

## Player Self Registration Guide

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**MyFootballClub is an online registration system that allows players to register to play for their chosen club.**

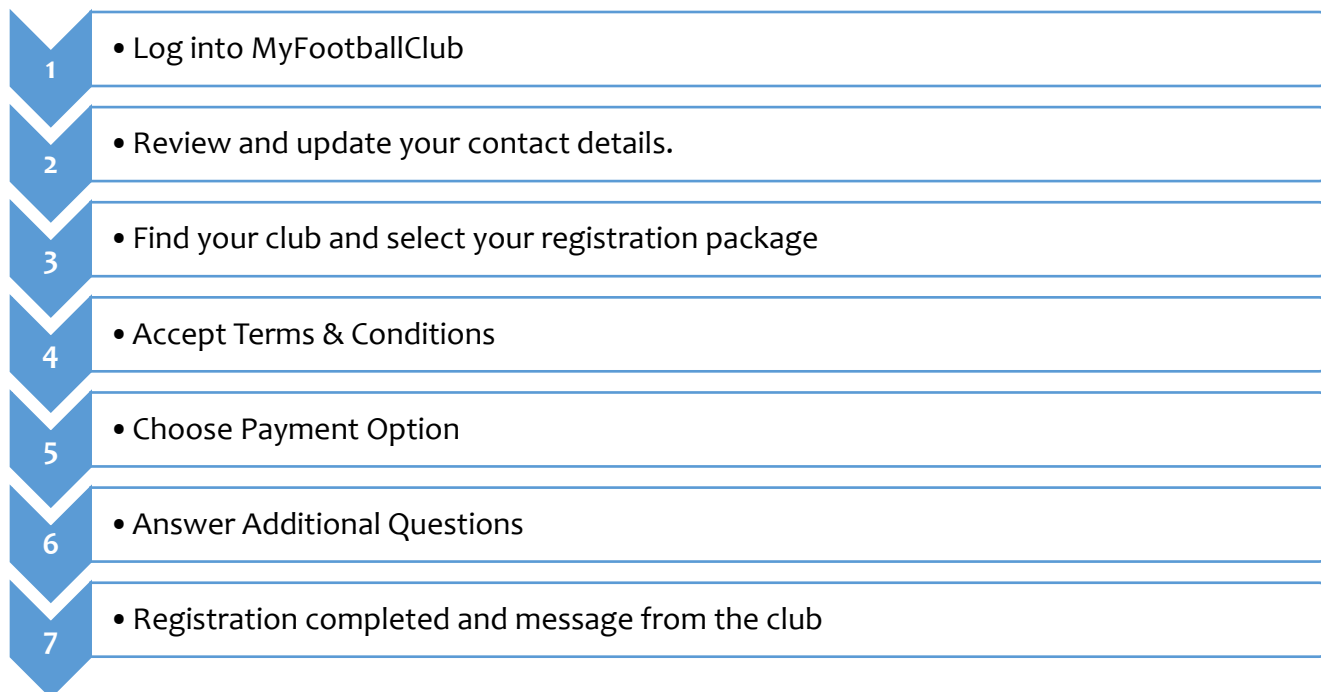
**It allows players to register at their own convenience, 24 hours a day.**

**No need to complete a paper registration form if you self register.**

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### Self-Registration Workflow

The diagram below illustrates the steps needed to register online for the **2016** season.





## Step 1: Go To MyFootballClub

- Click on Register Now and select Player Registration



## Step 2: Registration Welcome Page

- At this screen you will be asked to select the scenario which best describes your registration situation.

Scenario 1: **I have logged in to MyFootballClub and registered previously.**

Scenario 2: **I have never self registered or logged onto MyFootballClub before.**

I know my FFA number and I am ready to proceed to a login screen to retrieve my password and complete my registration.

