

MyFootballClub SELF REGISTRATION GUIDE

2018 WINSTON HILLS 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@footballaustralia.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>

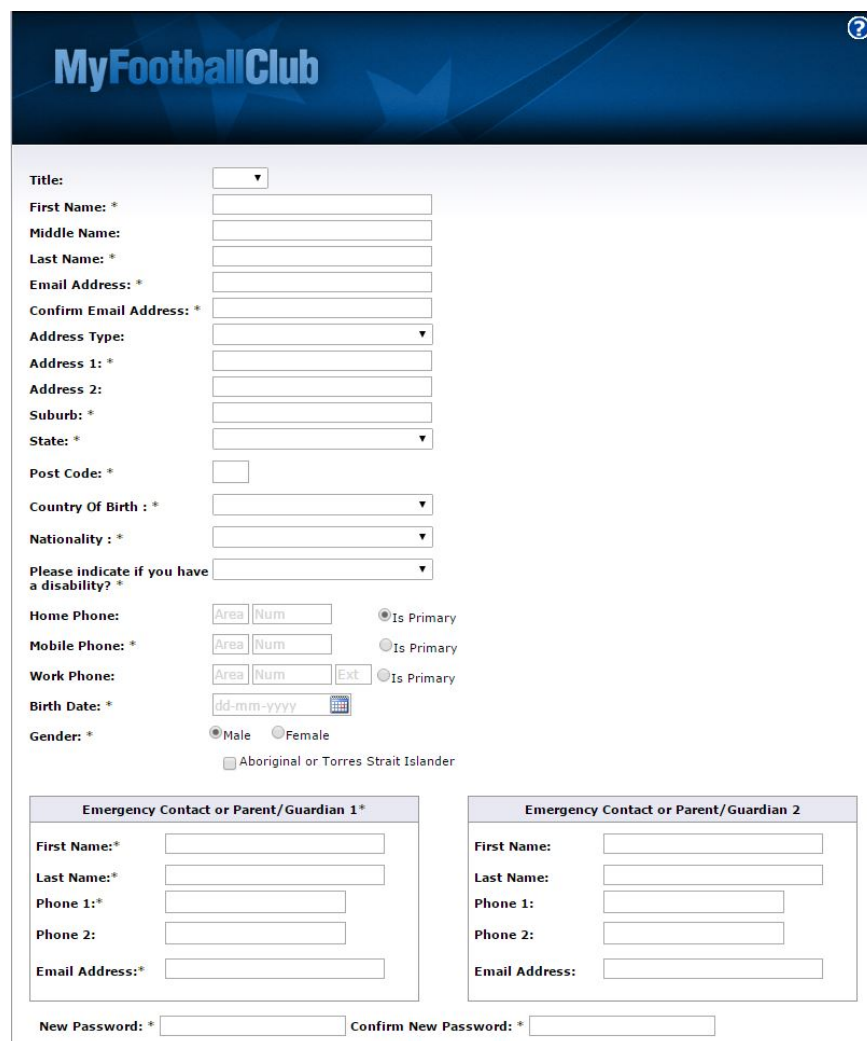
C. I have never been registered before and would like to set up an FFA account (generate an FFA number). Click on the link below and proceed to **Step 2**

<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 MyFootballClub registration form. At the top left is the MyFootballClub logo and a help icon. The form contains the following fields and options:

- Title: dropdown menu
- First Name: * text input
- Middle Name: text input
- Last Name: * text input
- Email Address: * text input
- Confirm Email Address: * text input
- Address Type: dropdown menu
- Address 1: * text input
- Address 2: text input
- Suburb: * text input
- State: * dropdown menu
- Post Code: * text input
- Country Of Birth: * dropdown menu
- Nationality: * dropdown menu
- Please indicate if you have a disability? * dropdown menu
- Home Phone: Area, Num, Is Primary (radio button)
- Mobile Phone: * Area, Num, Is Primary (radio button)
- Work Phone: Area, Num, Ext, Is Primary (radio button)
- Birth Date: * dd-mm-yyyy, calendar icon
- Gender: * Male (radio button), Female (radio button), Aboriginal or Torres Strait Islander (checkbox)
- 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: * text input, Confirm New Password: * text input

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 interface. At the top, the MyFootballClub logo is displayed. Below it, there are three input fields: "First Name: *", "Last Name: *", and "Birth Date: *". The Birth Date field has a calendar icon and a placeholder "dd/mm/yyyy". A "Search" button is located to the right of the input fields. 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" with columns for "ID", "First Name", and "Last Name". The table is currently empty. Below the table, there is a text box with the following text: "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**”

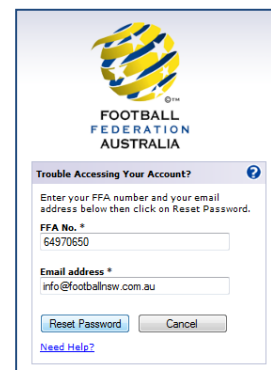


- c. Enter your email address that was nominated on your profile and select “**Proceed**”. If this data matches an email will be sent to you with your new password. Go back to the first login screen and proceed to **Step 5**.
- d. If the email address entered does not match the one that is in MyFootballClub, 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.

