

MyFootballClub SELF REGISTRATION GUIDE

RICHMOND EXSSC

2015/16 SUMMER FOOTBALL SELF REGISTRATION GUIDE

This guide has been prepared to serve as a reference for all members to register for the 2015/16 Summer Football Season. All Registration are 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, after hours and weekends)

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

(02) 8814 4447 kellyj@footballnsw.com.au (business hours – 9am-5pm Mon-Fri)

OR

FFA MFC Support Centre

(02) 8020 4199 myfootballclub@footballeustralia.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, 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>

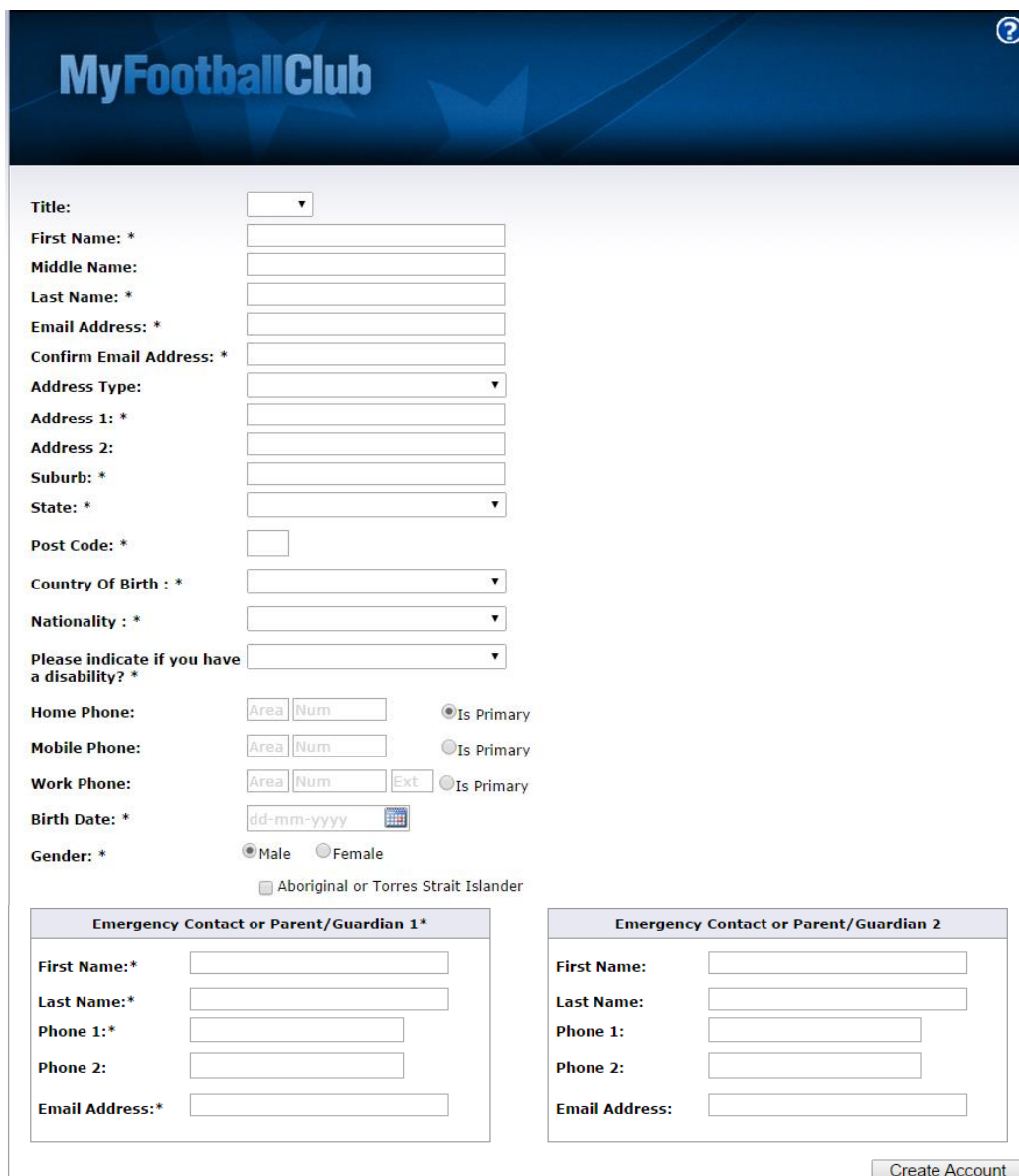
- C.** I have never been registered before and would like to set up an FFA account (generate an FFA number). Click on the link below and proceed to **Step 2**

<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. When complete, click on the “create account” button at the bottom of the screen.



