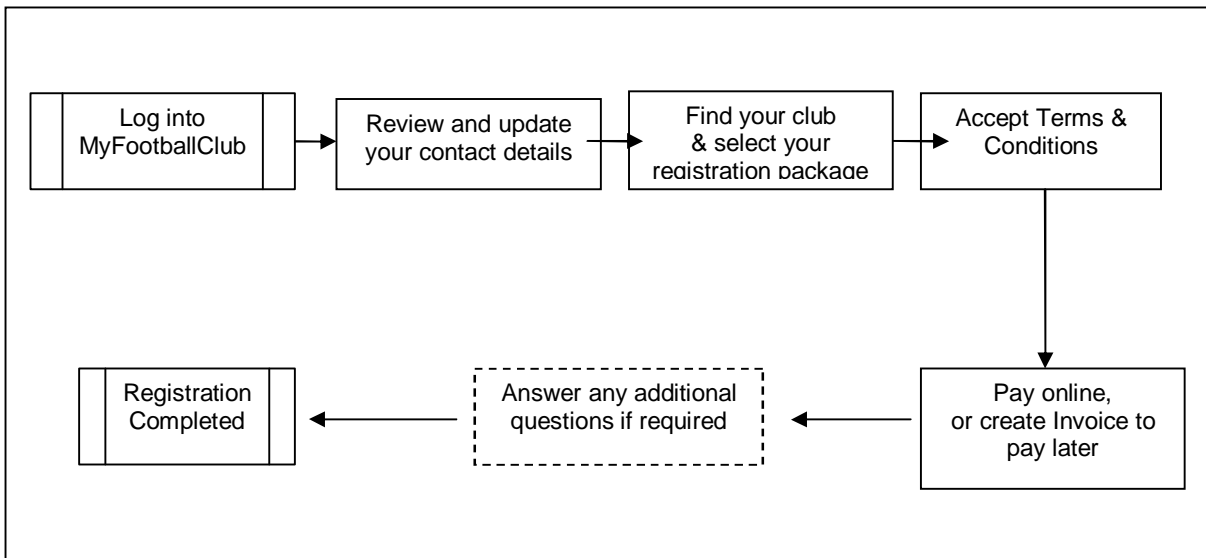


Step By Step Guide To Player Self Registration

Self Registration Workflow

The diagram below illustrates the steps needed to register online for the 2012 season.



Step by Step Guide to Self Registration for Players

Step 1: Go to MyFootballClub website - Click on Player Registration.

Step 2: Registration Welcome Page.

In this screen the player will be asked to select the scenario which best describes their registration situation.

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

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

Select Scenario 1: You will proceed to the Login Page.



- If you have forgotten your FFA number click [Find FFA number](#).
- If you forget your password you can click [Need Password](#).



- You now have the opportunity to input the email address you think should be in the system.

- If there is a match you will be sent your new password.
- If your email address doesn't match, you will have 2 options; Try Again, or select Validate Account



Validate Account – You will be given the option to enter your First Name, Last Name, Birth Date, Post code and Last know Club.



The screenshot shows a form titled "Trouble Accessing Your Account?". The form contains the following fields and labels:

- First Name ***: A text input field with a red error message "This field is required" below it.
- Last Name ***: A text input field with a red error message "This field is required" below it.
- Birth Date ***: A date input field with a calendar icon and a placeholder "dd-mm-yyyy".
- Post Code ***: A text input field.
- Last Known Club ***: A text input field.

At the bottom of the form, there is a link "Need Help?" and two buttons: "Check Details" and "Cancel".

Email Address: If the information entered matches the information in the system, you will be given the opportunity to enter your email address. You will then be emailed a new password.

Trouble Accessing Your Account? ?

The details provided match an account on our system. Please provide an email address to send the log in details to.

Email address *

This field is required

Select scenario 2: The player will be taken to the new user Landing page.

