

## Step By Step Guide To Player Self Registration

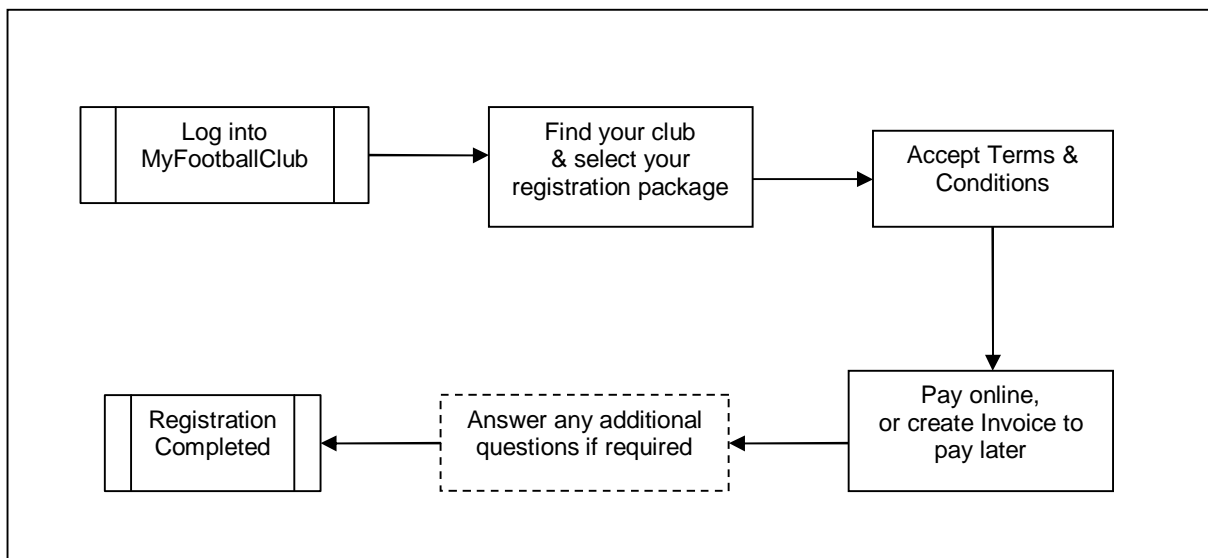
### Visit MyFootballClub

Visit the MyFootballClub web site ([www.myfootballclub.com.au](http://www.myfootballclub.com.au)) which will guide you through the steps to log in and register to play football in 2010. You will be guided depending on the scenarios below:

- I used the MyFootball Club system in 2009.
- I have never used MyFootball Club before:
  - I played with a club in the last 5 years.
  - I have not played for at least 5 years.

### Log in and Register

The diagram below illustrates the steps needed to register online for the 2010 season.



## Register for 2010 Season

### Step 1: Login


- Log in to MyFootballClub by entering your FFA Number and password and click the **Login** button.



The screenshot shows the login interface for MyFootballClub. At the top is the Football Federation Australia logo. Below it, the text 'FOOTBALL FEDERATION AUSTRALIA' is displayed. The main form is titled 'Login' and contains the following elements:

- A welcome message: 'Welcome to the MyFootballClub Registration System.'
- A field for 'FFA No. \*' with a link '(Need your FFA Number?)' and an empty input box.
- A field for 'Password \*' with a link '(Need a password?)' and an empty input box.
- A 'Login' button at the bottom.

When you log into MyFootballClub, if you do not have a current registration with any clubs, you will be asked if you would like to Make a Registration.



The screenshot shows a dialog box with the following text:

You have no active registrations. If you would like to add a new registration now press **'Make a Registration'**.

If not then press **'Cancel'** to Continue

At the bottom of the dialog box are two buttons: 'Cancel' and 'Make a Registration'.

### Step 2: Make a Registration

- Click the **Make a Registration** button.

The next screen will allow you to find and select the club you wish to register with.

### Add Registration

This process will take you through a number of steps to register yourself with a club for the current 2010 season.  
To search for your Club start typing it's name and a list of matching Clubs will be displayed.  
If you are still unable to find your Club please click [here](#) for further help.