[Click here to proceed to the login pages.](#)

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 find your FFA Number.](#)

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](#)

### Scenario 1: Proceed to login page

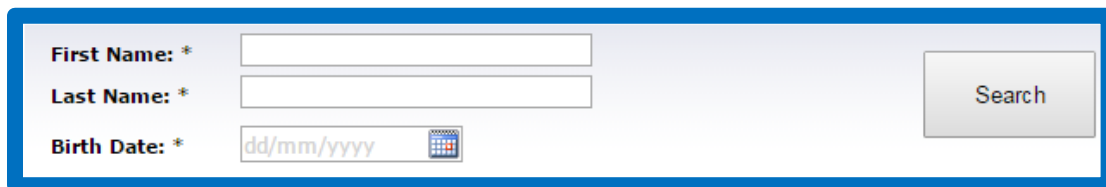
- If you have forgotten your FFA number click Find FFA Number
- If you have forgotten your password you can click Need Password



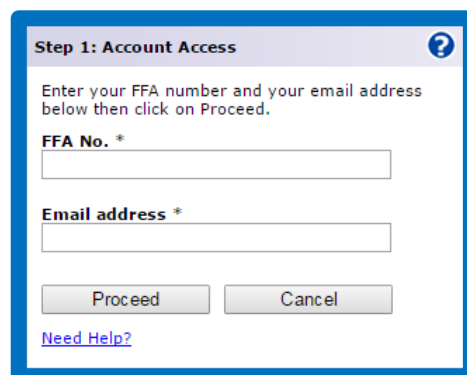
- If you have forgotten your FFA number and choose Need FFA Number, the below screen will appear.
- The screen displays three mandatory boxes: First Name, Last Name and Birth Date. These must all be filled in to see if you have an FFA number already.

If nothing appears then try:

- different spellings of the name e.g Steven and Stephen
- if female, try both maiden name and married name



- If nothing still appears but you are sure you previously had an FFA number, you can contact the MyFootballClub team as there may be an FFA number in the system.
- The contact number for the support centre is (02) 8020 4199 and the email address is myfootballclub@ffa.com.au
- Alternatively if you are sure that you never had an FFA number you can create one. (Scenario 2)
- If you click Need a Password, the below box will appear



- If the password has been forgotten you will input your FFA number and email address then click proceed. If there is a match then a password will be sent via your email.
- If the email address doesn't match what is in the system then you will be taken to the account validation section.
- If the FFA number is recognised but the email is not it will proceed directly to this screen. You will be given the option to enter your First Name, Last Name, Birth Date, Post code and Last known Club.

**Step 2: Validating Your Account** 

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.

**First Name \***

**Last Name \***

**Birth Date \***  
 

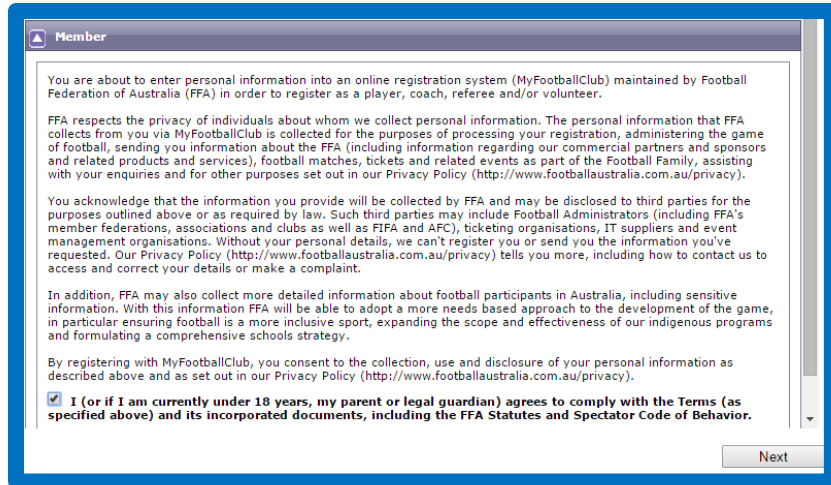
**Post Code \***

**Last Known Club \***

[Need Help?](#)

**Scenario 2: Creating a New FFA number**

- To create a new FFA number, you will have to select the third option on the Player Registration screen; I have never been registered before and would like to create an FFA account to commence the registration.
- You must first accept the Terms & Conditions



- All sections with an \* are mandatory. Once the form is completed, a unique FFA number will be generated and sent to the email address provided along with a password.