1. I have Played Football in Australia in the last 5 years. – **Go to Find Your FFA Number.**
2. I am completely new to Football - **Proceed to Create New Account.**

- **Create an FFA number and Account with MyFootballClub**

First Name: *

Last Name: *

Email Address: *

Confirm Email Address: *

Address Type:

Address 1: *

Address 2:

Suburb: *

State: *

Post Code: *

Country: *

Country of Birth: *

Nationality: *

Disability:

Home Phone: Is Primary

Mobile Phone: Is Primary

Work Phone: Is Primary

Birth Date: *

Gender: * Male Female

Aboriginal / Torres Islander

Step 3: Login

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

Step 4: Player Homepage

- You will be taken to your Player Homepage. This page will contain information regarding previous registrations and information concerning your current registration.
- Click **Register Now** to commence the 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.

Please check your details are up to date prior to proceeding with the registration

Personal Details

Title:

First Name: *

Middle Name:

Last Name: *

Gender: * Male Female

Birth Date: *

Disability:

Country Of Birth: *

Nationality: *



Contact Details

Address Type:

Address 1: *

Address 2:

Suburb:

State:

Post Code: *

Home Phone: Is Primary

Mobile Phone: Is Primary

Work Phone: Is Primary

Email Address: *

Confirm Email Address: *

Aboriginal / Torres Islander

Parent/Guardian/Emergency Contact 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"/>

Parent/Guardian/Emergency Contact 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"/>