*Begin Typing Club Name...*

- Football Club Five Dock (Club)
- Football Diggers (Club)
- Football Doon Villa Inc. (Club)
- Football Margaret River (Club)
- Football Stanthorpe Juniors (Club)

More	Role	Level	Club	Start Date	End Date	Price (AU\$)
No Records returned.						

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### Step 3: Select Your Club

- In the field marked **Begin Typing Club Name...** enter the name of your club. As you type a list will appear with the names of clubs beginning with the characters you entered. Select your club from the list.

**Note:** If your club has not set up their registration fees for online registration the following message will appear:



Contact your club to find out when they will have registrations available online, or whether you need to visit the club in person to register.

## Step 4: Select Player

- In the **Select Role** field, select **Player**.

### Overseas Players

A box will appear called Playing History. It will ask if the player has ever registered to play football in another country. For most players you will answer No.

If you answer Yes you must contact your Member Federation to get an International Transfer Certificate to receive clearance for the player to play in Australia.

You may be fined if you register a player without clearance. This is an international FIFA rule, which is applied to both amateurs and professionals in the game.

### School Details

For players who turn 18 years old or younger in 2010, the Playing History screen will also ask for some school details. When selecting the School Name a list will appear as you type. Select the school from the list.



- Click the **Confirm** button

## Step 5: Select a Package

- In the **Select Level** field, select the appropriate registration package for the player. If you are unsure which level to select, contact your club to find out which package you should select.

The details of the package you have selected will be shown in the Details box.

- Once you have selected the correct package, click the **Add** button. The package will be added to the Roles table beneath.

## Add Registration

This process will take you through a number of steps to register yourself with a club for the current 2010 season. To search for your Club start typing it's name and a list of matching Clubs will be displayed. If you are still unable to find your Club please click [here](#) for further help.

Begin Typing Club Name...  Select Role Select Level Add

**Details**

**Name :** 2010 Junior Fee    **Gender :** Open    **Football Type :** Outdoor    **Registration Category :** Amateur  
**Description :** 2010 Junior Fee  
**Dates :**Registration for Player 2010 Junior Fee Starts on **01/12/2009** and Ends on **31/12/2010**

**Roles**

	More	Role	Level	Club	Start Date	End Date	Price (AU\$)
✘	Inclusions	Player	2010 Junior Fee	Nedlands Football ...	01/01/10	31/12/10	30.00

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Cancel Next

### Inclusions

Next to the package you can click the **Inclusions** button, which will display a breakdown of the fees from the National, State and Regional football bodies.

**Included Items :**

Name	Description	Club
FFA - Junior NRF	FFA - Junior NRF	Football Federation Australia
FW 11 to 16 Junior Registration	FW 11 to 16 Junior Registration	Football West
Junior League 11-16 yo	Junior League 11-16 yo	Nedlands Football Club