Title:	<input type="text"/>	
First Name: *	<input type="text"/>	This field is required
Middle Name:	<input type="text"/>	
Last Name: *	<input type="text"/>	This field is required
Email Address: *	<input type="text"/>	This field is required
Confirm Email Address: *	<input type="text"/>	This field is required
Address Type:	<input type="text"/>	
Address 1: *	<input type="text"/>	This field is required
Address 2:	<input type="text"/>	
Suburb: *	<input type="text"/>	This field is required
State: *	<input type="text"/>	This field is required
Post Code: *	<input type="text"/>	This field is required
Country Of Birth : *	<input type="text"/>	This field is required
Nationality : *	<input type="text"/>	This field is required
Please indicate if you have a disability? *	<input type="text"/>	This field is required
Home Phone:	Area <input type="text"/> Num <input type="text"/>	<input type="radio"/> Is Primary
Mobile Phone: *	Area <input type="text"/> Num <input type="text"/>	<input type="radio"/> Is Primary
Work Phone:	Area <input type="text"/> Num <input type="text"/> Ext <input type="text"/>	<input type="radio"/> Is Primary
Birth Date: *	dd-mm-yyyy <input type="text"/>	
Gender: *	<input type="radio"/> Male <input type="radio"/> Female	
	<input type="checkbox"/> Aboriginal or Torres Strait Islander	

Emergency Contact or Parent/Guardian 1 *	
First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Phone 1:*	<input type="text"/>
Phone 2:	<input type="text"/>
Email Address:*	<input type="text"/>

Emergency Contact or Parent/Guardian 2	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone 1:	<input type="text"/>
Phone 2:	<input type="text"/>
Email Address:	<input type="text"/>

## Step 3: Login

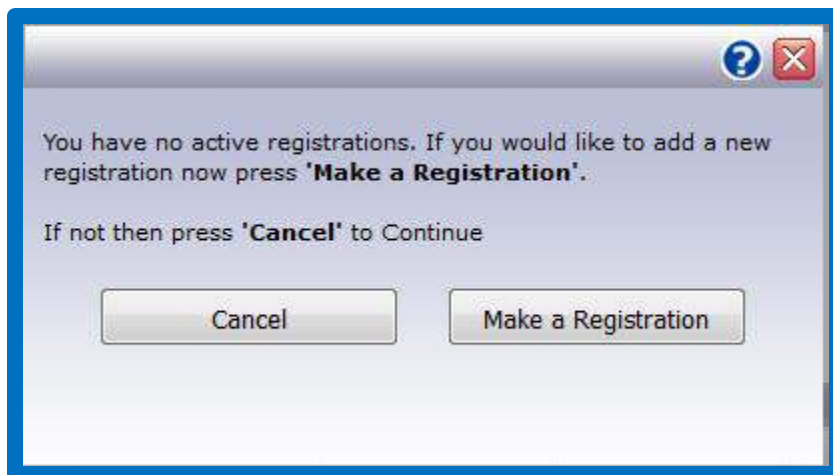
- You will receive an email either as a new user or returning in the system.
- This will contain your FFA number and Password, which you need to login into the system



The screenshot shows a web browser window titled "Login" with a help icon. The main heading is "MyFootballClub Registration". Below the heading, there is a paragraph: "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?)". At the bottom of the form is a "Login" button.

## Step 4: Player Homepage

- The following box will appear on screen once you login.
- By clicking Make a Registration it will take you straight to the contact details section. If you press Cancel you will be taken to a page containing information regarding previous registrations and information concerning your current registration.
- Click Register Now to commence registration.



The screenshot shows a dialog box with a title bar containing a help icon and a close icon. The text inside the dialog box reads: "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 5: Checking and Updating Player details**

- Check and update contact details below.
- Once the details have been reviewed click Proceed with Registration to move to the next stage of the registration.
- On this page you may also upload a new photograph, by selecting the option Add new Image and then browsing your files for a suitable photo.