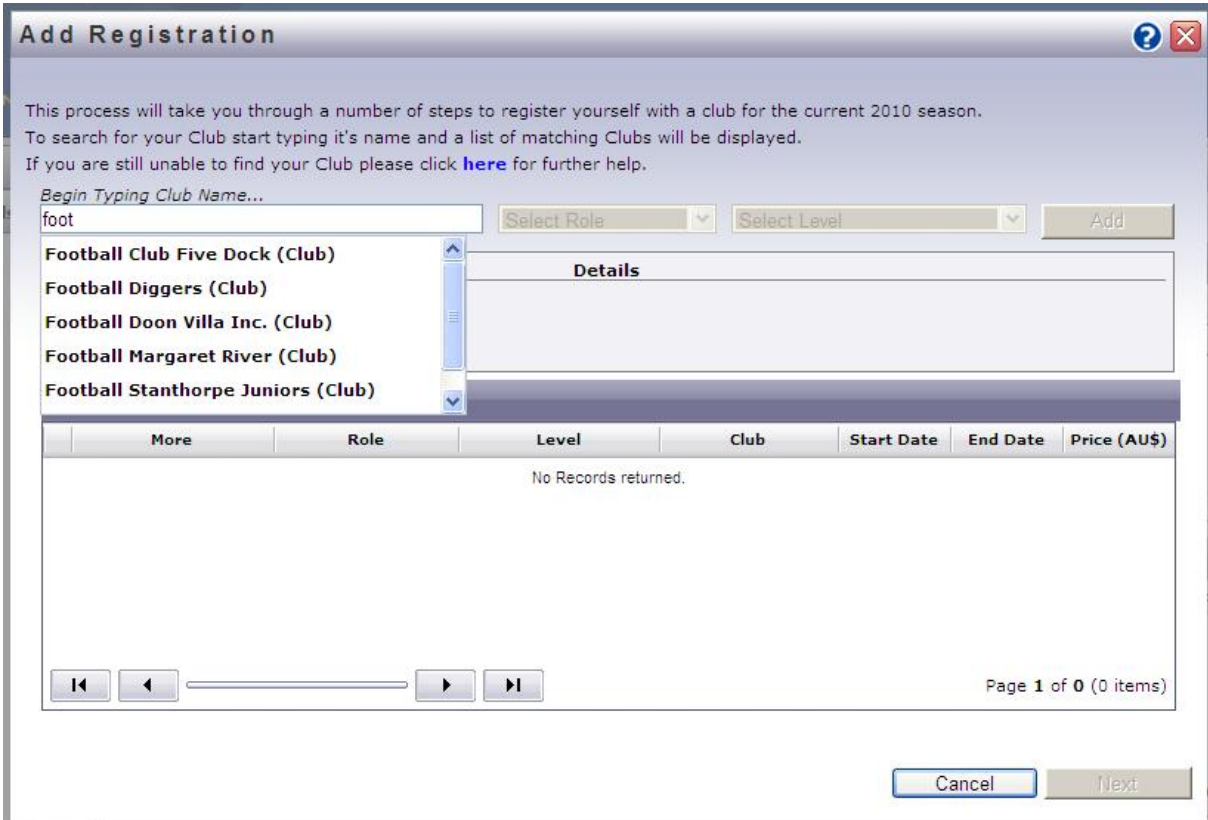
Uploading a Photograph

- Add new image
- Browse to find your image then select **Save and Exit**.



Step 3: Select Your Club

- In the field marked **Begin Typing Club Name...** enter the name of your club. As you type a list will appear with the names of clubs beginning with the characters you entered. Select your club from the list.



Add Registration

This process will take you through a number of steps to register yourself with a club for the current 2010 season. To search for your Club start typing it's name and a list of matching Clubs will be displayed. If you are still unable to find your Club please click [here](#) for further help.

Begin Typing Club Name...
foot

Select Role Select Level Add

Football Club Five Dock (Club)
Football Diggers (Club)
Football Doon Villa Inc. (Club)
Football Margaret River (Club)
Football Stanthorpe Juniors (Club)

Details

More	Role	Level	Club	Start Date	End Date	Price (AU\$)
No Records returned.						

Page 1 of 0 (0 items)

Cancel Next

Note: If your club has not set up their registration fees for online registration the following message will appear:



Contact your club to find out when registrations will be available online, or whether you need to visit the club in person to register.

Step 4: Select Player

- In the **Select Role** field, select **Player**.

Overseas Players

A box will appear called Playing History. It will ask if the player has ever registered to play football in another country. For most players you will answer No.

If you answer Yes you must contact your Member Federation to get an International Transfer Certificate to receive clearance for the player to play in Australia.

You may be fined if you register a player without clearance. This is an international FIFA rule, which is applied to both amateurs and professionals in the game.

School Details

For players who turn 18 years old or younger in 2012, the Playing History screen will also ask for some school details. When selecting the School Name a list will appear as you type. Select the school from the list.



- Click the **Confirm** button

Step 5: Select a Package

- In the **Select Level** field, select the appropriate registration package for the player. If you are unsure which level to select, contact your club to find out which package you should select.

The details of the package you have selected will be shown in the details box.

- Once you have selected the correct package, click the **Add** button. The package will be added to the roles grid beneath.

Add Registration

This process will take you through a number of steps to register yourself with a club for the current 2010 season. To search for your Club start typing it's name and a list of matching Clubs will be displayed. If you are still unable to find your Club please click [here](#) for further help.

Begin Typing Club Name...

Select Role

Select Level

Add

Details

Name : 2010 Junior Fee **Gender :** Open **Football Type :** Outdoor **Registration Category :** Amateur
Description : 2010 Junior Fee
Dates : Registration for Player 2010 Junior Fee Starts on **01/12/2009** and Ends on **31/12/2010**

▲ Roles

	More	Role	Level	Club	Start Date	End Date	Price (AU\$)
✖	Inclusions	Player	2010 Junior Fee	Nedlands Football ...	01/01/10	31/12/10	30.00

⏪ ⏩ ⏴ ⏵

Page 1 of 1 (1 items)

Cancel

Next

Inclusions

Next to the package you can click the **Inclusions** button, which will display a breakdown of the fees from the National, State and Regional football bodies.

