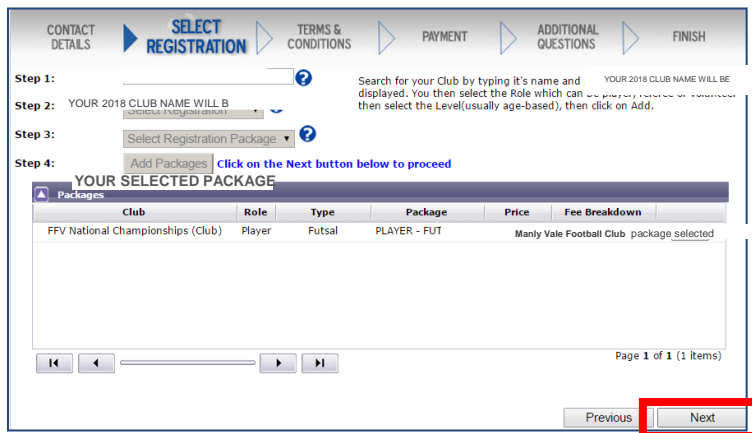
CONTACT DETAILS | **SELECT REGISTRATION** | TERMS & CONDITIONS

Step 1: FFV National Championships (i)

Step 2: Player (i)

Step 3: PLAYER - FUTSAL NATION (i)

Step 4: **Add Packages**



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

Step 1: Search for your Club by typing its name and displayed. You then select the Role which can then select the Level(usually age-based), then click on Add.

Step 2: YOUR 2018 CLUB NAME WILL BE

Step 3: Select Registration Package (i)

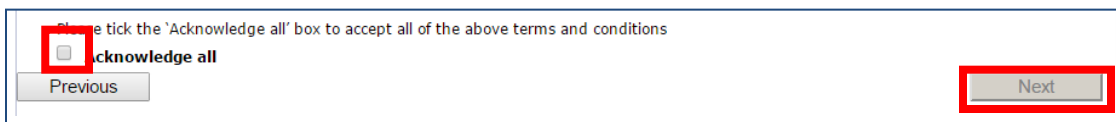
Step 4: Add Packages | **Click on the Next button below to proceed**

| Club | Role | Type | Package | Price | Fee Breakdown |
|-----------------------------------|--------|--------|--------------|-------|---|
| FFV National Championships (Club) | Player | Futsal | PLAYER - FUT | | Manly Vale Football Club package selected |

Page 1 of 1 (1 items)

Previous | **Next**

- d. 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”**.

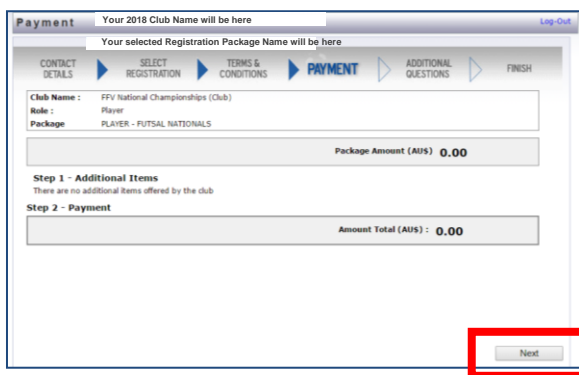


Please tick the 'Acknowledge all' box to accept all of the above terms and conditions

Acknowledge all

Previous | **Next**

- e. You will then be taken to the Payment screen. Click on **“Pay Now”** to pay online via **Credit Card (VISA or MasterCard)**, or select **“Manual Payment at Club”**.



Payment | Your 2018 Club Name will be here | Log Out

Your selected Registration Package Name will be here

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

Club Name : FFV National Championships (Club)

Role : Player

Package : PLAYER - FUTSAL NATIONALS

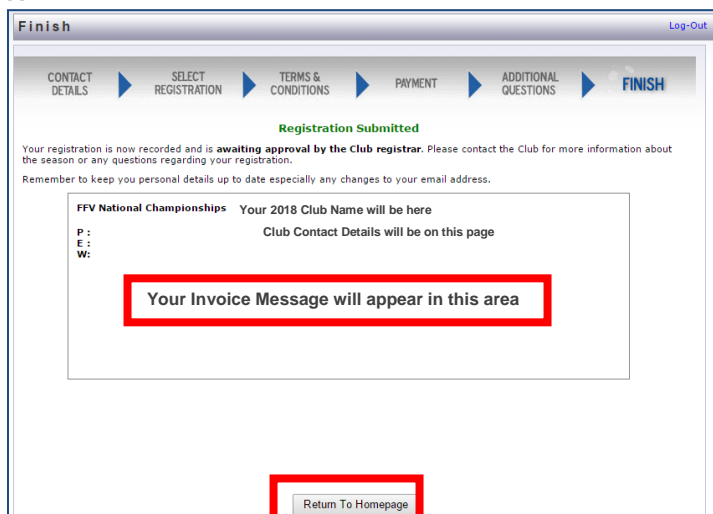
Package Amount (AUD\$) **0.00**

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

Step 2 - Payment
Amount Total (AUD\$) : **0.00**

Next

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



Finish Log-Out

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

Registration Submitted

Your registration is now recorded and is **awaiting approval by the Club registrar**. Please contact the Club for more information about the season or any questions regarding your registration.

Remember to keep you personal details up to date especially any changes to your email address.

FFV National Championships Your 2018 Club Name will be here
P : Club Contact Details will be on this page
E :
W :

Your Invoice Message will appear in this area

[Return To Homepage](#)

SUPPORT

SUPPORT CONTACTS

Football NSW Staff:

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

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OR

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