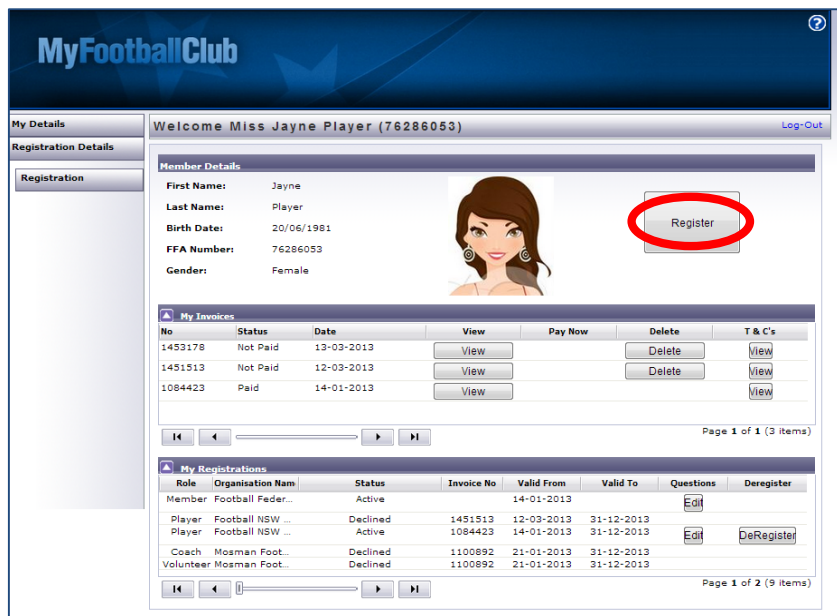


REGISTRATION

STEP 5 – REGISTRATION

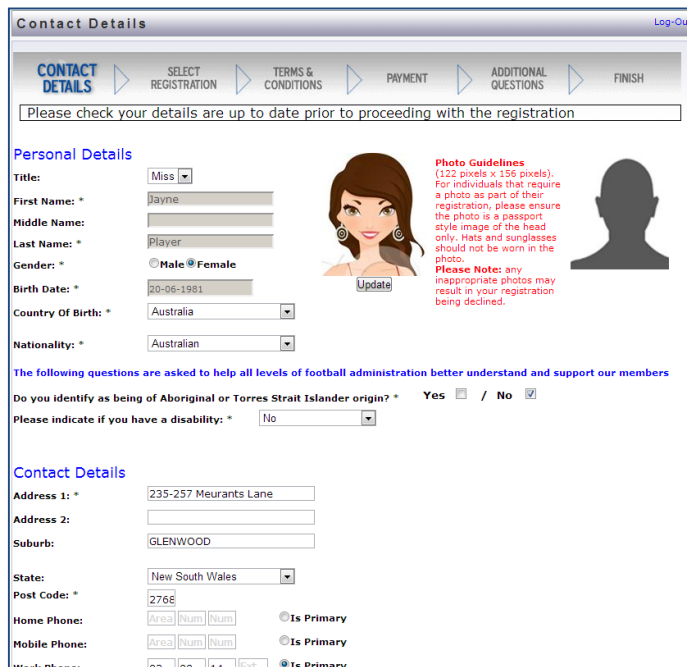
After you have successfully logged into your account you will see the screen below.

Select the “**Register**” button.



The screenshot shows the 'MyFootballClub' registration interface. At the top, it says 'Welcome Miss Jayne Player (76286053)'. Below this, there are sections for 'Registration Details', 'Member Details', 'My Invoices', and 'My Registrations'. The 'Member Details' section includes fields for First Name (Jayne), Last Name (Player), Birth Date (20/06/1981), FFA Number (76286053), and Gender (Female). A 'Register' button is circled in red. The 'My Invoices' section shows a table with columns for No, Status, Date, View, Pay Now, Delete, and T. & C's. The 'My Registrations' section shows a table with columns for Role, Organisation Name, Status, Invoice No, Valid From, Valid To, Questions, and Deregister.

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



The screenshot shows the 'Contact Details' registration page. At the top, there is a progress bar with steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, and FINISH. Below the progress bar, there is a message: '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 of a woman. To the right of the photo, there are 'Photo Guidelines' and a 'Please Note' section. Below the photo guidelines, there are questions: 'Do you identify as being of Aboriginal or Torres Strait Islander origin?' (Yes/No) and 'Please indicate if you have a disability?' (No). The 'Contact Details' section includes fields for Address 1 (235-257 Meurants Lane), Address 2, Suburb (GLENWOOD), State (New South Wales), Post Code (2768), Home Phone, Mobile Phone, and Work Phone.