Included Items :

Name	Description	Club
FFA - Junior NRF	FFA - Junior NRF	Football Federation Australia
FW 11 to 16 Junior Registration	FW 11 to 16 Junior Registration	Football West
Junior League 11-16 yo	Junior League 11-16 yo	Nedlands Football Club

⏪ ⏩ ⏴ ⏵

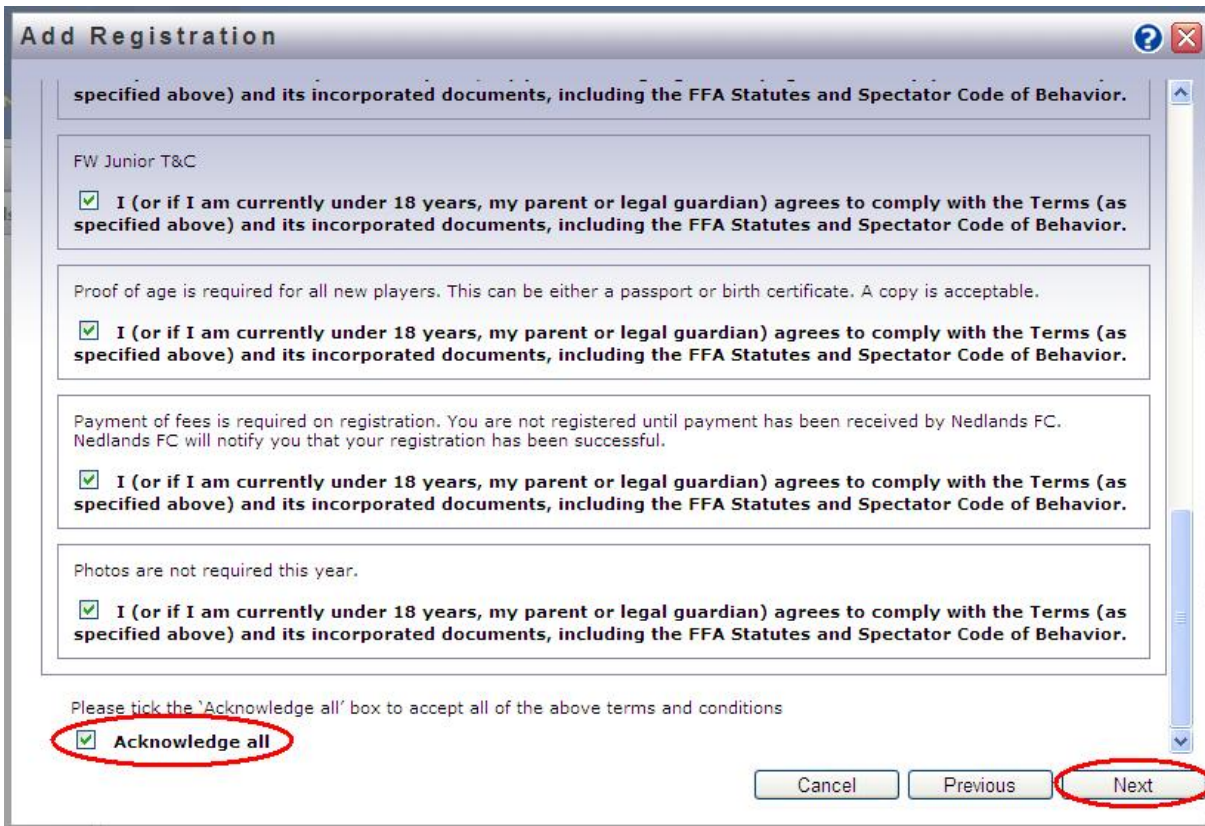
Page 1 of 1 (3 items)

- Click the **Close** button to close the Inclusions window.

- Click the **Next** button

Step 6: Terms & Conditions

The next screen to appear will display the FFA Terms & Conditions. Your club, regional and state association may have also included separate Terms & Conditions.



Add Registration

specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

FW Junior T&C

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.

Proof of age is required for all new players. This can be either a passport or birth certificate. A copy is acceptable.

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.

Payment of fees is required on registration. You are not registered until payment has been received by Nedlands FC. Nedlands FC will notify you that your registration has been successful.

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.

Photos are not required this year.

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.

Please tick the 'Acknowledge all' box to accept all of the above terms and conditions

Acknowledge all

Cancel Previous **Next**

- Tick each check box to acknowledge the Terms & Conditions, or tick Acknowledge all to tick all the boxes.
- Click the **Next** button.

