

Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration for South Melbourne Women's FC

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Retrieving a Password

1. Click on **"Register Now"** and then **"Register"** on the top menu.
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 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 South Melbourne Women's FC

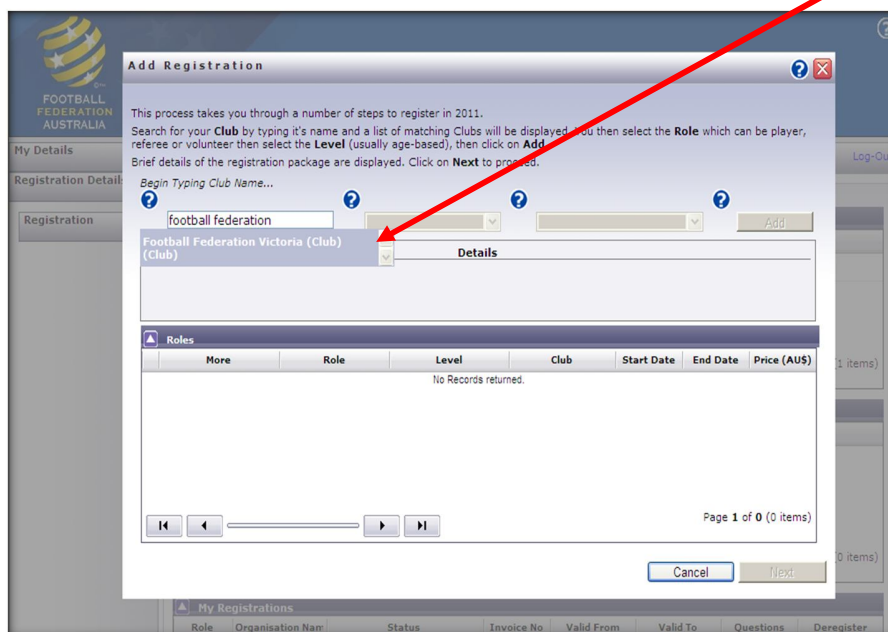
Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Logging into your own MyFootballClub Account

1. Click on **"Register Now"** and then **"Register"** on the top menu.
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 South Melbourne Women's FC

4. To begin registration, click on **"Register Now"**
5. Click **"Add new Image"**, click **"Browse"** and select a photo from your computer.
6. Under "Subject" type your name and then click **"Save and Exit"**
7. Update your Personal and Contact Details, click on **"Proceed with Registration"**
8. Type in our Club name which is **South Melbourne Womens FC**
 - o *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
South Melbourne Womens FC

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. Under "Select Registration", choose the option "**Player**"

10. Select the appropriate Registration Fee that applies to you as shown in the table below:

Level	Select this if...
Adult 18-35	You were born between 1/1/1979 and 31/12/1995
U18 player in Open Age team	You were born prior to 1/1/1996 and are playing in a WPL or State League team
Adult 36+	You were born before 31/12/1978
Junior (U12-U18 teams)	You were born between 1/1/1996 and 31/12/2002
Small Sided Football	You were born after 1/1/2003
Transferring player	You have registered with another club in season 2014 – NA to most players

IMPORTANT NOTE: If you were 17 on January 1 2014, you are classed as U18 for the 2014 season. Please ensure you select 'U18 player in Open Age team'.

11. Click on "**Add**" 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. You will only be given the option to "**Invoice Me**" Please select this option

14. You will receive an invoice via email.

There is no option available to pay your membership through the MyFootballClub system – please pay via Bank Transfer, Cash, Cheque, or Credit Card at training, as per the membership sheet.

Answer Additional Questions

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

Your Online Registration is now complete! What happens next?

16. 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. Once you have paid, the Club will accept your registration, and you will receive an email stating that you are registered.

For more information, please contact **Bulent** via e-mail smwfc.operations@gmail.com

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**"



Where do I go for help?

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