The registration form is titled "MyFootballClub" and includes a help icon in the top right corner. It contains the following fields and sections:

- Title:** A dropdown menu.
- First Name: ***, **Middle Name:**, **Last Name: ***: Text input fields.
- Email Address: ***, **Confirm Email Address: ***: Text input fields.
- Address Type:** A dropdown menu.
- Address 1: ***, **Address 2:**, **Suburb: ***, **State: ***: Text input fields.
- Post Code: ***: A text input field.
- Country Of Birth : ***, **Nationality : ***: Dropdown menus.
- Please indicate if you have a disability? ***: A dropdown menu.
- Home Phone:** Area and Num input fields, with a radio button for **Is Primary**.
- Mobile Phone:** Area and Num input fields, with a radio button for **Is Primary**.
- Work Phone:** Area, Num, and Ext input fields, with a radio button for **Is Primary**.
- Birth Date: ***: A date input field (dd-mm-yyyy) with a calendar icon.
- Gender: ***: Radio buttons for **Male** and **Female**, and a checkbox for **Aboriginal or Torres Strait Islander**.
- Emergency Contact or Parent/Guardian 1*:** A section with fields for **First Name: ***, **Last Name: ***, **Phone 1: ***, **Phone 2:**, and **Email Address: ***.
- Emergency Contact or Parent/Guardian 2:** A section with fields for **First Name:**, **Last Name:**, **Phone 1:**, **Phone 2:**, and **Email Address:**.
- Create Account**: A button at the bottom right.

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 search for you details 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 yourself, please contact Football NSW or MyFootballClub on the details provided on page one and eight.



The screenshot shows the MyFootballClub search interface. At the top, there's 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 input fields, there is a message: "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 message is a table titled "Existing Accounts". The table has three columns: "ID", "First Name", and "Last Name". 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, etc.) and a page indicator: "Page 1 of 0 (0 items)".

ID	First Name	Last Name
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.		

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>

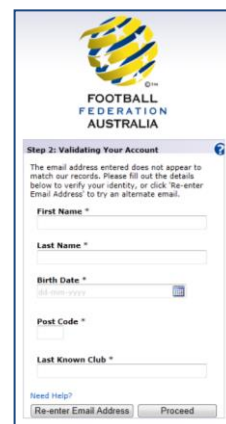
- Enter your FFA number & password. If your login details are correct please proceed to **Step 5**
- If you do not have a password click on “need a password”



The screen shows the Football Federation Australia logo at the top. Below it, the text 'MyFootballClub Registration' is displayed. A message states: 'Please use your FFA number and password to login. If you do not know your number or password click on the relevant links below.' There are two input fields: 'FFA No. *' with a link '(Need your FFA Number?)' and 'Password *' with a link '(Need a password?)'. A 'Login' button is at the bottom.



The screen shows the Football Federation Australia logo. Below it, the text 'Step 1: Account Access' is displayed. A message states: 'Enter your FFA number and your email address below then click on Reset Password.' There are two input fields: 'FFA No. *' with the value '64970650' and 'Email address *' with the value 'info@footballnsw.com.au'. There are 'Proceed' and 'Cancel' buttons, and a 'Need Help?' link at the bottom.




The screen shows the Football Federation Australia logo. Below it, the text 'Step 2: Validating Your Account' is displayed. A message states: 'The email address entered does not appear to match our records. Please fill out the details below to verify your identity, or click "Re-enter Email Address" to try an alternate email.' There are input fields for 'First Name *', 'Last Name *', 'Birth Date *' (with a date picker), 'Post Code *', and 'Last Known Club *'. There are 'Need Help?' and 'Re-enter Email Address' links, and a 'Proceed' button at the bottom.

- 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 eight.