Step 7: Payments Options

A summary screen will appear displaying the registration options you have selected.

Add Registration ? X

Registration Details for : **John Smith**

Club Name : Nedlands Football Club (Club)
Role : Player
Level : 2010 Junior Fee
Start Date : 01/01/2010
End Date : 31/12/2010
Price (AU\$) : 30.00

There are optional additional items offered by this club for purchase

Amount (AU\$) : 30.00

Amount Total (AU\$) : 30.00

Payment Options

You can pay now by entering your credit card details

You can pay later and will receive an invoice via e-mail

Payment Options

There are 2 options when paying for your registration:

- you can pay now, online, using a credit card, or
- you can choose to receive an Invoice via email so that you can pay later.

Note: The first option to Pay Now will only appear if your club has activated Online Payments. Some clubs may choose not to enable this option.

You will be able to log back into MyFootbaClub at any time to pay any outstanding Invoices, or you can take your invoice to your club to pay in person.

Additional Items

On the summary screen there is a button called **Purchase additional items**. This button allows you to purchase other non-registration items at the same time as your registration. These items could include uniforms or other club merchandise that your club has set up on the system.



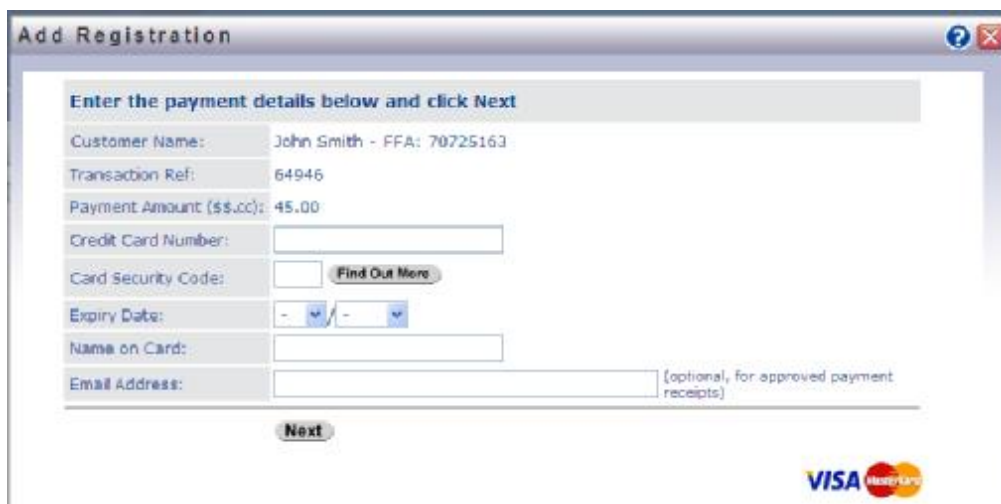
Description	Name	Price	Qty
<input type="checkbox"/> 2010 Junior Add On	2010 Junior Add On	15.00	<input type="text" value="1"/>
<input type="checkbox"/> 2010 Senior Add On	2010 Senior Add On	15.00	<input type="text" value="1"/>

Once you select any additional items click the **Update Order** button and the items will appear on the summary screen and the amount total will be updated.

- Click the **Pay Now** button or the **Invoice Me** button to continue with your registration. If you pay now you will shown the online payment screen to enter your credit card details. If you choose invoice me you will be sent an email with your Invoice to be paid at a later date.

Online Payments

If you choose to pay now online you will be shown a screen where you need to enter your credit card details. Once you have filled in the details click the **Next** button.