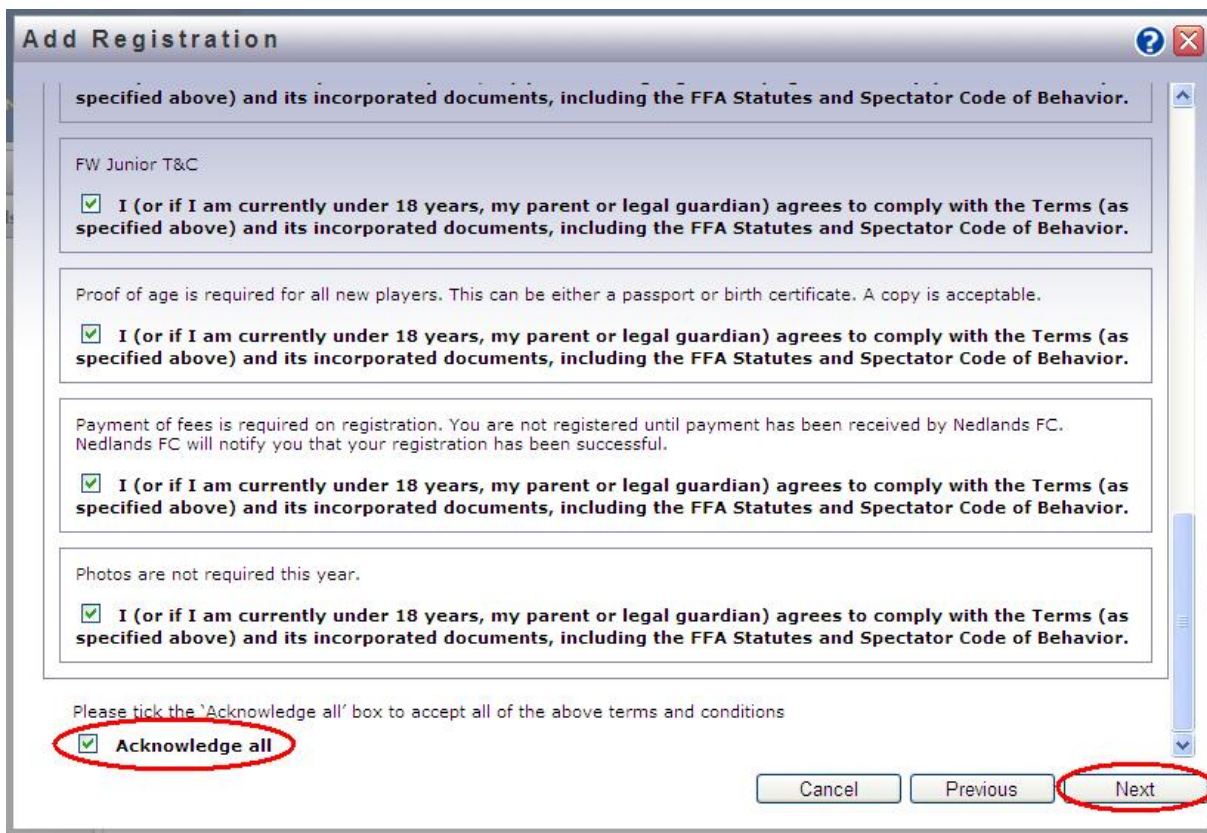
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- Click the **Close** button to close the Inclusions window.

- Click the **Next** button

## Step 6: Terms & Conditions

The next screen to appear will display the FFA Terms & Conditions. Your club, regional and state association may have also included separate Terms & Conditions.



The screenshot shows a window titled "Add Registration" with a scrollable list of terms and conditions. Each term is preceded by a checked checkbox. At the bottom, there is a summary instruction and a checkbox labeled "Acknowledge all", which is also checked. Three buttons are visible at the bottom right: "Cancel", "Previous", and "Next". The "Next" button is circled in red.

specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

FW Junior T&C

I (or if I am currently under 18 years, my parent or legal guardian) agrees to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

Proof of age is required for all new players. This can be either a passport or birth certificate. A copy is acceptable.

I (or if I am currently under 18 years, my parent or legal guardian) agrees to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

Payment of fees is required on registration. You are not registered until payment has been received by Nedlands FC. Nedlands FC will notify you that your registration has been successful.

I (or if I am currently under 18 years, my parent or legal guardian) agrees to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

Photos are not required this year.

I (or if I am currently under 18 years, my parent or legal guardian) agrees to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

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

Acknowledge all

Cancel Previous Next

- Tick each check box to acknowledge the Terms & Conditions, or tick **Acknowledge all** to tick all the boxes.
- Click the **Next** button.

## Step 7: Payments Options

A summary screen will appear displaying the registration options you have selected.

**Add Registration** ? X

Registration Details for : **John Smith**

<b>Club Name :</b>	Nedlands Football Club (Club)
<b>Role :</b>	Player
<b>Level :</b>	2010 Junior Fee
<b>Start Date :</b>	01/01/2010
<b>End Date :</b>	31/12/2010
<b>Price (AU\$) :</b>	30.00

There are optional additional items offered by this club for purchase

**Amount (AU\$) : 30.00**

**Amount Total (AU\$) : 30.00**

**Payment Options**

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You can pay now by entering your credit card details

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You can pay later and will receive an invoice via e-mail

### Payment Options

There are 2 options when paying for your registration:

- you can pay now, online, using a credit card, or
- you can choose to receive an Invoice via email so that you can pay later.

