



## Online Player Registration Instructions

Please follow the following instructions to register online for the 2012 Outdoor Football season.

*Note: Please read Important Points on Page 3, prior commencing Registration*

### Login

1. Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
2. Click on "Register Now" → "Player Registration"
3. Follow the prompts to find your FFA no. and/or create a password or to create a new account.  
(If the system does not recognize you email detail's you will get an error message, at this point choose "Validate account" and follow the prompts)
4. Login using your FFA number and password:
  - **FFA Number:**
  - **Password:**

### Start Registration

5. After you log in click on "Make a Registration" or "Register Now".
  6. Check that your contact details are correct.
  7. Make sure your photo is recent and appropriate.
    - (a) **Registrations with in-appropriate photos will be rejected!**
    - (b) Photos must be a passport style photo from the shoulders up with no hats or sunglasses.
- Two square frames containing a blue silhouette of a person's head and shoulders. The left frame has a red checkmark overlaid on it, indicating a correct photo. The right frame has a red X overlaid on it, indicating an incorrect photo.
8. Make sure the mandatory fields have been entered and click the "Proceed with Registration" button.
  9. On the next screen, enter in the club name which is **Gwandalan Summerland Point Football Club** (If you get a message saying there are no packages then click OK and check the club name.)
  10. Select the Registration role as: **"PLAYER"**. (Note: If this is the first time you have registered to play football in Australia you will need to confirm whether you played in another country.)
  11. Select the correct Registration Package that applies for your registration.

**U5 to U8 - U9 - U10 - U11 to U17 - U18 - Seniors - Senior Student**
  12. Then click the "Add" button.



13. Click the Next button at the bottom of the screen.
14. Answer the Yes/No question at the top. Read and then check the “Acknowledge all” box at the bottom of the screen to accept the Terms and Conditions then click Next.
15. Click on “Pay Now” to pay online with a credit card (VISA or MasterCard). Or can select the “Invoice Me” button if you want to pay at our club registration day.

**PAYMENT MUST BE MADE BEFORE A REGISTRATION CAN BE APPROVED.**

16. Answer the questions on the last page and click the “Save All Answers” button.

Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc

*Note: If you have never played before a copy of a Birth Certificate must be produced as proof of identity on registration day*

### **Where do I go if I need help with my registration?**

If you have any trouble with your registration you can use the following resources to help you.

- Visit the FAQ's page on the MyFootballClub website.
- View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre [\(02\) 8020 4199](tel:0280204199) particularly if you are having problems with your password to login.



### **A Few important Points**

- A valid Email address is required; this is where we will send your registration confirmation.
- Age Groups U11, U13, M15, W13 & W15 should update their photo this year.
- If you are claiming the family discount and wish to pay online, you will need to pay the full amount, print out an invoice copy, bring it along on registration day and we will reimburse the discount in cash.
- If you have never played football before, you will need to produce proof of identity (Birth Certificate) on registration day.