### Personal Details

**Title:**

**First Name: \***

**Middle Name:**

**Last Name: \***

**Gender: \***  Male  Female

**Birth Date: \***


**Country Of Birth: \***

**Nationality: \***

No image loaded

[Add new Image](#)

**Photo Guidelines**  
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.



**The following questions are asked to help all levels of football administration better understand and support our members**

Do you identify as being of Aboriginal or Torres Strait Islander origin? \*    Yes  / No

Please indicate if you have a disability: \*   

Please indicate your favorite team: \*   

### Contact Details

**Address 1: \***  This field is required

**Address 2:**

**Suburb: \***  This field is required

**State:**

**Post Code: \***

**Home Phone:**    Is Primary

**Mobile Phone: \***   This field is required  Is Primary

**Work Phone:**     Is Primary

**Email Address: \***

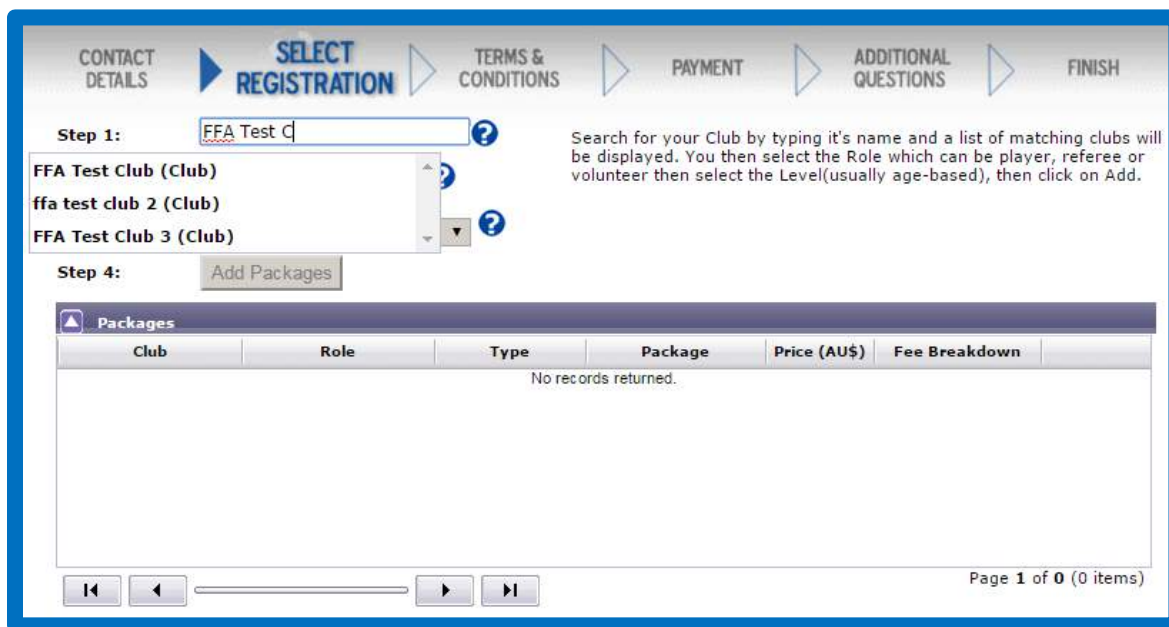
**Confirm Email Address: \***

## Step 6: Selecting a Club

- Begin by typing the name of your club in the box below.

**TIP** – If you played in 2015, the club you played for will pre-populate in the Club Name box.

**Note:** If a pop-up displays with the text “There are no eligible registration packages available for your club” it may be because your club has not yet made registration packages available. Contact the club to confirm whether the registration package is open



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

Step 1:  ?

FFA Test Club (Club) ?  
ffa test club 2 (Club) ?  
FFA Test Club 3 (Club) ?

Step 4:

**Packages**

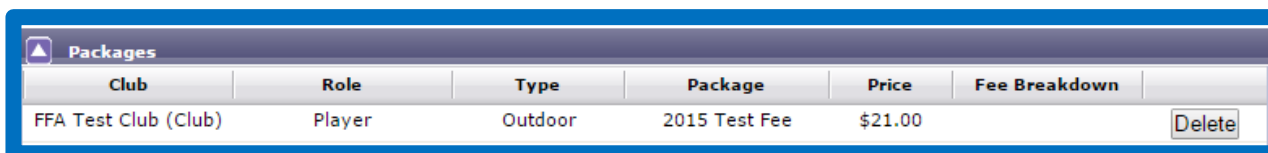
Club	Role	Type	Package	Price (AU\$)	Fee Breakdown
No records returned.					