**Note: The first option to Pay Now will only appear if your club has activated Online Payments. Some clubs may choose not to enable this option.**

You will be able to log back into MyFootbaClub at any time to pay any outstanding Invoices, or you can take your invoice to your club to pay in person.

## Additional Items

On the summary screen there is a button called **Purchase additional items**. This button allows you to purchase other non-registration items at the same time as your registration. These items could include uniforms or other club merchandise that your club has set up on the system.



The screenshot shows a window titled "Add Registration" with a sub-header "Additional Items - Nedlands Football Club". It contains a table with the following data:

Description	Name	Price	Qty
<input type="checkbox"/> 2010 Junior Add On	2010 Junior Add On	15.00	<input type="text" value="1"/>
<input type="checkbox"/> 2010 Senior Add On	2010 Senior Add On	15.00	<input type="text" value="1"/>

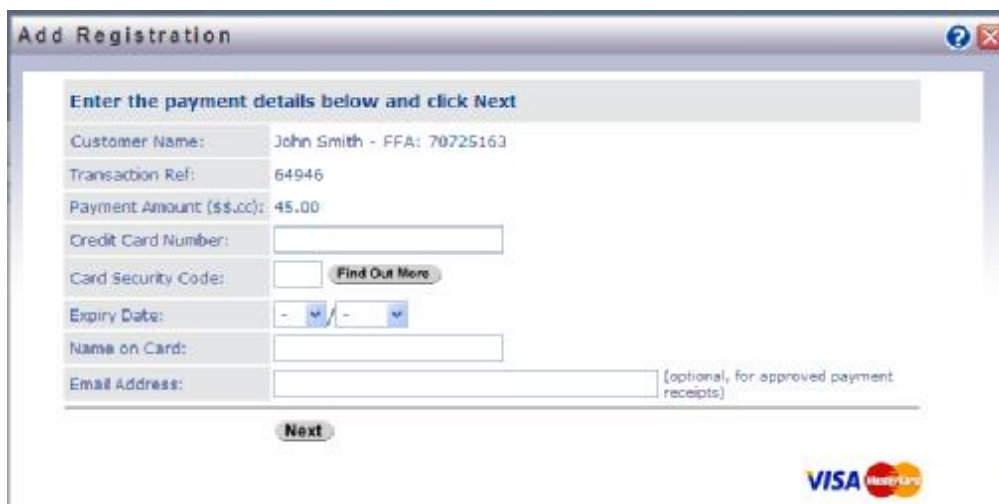
At the bottom of the window are two buttons: "Update Order" and "Cancel".

Once you select any additional items click the **Update Order** button and the items will appear on the summary screen and the Amount Total will be updated.

- Click the **Pay Now** button or the **Invoice Me** button to continue with your registration. If you Pay Now you will shown the Online Payment screen to enter your credit card details. If you choose Invoice Me you will be sent an email with your Invoice to be paid at a later date.

## Online Payments

If you choose to pay now online you will be shown a screen where you need to enter your credit card details. Once you have filled in the details click the **Next** button.



The screenshot shows a window titled "Add Registration" with a sub-header "Enter the payment details below and click Next". The form contains the following fields:

- Customer Name: John Smith - FFA: 70725163
- Transaction Ref: 64946
- Payment Amount (\$\$.cc): 45.00
- Credit Card Number:
- Card Security Code:  [Find Out More](#)
- Expiry Date:  /
- Name on Card:
- Email Address:  (optional, for approved payment receipts)

At the bottom of the form is a "Next" button. In the bottom right corner, there are logos for VISA and MasterCard.

A confirmation screen will appear. If the details are correct, click the **Pay** button.