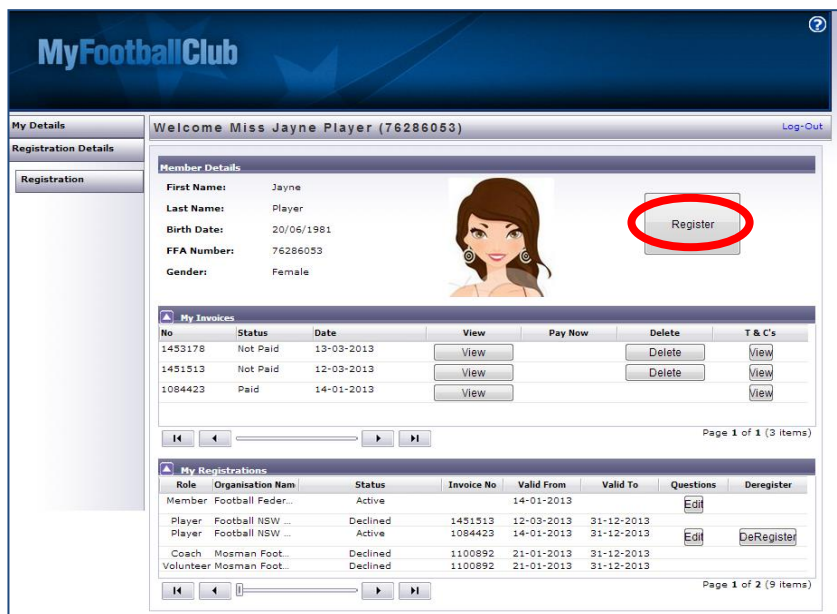
The screen shows the Football Federation Australia logo. Below it, the text 'Trouble Accessing Your Account?' is displayed. A message states: 'Enter your FFA number and your email address below then click on Reset Password.' There are two input fields: 'FFA No. *' with the value '64970650' and 'Email address *' with the value 'info@footballnsw.com.au'. There are 'Reset Password' and 'Cancel' buttons, and a 'Need Help?' link at the bottom.

REGISTRATION

STEP 5 – REGISTRATION

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

- a. Select the “**Register**” button.



MyFootballClub

Welcome Miss Jayne Player (76286053) [Log-Out](#)

Registration Details

Registration

Member Details

First Name: Jayne
Last Name: Player
Birth Date: 20/06/1981
FFA Number: 76286053
Gender: Female

Register

My Invoices

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			View

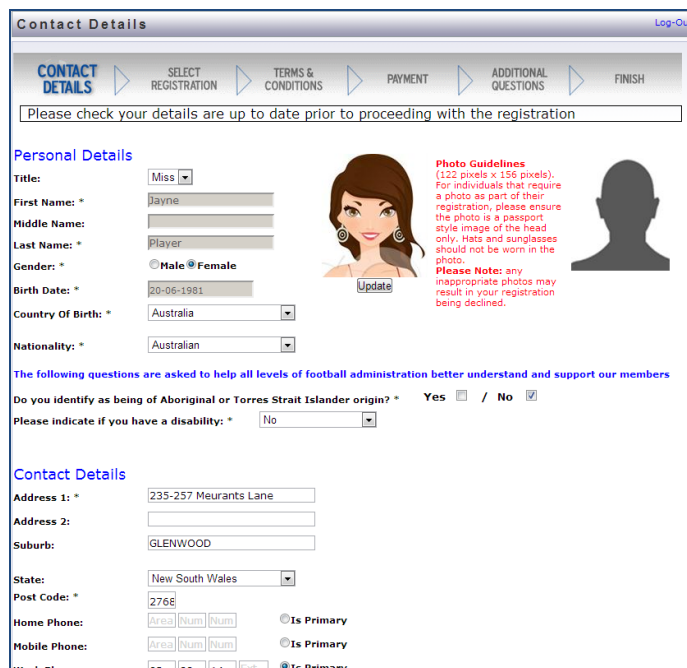
Page 1 of 1 (3 items)

My Registrations

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		

Page 1 of 2 (9 items)

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



Contact Details [Log-Out](#)

CONTACT DETAILS [SELECT REGISTRATION](#) [TERMS & CONDITIONS](#) [PAYMENT](#) [ADDITIONAL QUESTIONS](#) [FINISH](#)

Please check your details are up to date prior to proceeding with the registration

Personal Details

Title: Miss
First Name: Jayne
Middle Name:
Last Name: Player
Gender: Male Female
Birth Date: 20-06-1981
Country Of Birth: Australia
Nationality: Australian

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.

