

## Guide to Player Self-Registration via MyFootballClub

### Welcome to MyFootballClub Registration for Brunswick City Soccer Club.

In 2014, it is compulsory for all players to register via the online registration system as detailed below. This process can commence now from the convenience of your home.

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

### Retrieving a Password

1. Click on **"Register Now"** and then on the **"Player Registration"** tab.
2. Click on **"Find your FFA Number"** to find your FFA number. Enter your name and DOB to find your FFA number
3. Click on your hyperlinked name to take you to the login screen
4. Click on **"Need a Password?"** to reset and retrieve a password by entering a matching e-mail address that is currently on the MyFootballClub system
5. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and log into the system.

*Note: Do not create an account if you have been registered within the last 5 years – Contact FFA or FFV for assistance to find your FFA number*

### Registering for Our Club

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

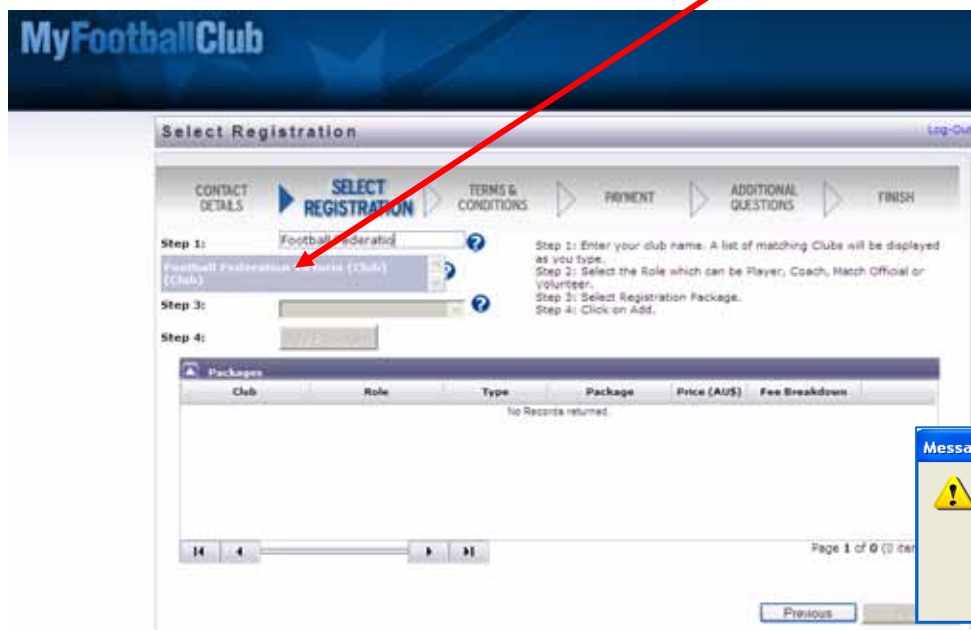
#### Logging into your own MyFootballClub Account

1. Click on **"Register Now"** and then on the **"Player Registration"** tab.
2. Click on **"Player Registration"**
3. Select the option that reflects your previous registration history and follow the prompts to login to your MyFootballClub account

#### Registering to Brunswick City Soccer Club

4. To begin registration, click on **"Register"**
5. Click **"Add new Image" or "Update"** (if adding/updating existing photo), click **"Browse"** and select a photo from your computer (*This is needed for your player ID Card. Without it you will not be able to play – juniors only.*)
6. Under "Subject" type your name and then click **"Save and Exit"**
7. Update your Personal and Contact Details, click on **"Proceed with Registration" or "Next"**
8. Type in our Club name which is **Brunswick City Soccer Club**

*Note: You must select our Club's name from the drop down menu that appears for packages to be made available.*



### ERROR ALERT!

If you see this error, select **"OK"** and ensure that the correct Club Name is typed in and selected from the drop down box

**Brunswick City Soccer Club**

#### Message from webpage



There are no eligible registration packages available for you.  
This could be due to incorrect personal details in the system or the club may not have setup the package correctly.  
Please contact your club for assistance.

OK

9. Choose the option **"Player"** (select Registration) and confirm your playing details in the subsequent pop-up
10. Select the appropriate Registration Fee that applies to you: **e.g. 12** (for under 12 team, 10 for under 10 team etc.)
11. Click on **"Add Packages"** and then click on **"Next"**

### Acknowledging Terms and Conditions

12. Read and acknowledge all Terms and Conditions by checking all boxes and then click on **"Next"**.

### Payment Options Screen

13. At this point you have the option to purchase additional add on packages, e.g. Early Bird Discounts, Sibling Discounts, Elite Training Programs and various Membership Options.
14. Select appropriate packages by ticking the box alongside and pressing the **"Update Order"** tab.
15. You will be given the option to **"Invoice Me"** or **"Pay Now"**. **You have the option to select Pay Now** (You will also receive an invoice via email)
16. If you continue to Pay your registration fee on-line via Credit Card (MasterCard or Visa), a 3% surcharge will be applied to the transaction. This is not a Club related charge.
17. If you choose the **"Manual Payment at Club"** option, an invoice will be generated and you will then be required to make alternative arrangements to pay the fee either directly at the Club via cash or cheque, or EFT as per the details included on the invoice.