Page 1 of 0 (0 items)

- Once you have selected your club, the roles button will be activated
- Select Player
- Select appropriate Package
- Select Add

The registration details will then appear as show below

- Click on Fee Breakdown to view breakdown of the registration package
- If you don't want to proceed with this package click Delete
- Once you have selected the desired registrations package click Next



Club	Role	Type	Package	Price	Fee Breakdown
FFA Test Club (Club)	Player	Outdoor	2015 Test Fee	\$21.00	<input type="button" value="Delete"/>





## Step 7: Accept the Terms & Conditions

- Tick all boxes to accept the Terms and Conditions.
- Click Next to proceed.

**Note:** The Terms and conditions are key for you to tell your players what you require of them, the standards the clubs sets and any other rules the clubs wishes to outline. The players will also see terms and conditions written by the associations and state level federations if they have set out Terms and conditions.

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

**Tick here if you do not want to receive special offers from the partners and sponsors of FFA and Football Administrators**

**Terms and Conditions**

**ACKNOWLEDGEMENT OF THE PROHIBITION AGAINST MATCH FIXING AND BETTING ON FOOTBALL**

Football Federation Australia's (FFA) National Code of Conduct (Code) aims to promote and strengthen the reputation of football in Australia by establishing a standard of performance, behaviour and professionalism for its participants and stakeholders. In addition, the Code seeks to deter conduct that could impair public confidence in the honest and professional conduct of Matches or in the integrity and good character of its participants. The Code applies to all Members (including all Players, Match Official and Club Officials) and amongst other things prohibits Members from directly or indirectly betting on football or engaging match fixing. The Code is supplemented by the FIFA Code of Ethics, which applies to all Members.

Amongst other things, section 4 of the Code addresses match fixing in relation to the betting market as follows:

4.1 A Member must not engage, directly or indirectly, in:  
(a) any bet, wager, gamble or any other form of financial speculation where the relevant person stands to win or gain from the win, draw or loss of any Club competing in a Match;  
(b) the throwing or fixing of a Match; or  
(c) any conduct or behaviour intended to unfairly affect the result of a Match, including accepting or agreeing to accept any Benefit connected with or relating to the ability of a Member to exercise control over or influence the outcome of a Match so as to bring about a result other than that which would be achieved in a fair contest between the competing teams.

4.2 A Player, an Official and an Agent must not:  
(a) accept bribes through the offer, promise or acceptance of any Benefit in return for violating his or her duties; or  
(b) provide for a Benefit any information concerning a Club, its team's actual or likely composition, the form or injuries of Players or possible tactics (other than in connection with a bona fide media interview).

4.3 A person who is under prosecution for action unworthy of a football management position (especially doping, corruption, forgery etc) or who has been prosecuted for such action in the last 5 years cannot be involved in football management, including as an Official or an Agent.

4.4 A Member must immediately report to FFA or a Member Federation any offer of a bribe or any attempt by a person in breach of this clause 4.

Current copies of the Code and the FFA Statutes, as well as FFA's Sports Betting and Match Fixing Guidelines, can be found on FFA's website at: <http://www.footballaustralia.com.au/insideffa/statutes>