Enter the payment details below and click Next

Customer Name: John Smith - FFA: 70725163

Transaction Ref: 64946

Payment Amount (\$\$.cc): 45.00


Credit Card Number:

Card Security Code:

Expiry Date: /

Name on Card:

Email Address: {optional, for approved payment receipts}



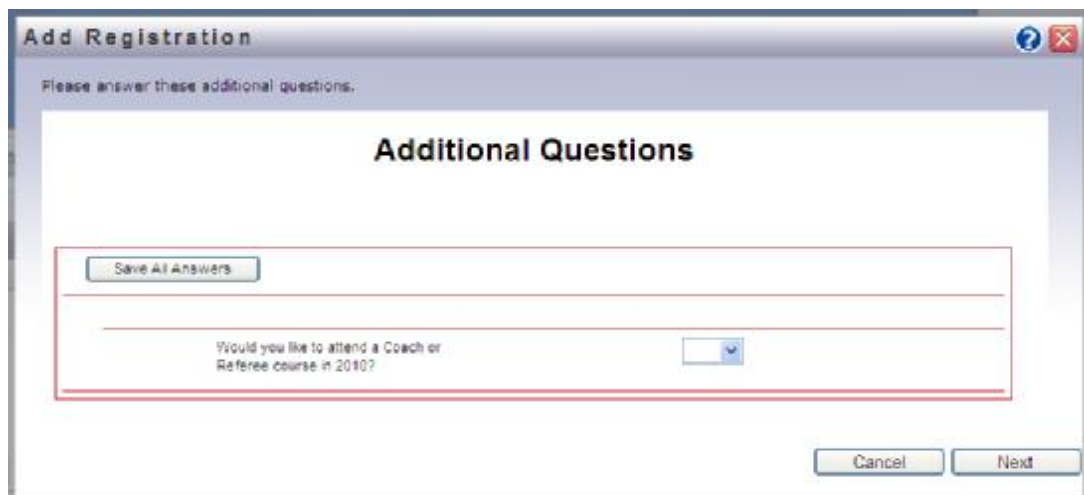
A confirmation screen will appear. If the details are correct, click the **Pay** button.

Step 8: Additional Questions

If your club has set up additional questions you will be directed to answer those questions. If your club does not have any additional questions you will be directed to the Registration Complete screen.

Additional Questions

Your club has the option to ask any additional questions during the registration process. These questions could be necessary to complete registration, or they may be optional.



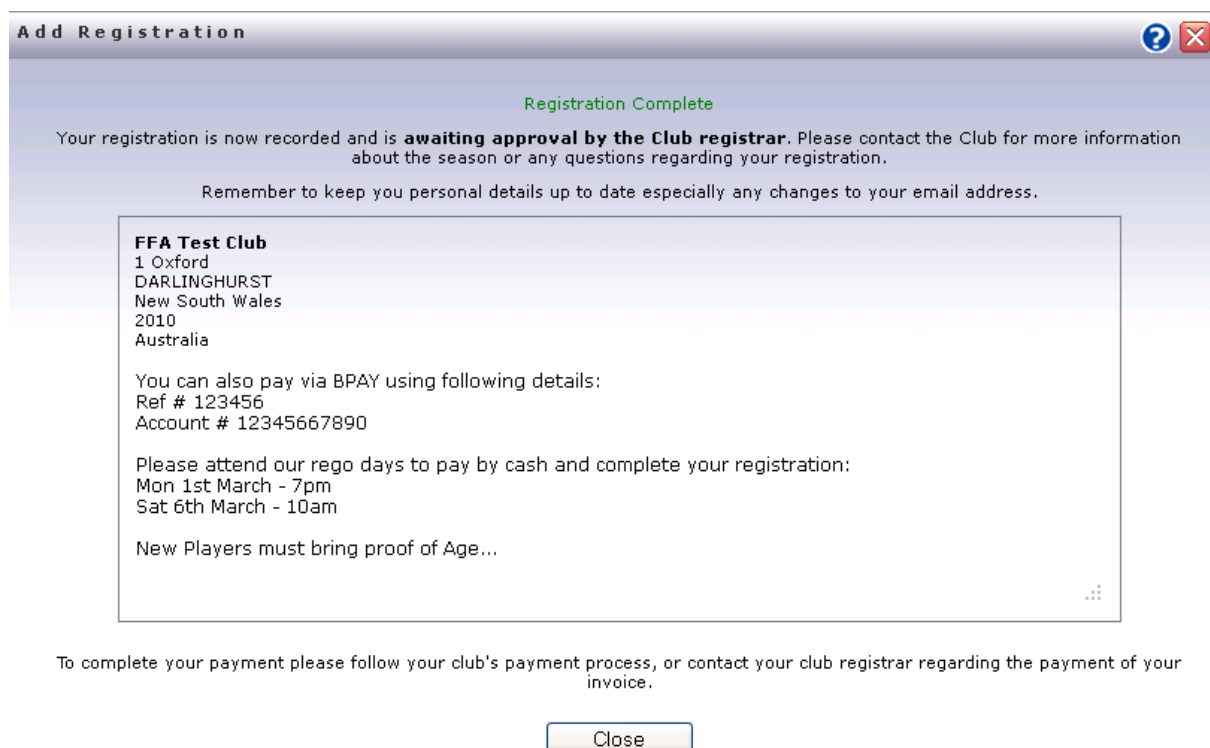
The screenshot shows a window titled "Add Registration" with a question: "Would you like to attend a Coach or Referee course in 2010?". The question is marked as mandatory with an asterisk. There is a "Save All Answers" button at the top left of the question area, and "Cancel" and "Next" buttons at the bottom right.