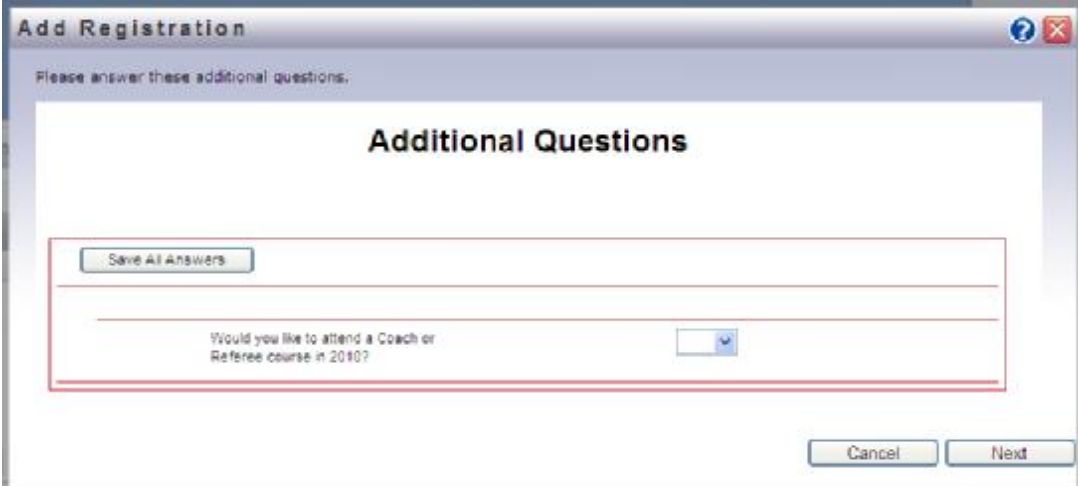


## Step 8: Additional Questions

If your club has set up additional questions you will be directed to answer those questions. If your club does not have any additional questions you will be directed to the Registration Complete screen.

### Additional Questions

Your club has the option to ask any additional questions during the registration process. These questions could be necessary to complete registration, or they may be optional.



The screenshot shows a window titled "Add Registration" with a question: "Would you like to attend a Coach or Referee course in 2010?". The question is marked as mandatory with an asterisk. There is a "Save All Answers" button at the top left of the question area, and "Cancel" and "Next" buttons at the bottom right.

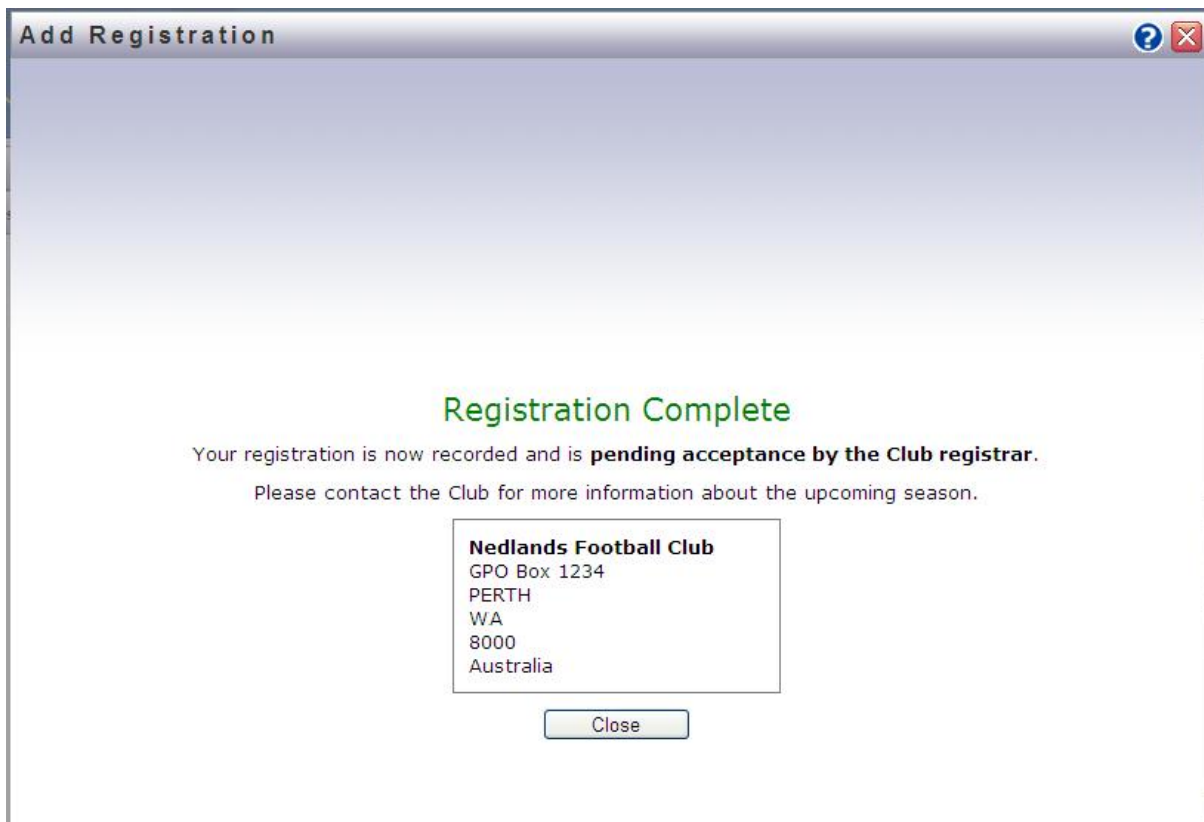
Mandatory questions will be marked with a \*.