### Answer Additional Questions

18. Answer the questions, click on **"Save All Answers"** or click on **"Next"**.

### Your Online Registration is now complete! What happens next?

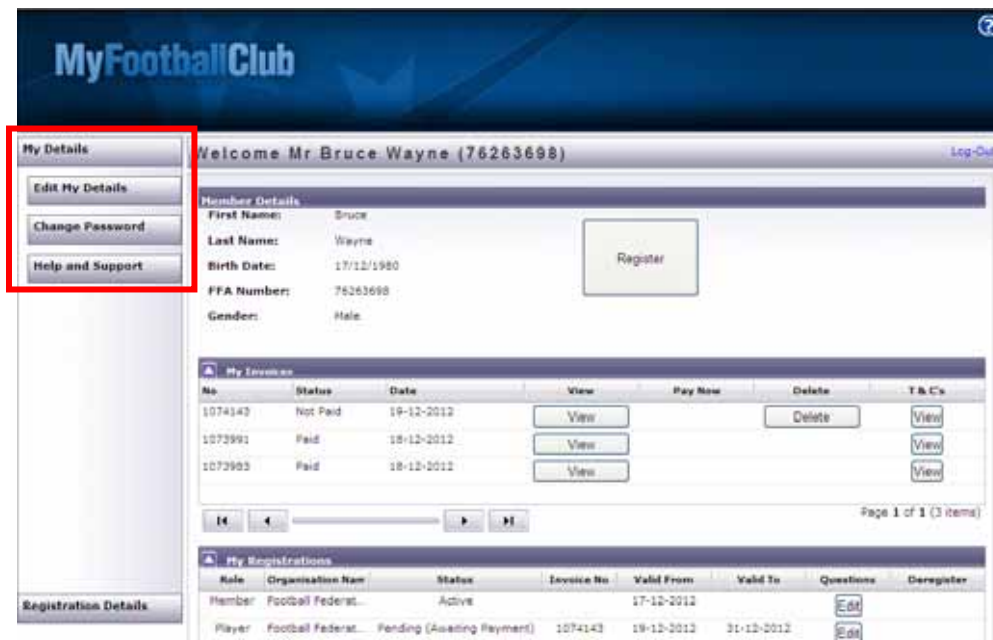
19. Your Registration Status is now **"Pending Awaiting Payment"**. The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play, only after final payment(s) is made.

For more information, please contact **Brunswick City Soccer Club** via e-mail [info@brunswickcitysc.com.au](mailto:info@brunswickcitysc.com.au)

## Updating your Details

If you wish to update any of your personal details

- Click on **"My Details"** then **"Edit My Details"** to update your Personal and Contact Details. Finalise by clicking **"Save My Details"**
- You may also Change your Password in this section by clicking **"Change Password"** and clicking **"Save"**



The screenshot shows the MyFootballClub user interface. At the top, there's a navigation menu with 'My Details' selected. Below it, a sidebar contains buttons for 'Edit My Details', 'Change Password', and 'Help and Support'. The main content area shows a welcome message for 'Mr Bruce Wayne (76263698)' and a 'Register' button. Under 'Member Details', fields for First Name (Bruce), Last Name (Wayne), Birth Date (17/12/1980), FFA Number (76263698), and Gender (Male) are displayed. Below this is a table of 'My Invoices' with columns for No, Status, Date, View, Pay Now, Delete, and T & Cs. The table contains three rows of invoice data. At the bottom, there's a table for 'My Registrations' with columns for Role, Organisation Name, Status, Invoice No, Valid From, Valid To, Questions, and Deregister. It shows two registration entries, one for 'Member' (Active) and one for 'Player' (Pending Awaiting Payment).

## Where do I go for help?

- FFA Support Centre Ph: (02) 8020 4199 or e-mail [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)
- FFV MyFootballClub Support Ph: (03) 9474 1800 (Press 2) or e-mail [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au)
- Player resources (Videos/Manuals) which is available via [www.myfootballclub.com.au](http://www.myfootballclub.com.au) under MyFootballClub/Register Now/Guides
- FAQ's on the MyFootballClub website or FFV Website via [www.footballfedvic.com.au](http://www.footballfedvic.com.au) (under Registrations > MyFootballClub)