Mandatory questions will be marked with a *.

Check with your club if you have trouble answering the additional questions.

- Enter a response to the questions and then click the **Save All Answers** button.
- Once you have finished answering all the questions click the **Next** button.
- If you are unable to answer Additional questions at the point of registration, you will have the ability to answer the additional questions via the player homepage.

Step 9: Registration Completed



Add Registration

Registration Complete

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 your personal details up to date especially any changes to your email address.

FFA Test Club
1 Oxford
DARLINGHURST
New South Wales
2010
Australia

You can also pay via BPAY using following details:
Ref # 123456
Account # 12345667890

Please attend our rego days to pay by cash and complete your registration:
Mon 1st March - 7pm
Sat 6th March - 10am

New Players must bring proof of Age...

To complete your payment please follow your club's payment process, or contact your club registrar regarding the payment of your invoice.

Close

- Take note of your club's contact details, and any additional information provided by the club and click the **Close** button to complete your registration.

Your registration with your club is **Pending** until the Club Registrar accepts your registration in the system.

Once your club has accepted your registration your status will become **Active**.

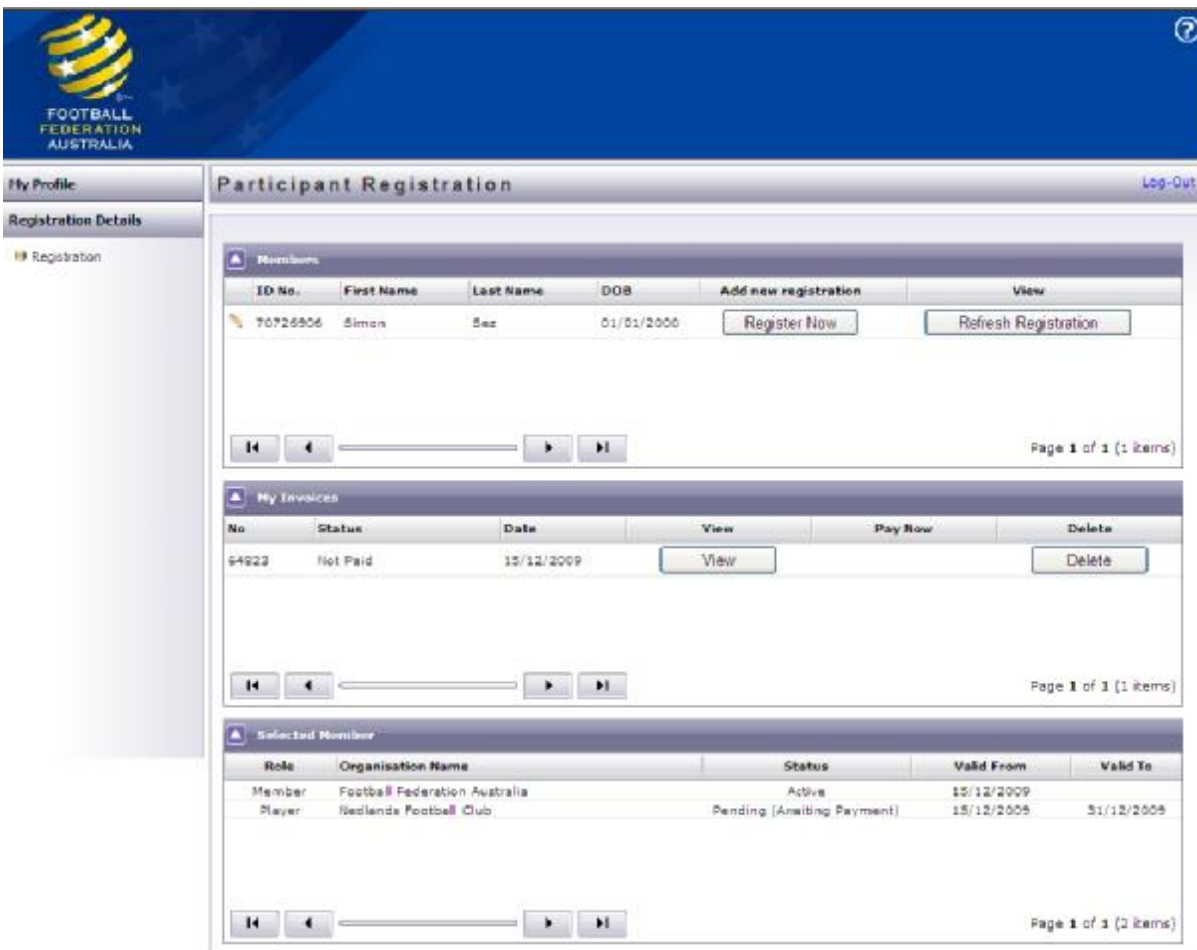
You can monitor your registration status by logging into MyFootballClub and viewing your Registration Status on the Registration Details page. You will also receive a confirmation email.

Paying Outstanding Invoices

If you have outstanding Invoices you can pay them online in MyFootballClub.

- Log in to MyFootballClub.

