

## Guide to Player Self-Registration via MyFootballClub

### Welcome to MyFootballClub Registration for **Mooroolbark Senior SC**

**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 "**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. BEFORE REQUESTING A NEW PASSWORD, check to see if your name is on the club's password list. This is kept by the Registrar, Peter Stephenson (contact details below). If Peter can provide your password, go to the next section below, "Registering for Our Club". Otherwise continue to step 5 as follows:
5. 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
6. Most Mooroolbark players have been assigned a generic email address in MyFootballClub, so at this point you need to contact the Club Registrar, Peter Stephenson, to receive your new password.
7. 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 Peter Stephenson 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)

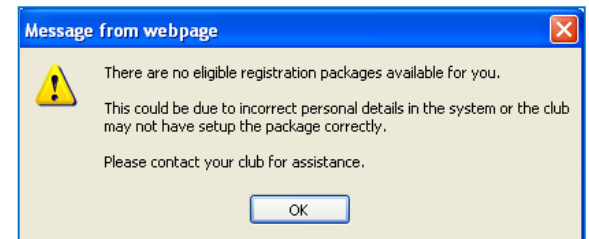
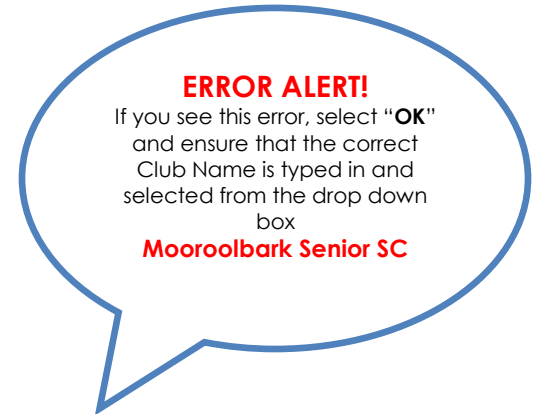
#### Logging into your own MyFootballClub Account

1. Click on "**Register now**" and then "**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 **Mooroolbark Senior SC**

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. **If there is a generic email address, PLEASE CHANGE IT TO YOUR CORRECT EMAIL ADDRESS, as the club is aiming to use MyFootballClub as its main database.**
8. Update your other Personal and Contact Details, click on "**Proceed with Registration**"
9. Type in our Club name which is **Mooroolbark Senior SC**

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



10. Under "Select Registration", choose the option "**Player**"
11. Select the appropriate Registration Fee that applies to you. There should be only 1 fee available, and THIS IS BASED ON YOUR YEAR OF BIRTH AS FOLLOWS:  
Born in 1976 or earlier – "Masters" package  
Born between 1977 and 1993 – Seniors package  
Born after 1993 – Juniors package
12. Click on "**Add**" and then click on "**Next**"

#### Acknowledging Terms and Conditions

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

#### Payment Options Screen

14. You will only be given the option to "**Invoice Me**" **Please select this option**
15. You will receive an invoice via email.

#### Answer Additional Questions

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

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

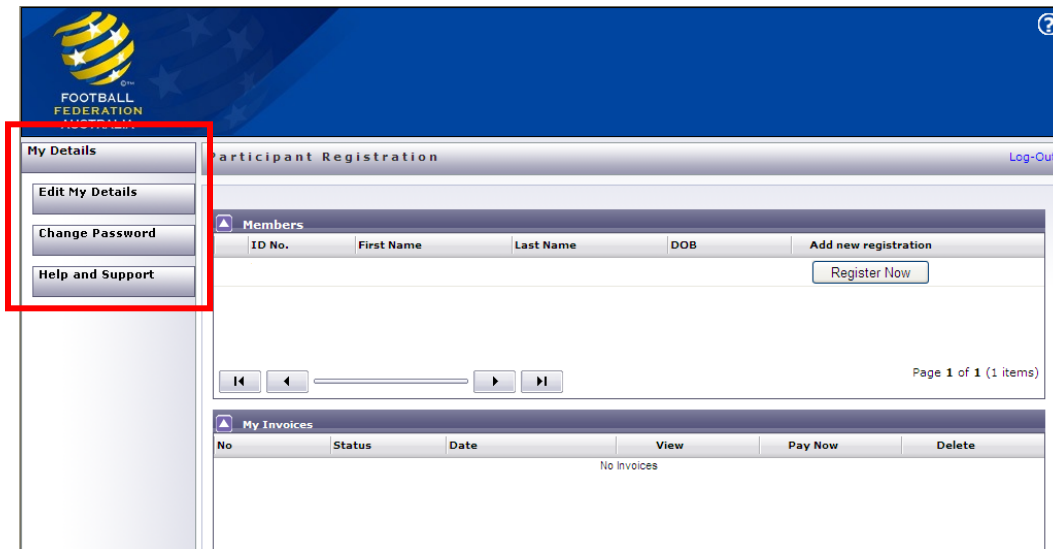
17. Your Registration Status is now "**Pending Awaiting Payment**". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.

For more information, please contact **Peter Stephenson** via Phone on **8601-7044/ 9733-4948**  
or via e-mail **petersteph2000@yahoo.co.uk**

## 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 'Participant Registration' page. On the left, a vertical menu is highlighted with a red box, containing the following items:

- My Details
- Edit My Details
- Change Password
- Help and Support

The main content area includes a 'Members' table with columns for ID No., First Name, Last Name, and DOB. It also features a 'Register Now' button and a 'Page 1 of 1 (1 items)' indicator. Below this is a 'My Invoices' section with columns for No., Status, Date, View, Pay Now, and Delete, and a note that there are 'No invoices'.

## 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)