

## Guide to Player Self-Registration via MyFootballClub

### Welcome to MyFootballClub Registration for **Whittlesea Ranges FC**

**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. 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](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 log into your MyFootballClub account

#### Registering to **Whittlesea Ranges FC**

4. To begin registration, click on **“Register”**
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 **Whittlesea Ranges FC**
  - o *Note: You must select our Clubs name from the drop down menu that appears for packages to be made available.*

**MyFootballClub**

Select Registration Log-Out

CONTACT DETAILS **SELECT REGISTRATION** TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Step 1:  ?

Football Federation Victoria (Club) ?

Step 3: ?

Step 4:

Step 1: Enter your club name. A list of matching Clubs will be displayed as you type.  
 Step 2: Select the Role which can be Player, Coach, Match Official or Volunteer.  
 Step 3: Select Registration Package.  
 Step 4: Click on Add.

Club	Role	Type	Package	Price (AUS)	Fee Breakdown
No Records returned.					

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**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

**<Insert Club Name as it appears on MFC>**

**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.

9. Choose the option "**Player**" and confirm your playing details in the subsequent pop-up
10. Select the appropriate Registration Fee that applies to you:
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. You will only be given the option to "**Invoice Me**" Please select this option
14. You will receive an invoice via email.

#### 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?

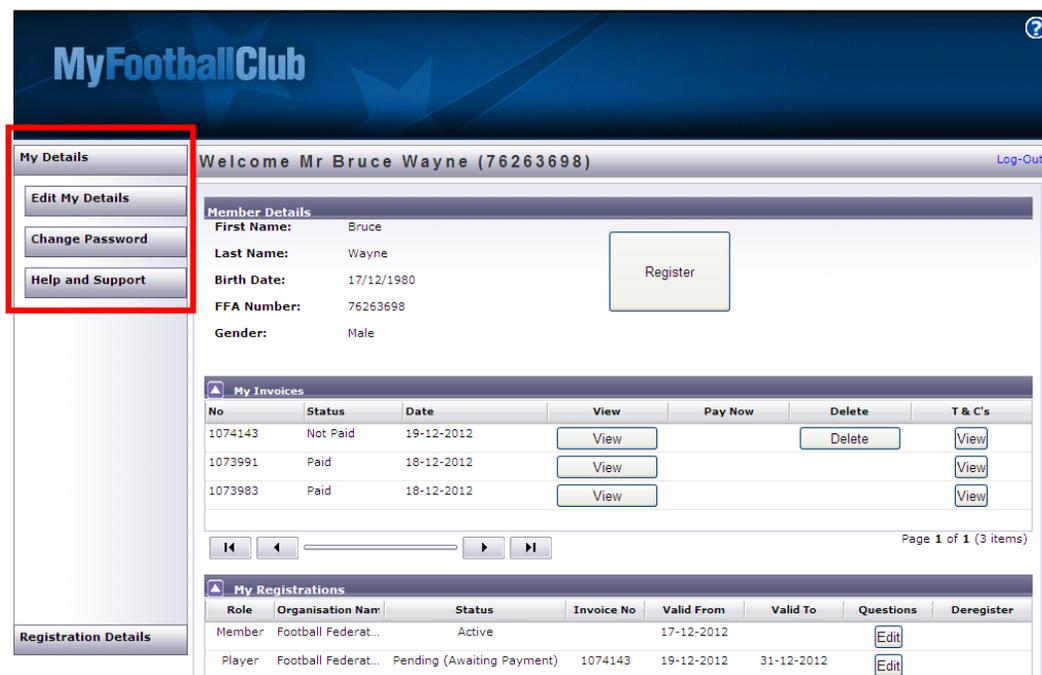
16. Your Registration Status is now "**Pending Awaiting Payment**". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of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

For more information, please contact **Anna Addamo** via Phone on **0412 279 080**  
or via e-mail [whittlesearangesfc@gmail.com](mailto:whittlesearangesfc@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**"



**MyFootballClub**

Welcome Mr Bruce Wayne (76263698) Log-Out

**My Details**

- Edit My Details
- Change Password
- Help and Support

**Member Details**

First Name: Bruce  
 Last Name: Wayne  
 Birth Date: 17/12/1980  
 FFA Number: 76263698  
 Gender: Male

Register

**My Invoices**

No	Status	Date	View	Pay Now	Delete	T & C's
1074143	Not Paid	19-12-2012	View		Delete	View
1073991	Paid	18-12-2012	View			View
1073983	Paid	18-12-2012	View			View

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**My Registrations**

Role	Organisation Nam	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](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)