Contact Details

Address 1: 235-257 Meurants Lane
Address 2:
Suburb: GLENWOOD
State: New South Wales
Post Code: 2768
Home Phone: Area Num Num
Mobile Phone: Area Num Num
Work Phone: 02 88 14 0000

☐ Is Primary
☐ Is Primary
☐ Is Primary

Photo guidelines are detailed on this screen in the registration process.

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

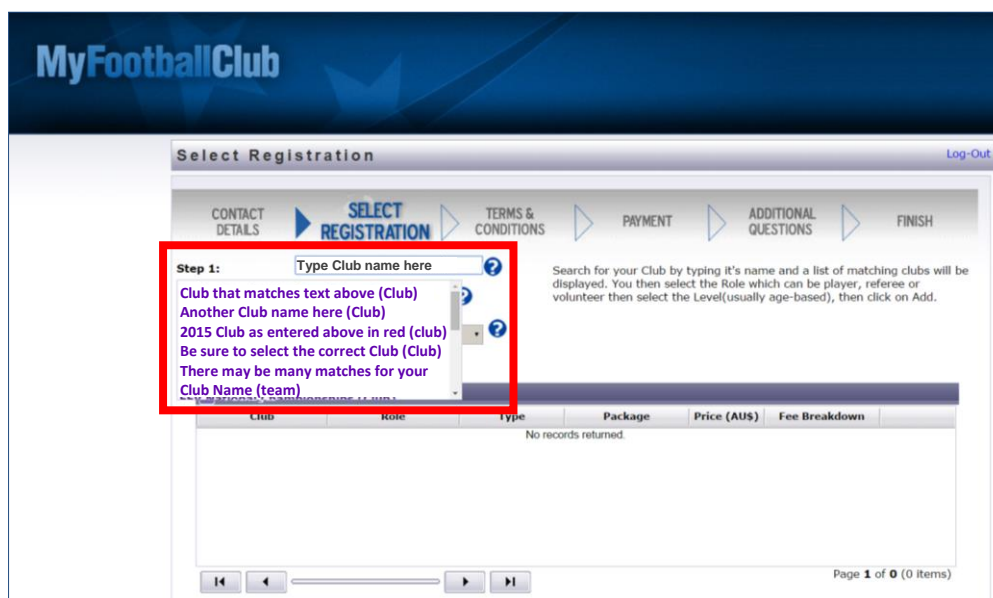
Step 5 Continued over page.....

REGISTRATION continued

STEP 5 – REGISTRATION continued

- c. A dialog box will appear (as pictured below). At this point you may receive a message screen stating that there are no eligible packages available to you. As the “Club” field is automatically populated with your last registered Club (where applicable), simply click on OK to proceed.

Highlight the Club name that automatically populated (if applicable), delete and start typing in “<ENTER YOUR CLUB NAME HERE>” a drop down list will appear with all possible matches, please ensure you select the correct club as above. The 2015 registration options will be as follows:



- d. Select the applicable registration type to you: “PLAYER/COACH or VOLUNTEER”.

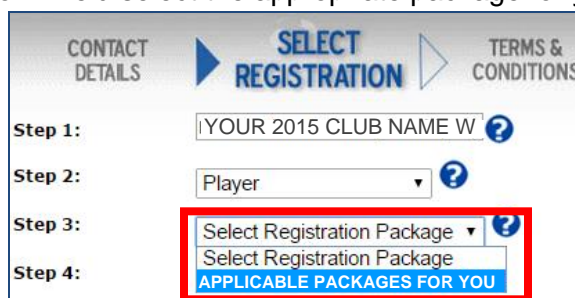


Step 5 Continued over page.....