You will be shown the Registration page. This page will show the details of your registration with your club and your registration Invoices.



Members

ID No.	First Name	Last Name	DOB	Add new registration	View
70726906	Simon	Sez	01/01/2000	Register Now	Refresh Registration

Page 1 of 1 (1 items)

My Invoices

No	Status	Date	View	Pay Now	Delete
64923	Not Paid	15/12/2009	View		Delete

Page 1 of 1 (1 items)

Selected Member

Role	Organisation Name	Status	Valid From	Valid To
Member	Football Federation Australia	Active	15/12/2009	
Player	Redlands Football Club	Pending (Awaiting Payment)	15/12/2009	31/12/2009

Page 1 of 3 (3 items)

In the My Invoices section you will find a list of all your registration invoices, both paid and unpaid.

- Click the **View** button next to an invoice record to display the invoice. You will be able to print, or email a copy of the invoice.

TAX Invoice

Invoice #: 64823
Invoice Created: 15/12/2009

Nedlands Football Club ABN:

To:
Simon Sez
123 street
town
New South Wales
Australia

Junior League 11-16 yo

Registration Junior League 11-16 yo

Nedlands Football Club Fees

Junior League 11-16 yo	\$ 197.00
FW 11 to 16 Junior Registration	\$ 52.50
FFA - Junior NRF	\$ 10.50
INVOICE TOTAL (incl GST of AUS 23.64)	AUS 260.00

Payment Status - NOT PAID

Please remit payment of this invoice to complete your registration.

- Click on the **Pay Now** button next to an invoice record to pay the invoice online using a credit card.
- Click the **Delete** button next to an invoice if you no longer wish to register with the club. **This will also delete your registration with the club for the season.**

Note: If your club has not set up the option for online payments, you will not see the Pay Now button and you will not be able to pay online. Contact your club to find out about the payment options at your club.