Check with your club if you have trouble answering the additional questions.

- Enter a response to the questions and then click the **Save All Answers** button.
- Once you have finished answering all the questions click the **Next** button.

## Step 9: Registration Completed

Once you have completed the additional questions, or if there are no additional questions, you will be shown the Registration Complete screen.



- Take note of your club's contact details and click the **Close** button to complete your registration.

After you have completed your registration your registration with your club is **Pending** until the Club Registrar completes the final step of accepting your registration.

Once your club has accepted your registration your status will become **Active**.

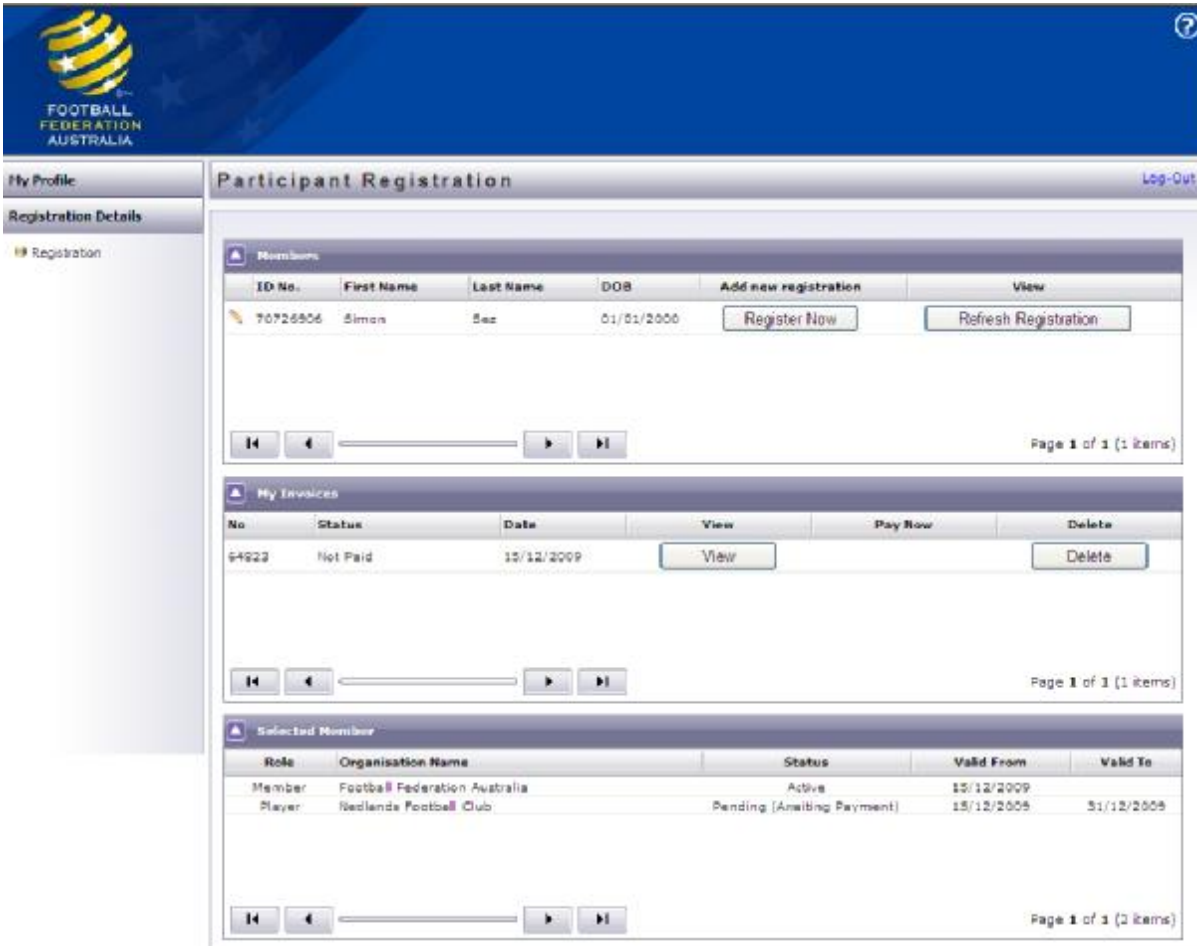
You can monitor your registration status by logging into MyFootballClub and viewing your Registration Status on the Registration Details page.

