

Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration for Coonans Hill Soccer Club.

In 2015, 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

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

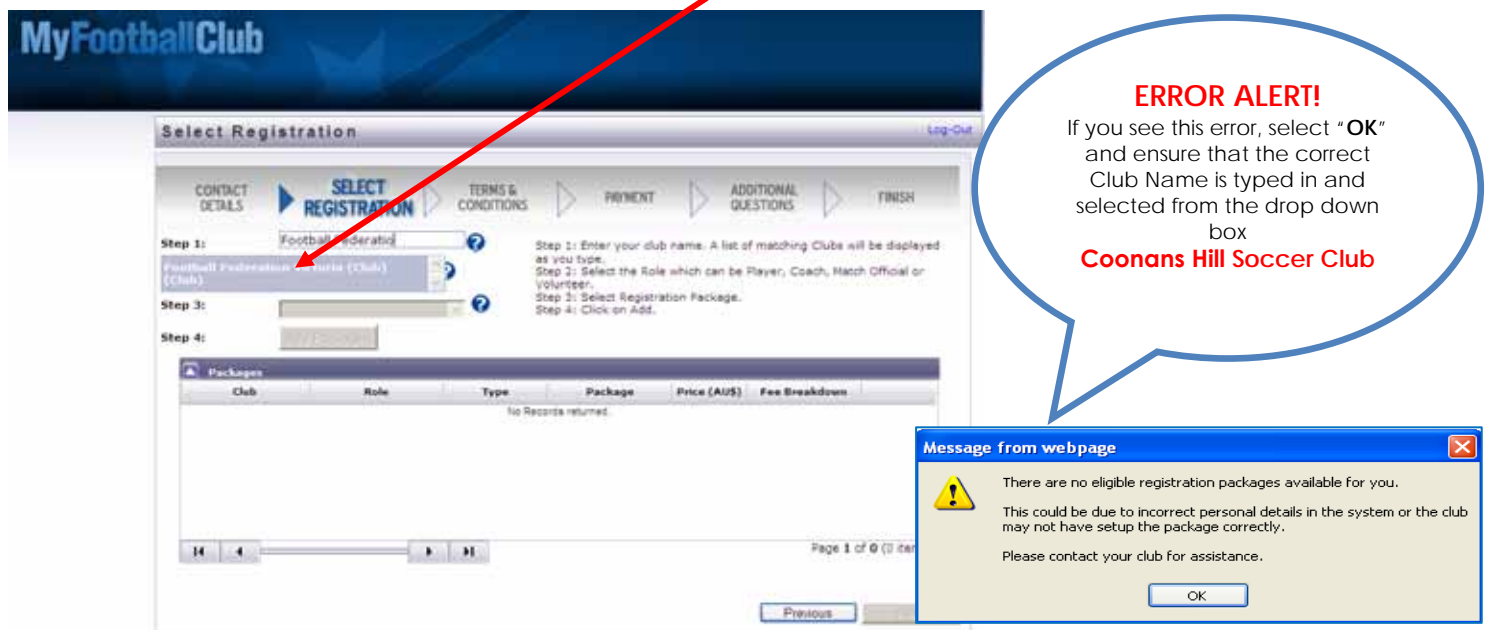
Logging into your own MyFootballClub Account

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 Coonans Hill 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 **Coonans Hill Soccer Club**

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



The screenshot shows the 'Select Registration' page on the MyFootballClub website. A red arrow points to the 'Football Federation Victoria (Club)' option in the dropdown menu. A speech bubble on the right contains the text: **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 **Coonans Hill Soccer Club**. A 'Message from webpage' pop-up window is also visible, stating: '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.' with an 'OK' button.

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?

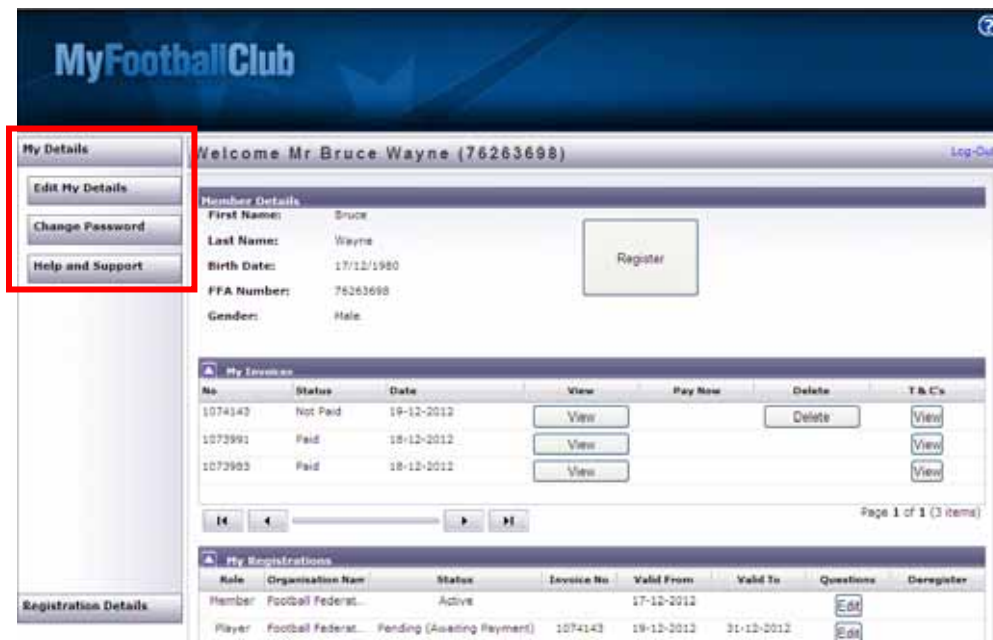
19. Your Registration Status is now **"Pending Awaiting Payment"**. The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play, only after final payment(s) is made.

For more information, please contact **Coonans Hill Soccer Club** via e-mail info@coonanshillsc.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. The 'My Details' sidebar is on the left, with 'Edit My Details' highlighted. The main content area shows a welcome message for 'Mr Bruce Wayne (76263698)' and a 'Register' button. Below this is a 'Member Details' section with fields for First Name (Bruce), Last Name (Wayne), Birth Date (17/12/1980), FFA Number (76263698), and Gender (Male). There is also a 'My Invoices' table and a 'My Registrations' table.

No	Status	Date	View	Pay Now	Delete	T & Cs
1074143	Not Paid	19-12-2012	View		Delete	View
1072991	Paid	19-12-2012	View			View
1072993	Paid	19-12-2012	View			View

Role	Organisation Name	Status	Invoice No	Valid From	Valid To	Questions	Deregister
Member	Football Federat...	Active		17-12-2012		Edit	
Player	Football Federat...	Pending (Awaiting Payment)	1074143	19-12-2012	31-12-2012	Edit	

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)