****DELETE TEXT BOX IF NOT APPLICABLE****

A photo is required. 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.

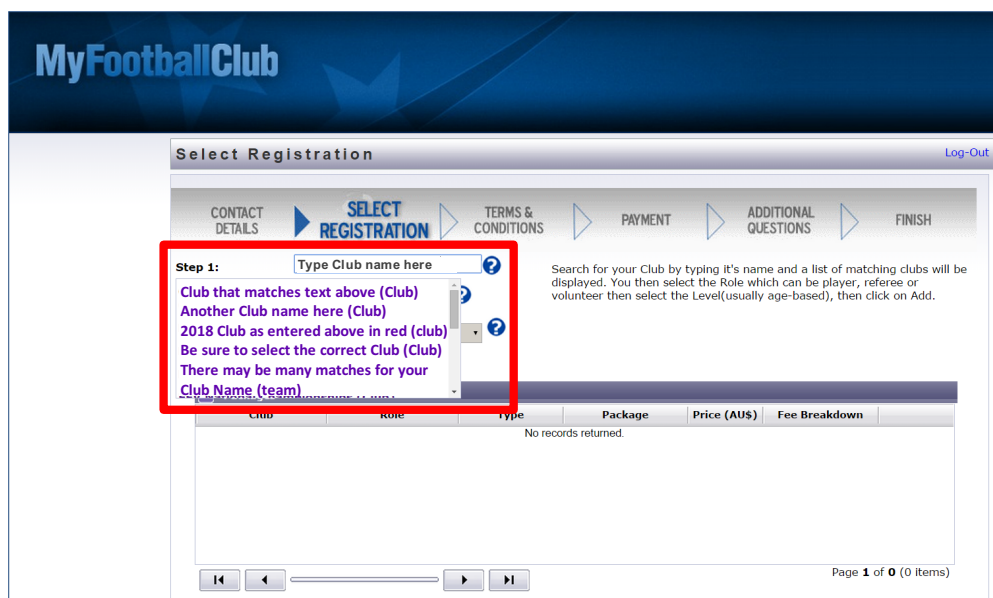
Step 5 Continued over page.....

REGISTRATION continued

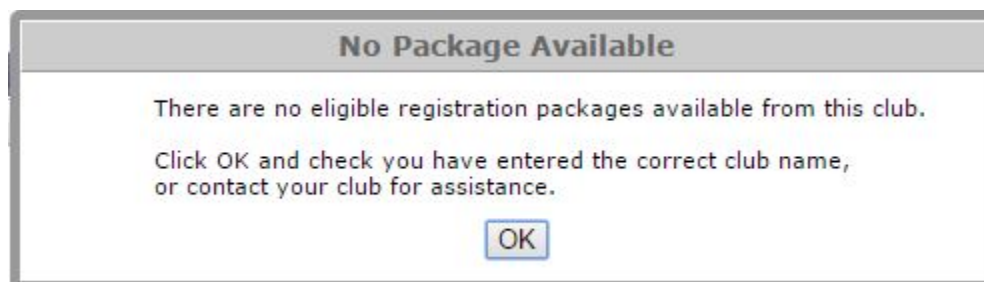
STEP 5 – REGISTRATION continued

- 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.

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 “WINSTON HILLS FOOTBALL CLUB (HILLS FOOTBALL)” a drop down list will appear with all possible matches, please ensure you select the correct club as above:



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.

Step 5 Continued over page.....

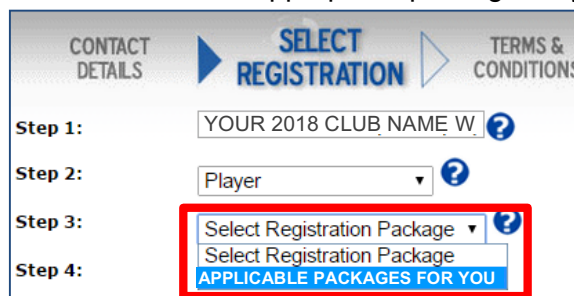
REGISTRATION continued

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



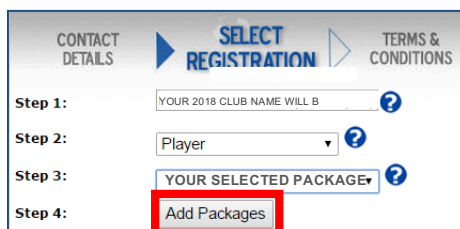
The screenshot shows the 'SELECT REGISTRATION' step of the registration process. Step 1 is a text field for the club name. Step 2 is a dropdown menu with 'Player' selected. Step 3 is another dropdown menu. Step 4 is a text field. The dropdown menu in Step 2 is highlighted with a red box, showing options: Player, Select Registration, Coach, Player, and Volunteer.