## Paying Outstanding Invoices

If you have outstanding Invoices you can pay them online in MyFootballClub.

- Log in to MyFootballClub.

You will be shown the Registration page. This page will show the details of your registration with your club and your registration Invoices.



**Participant Registration** Log-Out

**Members**

ID No.	First Name	Last Name	DOB	Add new registration	View
70726906	Simon	Sez	01/01/2000	<a href="#">Register Now</a>	<a href="#">Refresh Registration</a>

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**My Invoices**

No	Status	Date	View	Pay Now	Delete
64923	Not Paid	15/12/2009	<a href="#">View</a>		<a href="#">Delete</a>

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**Selected Member**

Role	Organisation Name	Status	Valid From	Valid To
Member	Football Federation Australia	Active	15/12/2009	
Player	Redlands Football Club	Pending (Awaiting Payment)	15/12/2009	31/12/2009

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In the My Invoices section you will find a list of all your registration invoices, both paid and unpaid.

- Click the **View** button next to an invoice record to display the invoice. You will be able to print, or email a copy of the invoice.

Invoice

TAX Invoice

Invoice #: 64823  
Invoice Created: 15/12/2009

Nedlands Football Club ABN:

To:  
Simon Sez  
123 street  
town  
New South Wales  
Australia

Junior League 11-16 yo

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Registration Junior League 11-16 yo

Nedlands Football Club Fees

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Junior League 11-16 yo	\$ 197.00
FW 11 to 16 Junior Registration	\$ 52.50
FFA - Junior NRF	\$ 10.50
INVOICE TOTAL (incl GST of AUS 23.64)	AU\$ 260.00

Payment Status - NOT PAID

Please remit payment of this invoice to complete your registration.

- Click on the **Pay Now** button next to an invoice record to pay the invoice online using a credit card.
- Click the **Delete** button next to an invoice if you no longer wish to register with that club. **This will also delete your registration with that club for the season. You will need to register again to play in the new season.**

**Note:** If your club has not set up the option for online payments, you will not see the Pay Now button and you will not be able to pay online. Contact your club to find out your options for paying your invoice.