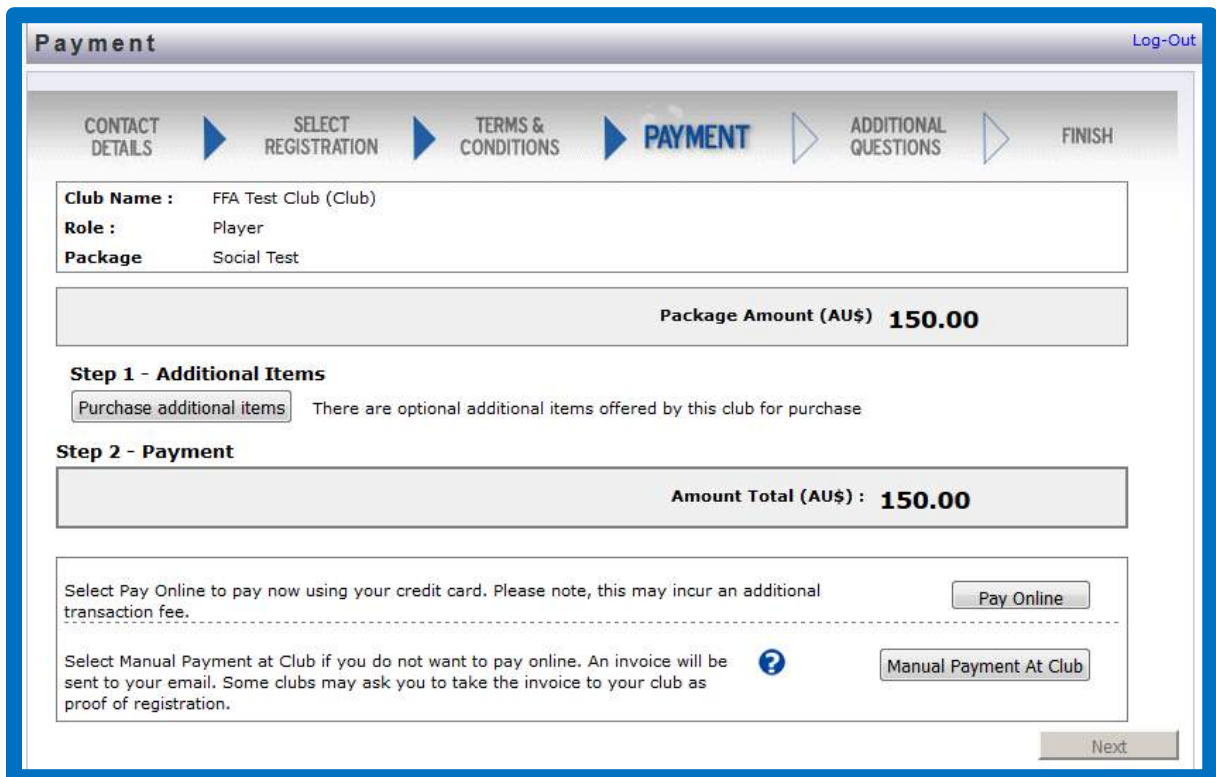
**I (or if I am currently under 18 years, my parent or legal guardian) agrees to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.**

## Step 8: Payment

### You may have 2 Payment Options:

- Pay Now will only be available if your club has set up online payment access with FFA. Double check whether this facility has been enabled prior to commencing self registration.
- Manual Payment at Club will be available if your club has set up this option so players are able to pay directly to the club.
- If your club has the opportunity to sell club products through the gateway. Click on Purchase additional items to check whether the club has set up additional items in the system.

**TIP: If you are registering for a package without a fee, you will simply have to click 'Next' to proceed to the final page.**



The screenshot shows the 'Payment' screen in the MyFootballClub system. At the top, there is a navigation bar with steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT (highlighted), ADDITIONAL QUESTIONS, and FINISH. Below the navigation bar, the user's details are displayed: Club Name: FFA Test Club (Club), Role: Player, and Package: Social Test. A box shows the Package Amount (AU\$) as 150.00. Under 'Step 1 - Additional Items', there is a button for 'Purchase additional items' and a note that there are optional items offered by the club. 'Step 2 - Payment' shows the Amount Total (AU\$) as 150.00. At the bottom, there are two payment options: 'Pay Online' (with a note about an additional transaction fee) and 'Manual Payment At Club' (with a note that an invoice will be sent to the user's email and some clubs may require the invoice to be taken to the club as proof of registration). A 'Next' button is located at the bottom right.

## Step 9: Additional Questions

- If your club has set up mandatory questions in the system they will then appear
- Answer the questions
- Click Save all answers



**Step 10: Registration Completed**

- Please note the status of your registration with your club is Pending until the Club Registrar completes the final step of accepting your registration.
- You can monitor your status by logging into the system and viewing My invoices or My Registrations in the player home page.
- You can go into the system and pay an invoice at any time, provided your club has setup online payments.

**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.

<p><b>FFA Test Club</b></p> <p>123 123 SYDNEY New South Wales 2000</p>	<p><b>P : 61 (0) 2 78978978</b> <b>E : 256999@first-sports.com</b> <b>W: www.myfootballclub.com.auuu</b></p>
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My Invoices						
No	Status	Date	View	Pay Now	Delete	T & C's
2444698	Not Paid	30-10-2015	<input type="button" value="View"/>	<input type="button" value="Pay Now"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
2444605	Paid	16-10-2015	<input type="button" value="View"/>			<input type="button" value="View"/>