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

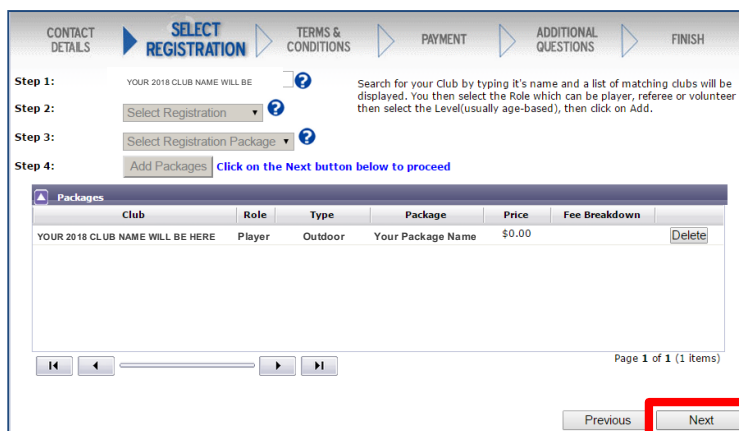


The screenshot shows the registration form with Step 3 dropdown menu open, showing 'Select Registration Package' and 'APPLICABLE PACKAGES FOR YOU'. The dropdown menu is highlighted with a red box.

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



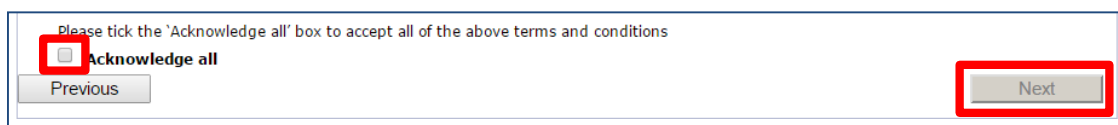
The screenshot shows the registration form with Step 4 'Add Packages' button highlighted with a red box.



The screenshot shows the registration form with the 'Packages' table and the 'Next' button highlighted with a red box. The table has the following data:

Club	Role	Type	Package	Price	Fee Breakdown	Delete
YOUR 2018 CLUB NAME WILL BE HERE	Player	Outdoor	Your Package Name	\$0.00		Delete

e. 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”**.

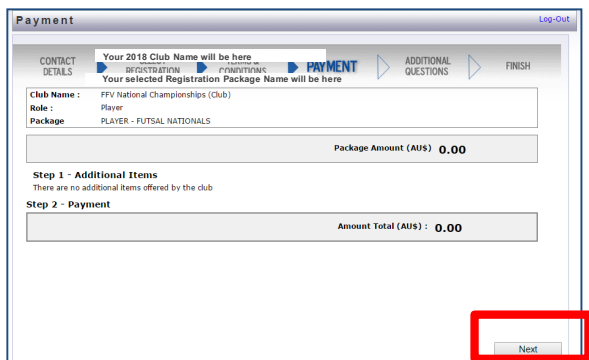


The screenshot shows the Terms and Conditions page with the 'Acknowledge all' checkbox and the 'Next' button highlighted with a red box.

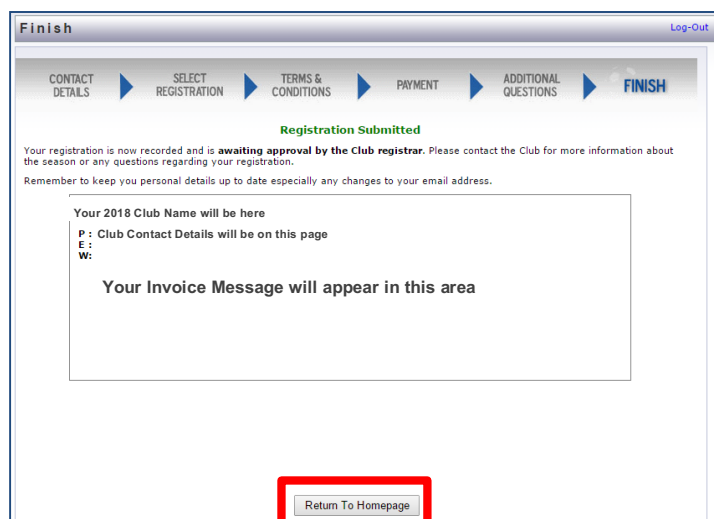
REGISTRATION continued

Step 5 Continued over page.....

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



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

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FFA MFC Support Centre

(02) 8020 4199 myfootballclub@footballaustralia.com.au

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