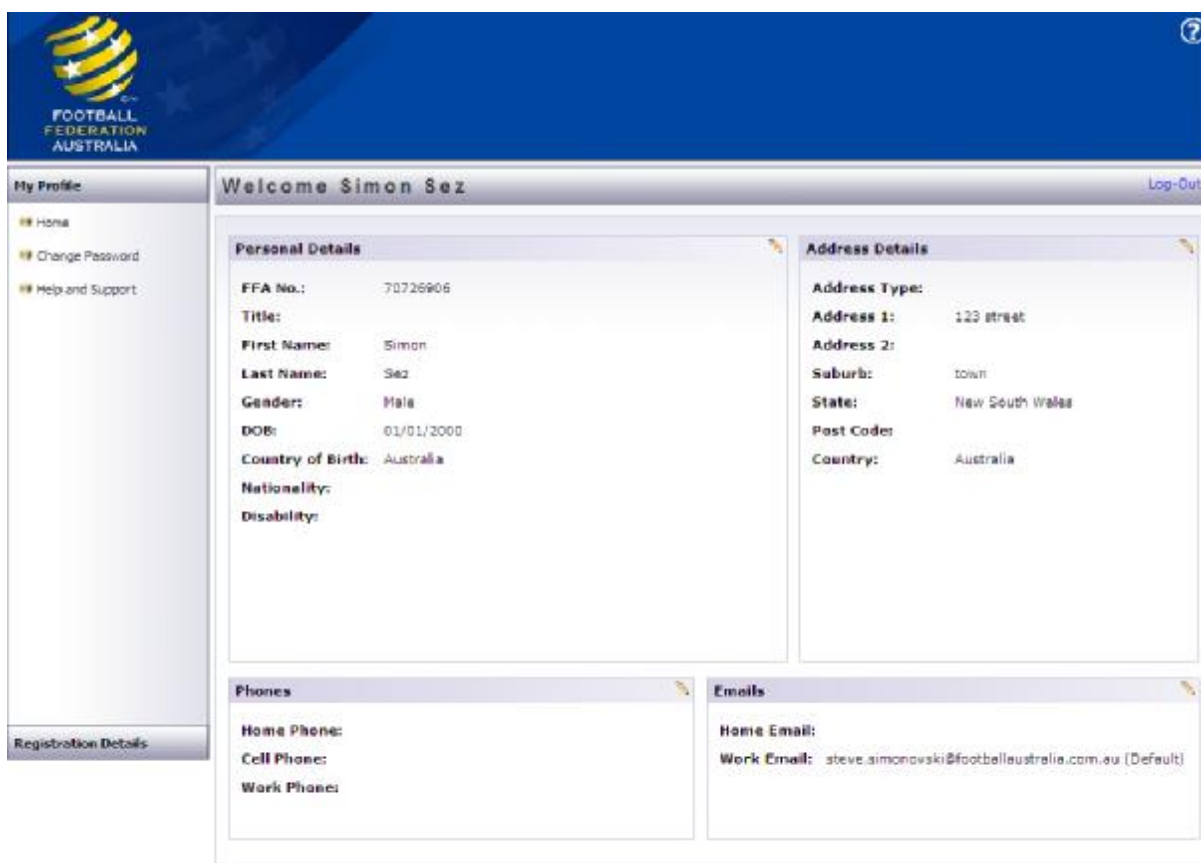
## Update your Contact Details

You can check and update your contact details in MyFootballClub at any time.

- Log in to MyFootballClub.

You will be shown the Registration page. This page will show the details of your registration with your club and your registration Invoices.

- Click the **My Profile** link from the left menu. Click on the **Home** link.




The screenshot shows the user profile page for Simon Sez. The page is titled "Welcome Simon Sez" and includes a "Log-Out" link. The profile is divided into several sections:

- My Profile** (left sidebar): Home, Change Password, Help and Support.
- Personal Details**: FFA No.: 70726906, Title: (blank), First Name: Simon, Last Name: Sez, Gender: Male, DOB: 01/01/2000, Country of Birth: Australia, Nationality: (blank), Disability: (blank).
- Address Details**: Address Type: (blank), Address 1: 123 street, Address 2: (blank), Suburb: town, State: New South Wales, Post Code: (blank), Country: Australia.
- Phones**: Home Phone: (blank), Cell Phone: (blank), Work Phones: (blank).
- Emails**: Home Email: (blank), Work Email: steve.simonovski@footballaustralia.com.au (Default).

Each section has a pencil icon in the top right corner, indicating that the information can be edited.

This page displays your personal and contact details.

- If you want to change the information in any of the sections, click on the pencil icon  in the top right corner of the box. This will allow you to edit the fields in that section.

**Address Details**

**Address Type:**

**Address 1:**

**Address 2:**

**Suburb:**

**State:**

**Post Code:**

**Country:**

- Once you have finished updating the details, click the **Save** button.

Note: There are certain identifying fields, such as FFA Number, Name, Date of birth, which you can not change. If these fields are incorrect please contact your club so that they can update the details accordingly.