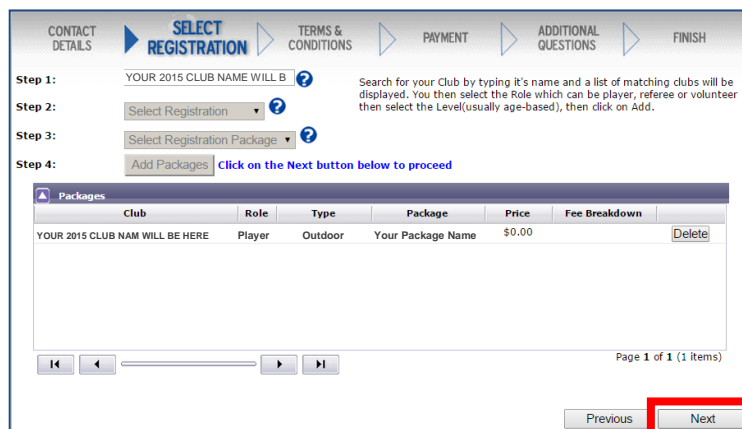
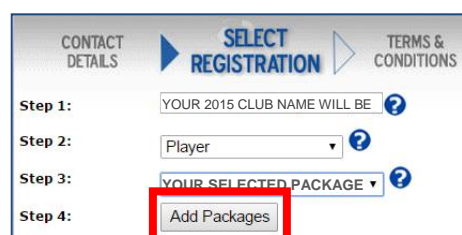
REGISTRATION continued

STEP 5 – REGISTRATION continued

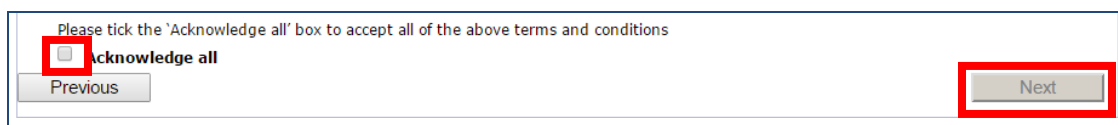
e, In the next drop down field select the appropriate package for your registration.



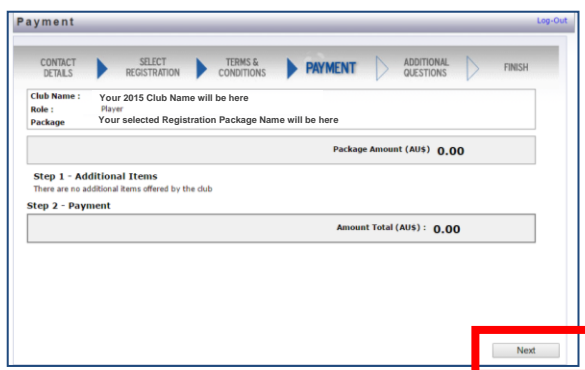
f, Click “Add packages” then select the “next” button.



g. 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”.



h. You will then be taken to the Payment screen. Click on “Pay Now” to pay online with a credit card (VISA or MasterCard), or select ****remove if not using online payments IF YOU ARE USING, REMOVE UNNECESSARY WORDING**** “Manual Payment at Club”.

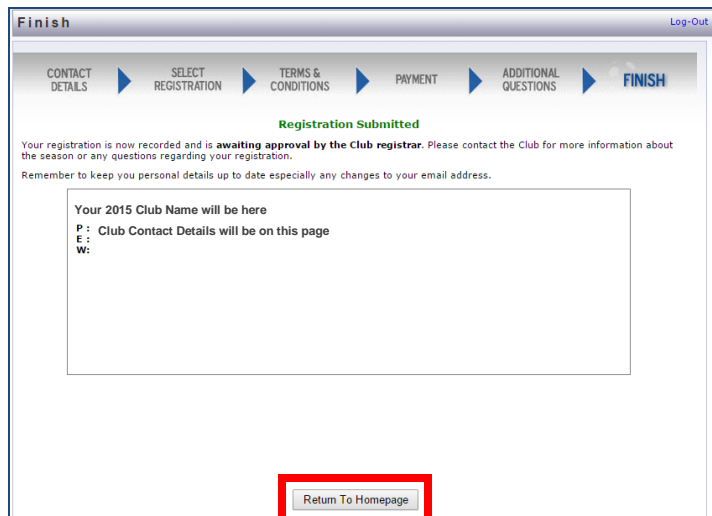


Step 5 Continued over page...

REGISTRATION continued

STEP 5 – REGISTRATION continued

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



SUPPORT

SUPPORT CONTACTS

Football NSW Staff:

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

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

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