

Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration for Glen Waverley Soccer Club

Please note: Existing Members have until Friday 24th February 2012 to Re Register and Pay in order to confirm a position at the Club in 2012.

Applications from new players will be reviewed after registrations from existing players have been processed. If a new application cannot be accepted, any payment received by our Club will be fully refunded.

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Retrieving a Password if You Have Used MyFootballClub Before

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 please contact the FFA Support Centre on (02) 8020 4199 or at myfootballclub@footballaustralia.com.au 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. (Contact details are at the bottom of this form)

Registering for Our Club

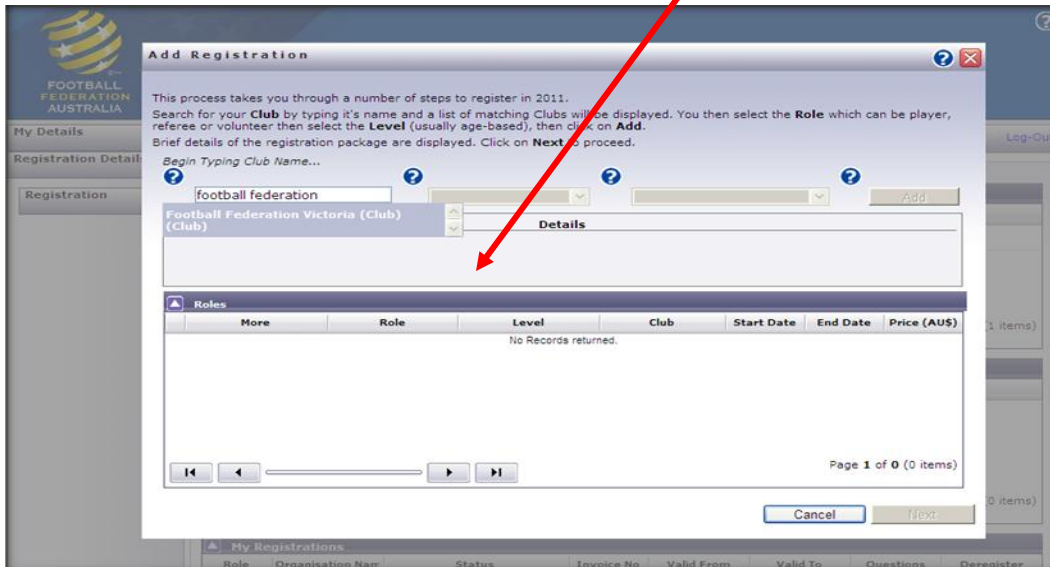
Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Logging into your own MyFootballClub Account

1. Click on **"Register Now"** and then **"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 **Glen Waverley Soccer Club**

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. Update your Personal and Contact Details, click on **"Proceed with Registration"**
8. Type in our Club name which is **Glen Waverley (SC) Club**
 - o *Note: You must select our Club's name from the drop down menu that appears for packages to be made available.*



Add Registration

This process takes you through a number of steps to register in 2011.
Search for your **Club** by typing its name and a list of matching Clubs will be displayed. You then select the **Role** which can be player, referee or volunteer then select the **Level** (usually age-based), then click on **Add**.
Brief details of the registration package are displayed. Click on **Next** to proceed.

Begin Typing Club Name...

football federation

Football Federation Victoria (Club)
(Club)

More	Role	Level	Club	Start Date	End Date	Price (AUS)
No Records returned.						

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Cancel Next

9. Under "Select Registration", choose the option "**Player**".
10. Select the appropriate Registration Fee that applies to you:
 - o **NB if eldest child is playing in U8 or above choose the Additional Sibling fee for second or subsequent children.**
 - o **The PLAY FOOTBALL fee only covers insurance and would only be chosen if you didn't play in 2011 and are trying out with the Club in the pre season.**
 - o **If you have any questions please contact the Club's Administration Officer on 0466 515 238 or at info@glenwaverleysoccer.org.au**
11. Click on "**Add**" 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

1. You will be given the option to "Invoice Me" or "Pay Now".
(You will also receive an invoice via email)
2. If you choose "Pay Now" continue to pay your registration fee on-line via Credit Card (MasterCard or Visa). If you choose "Invoice Me" you will be able to make payment by cheque or cash, with your invoice, at the Club's Registration and Information Day on Sunday 12th February (details are on our website).

Answer Additional Questions

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

Your Online Registration is now complete! What happens next?

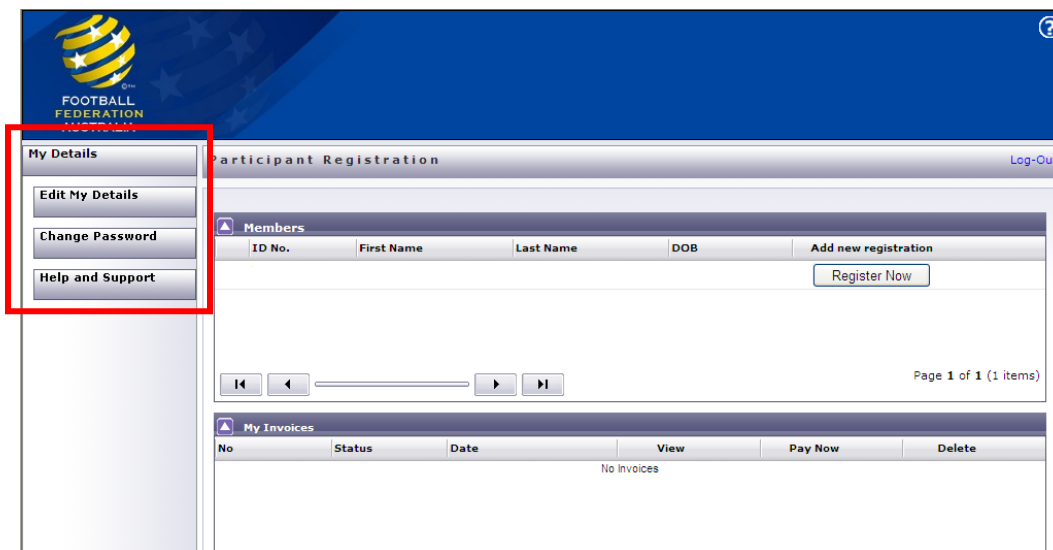
4. Your Registration Status is now "**Pending Awaiting Payment**". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of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

For more information contact the Club's Administration Officer on 0466 515 238 or info@glenwaverleysoccer.org.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 displays the 'My Details' section of the MyFootballClub website. On the left, a sidebar menu is highlighted with a red box, containing the following options: 'My Details', 'Edit My Details', 'Change Password', and 'Help and Support'. The main content area is titled 'Participant Registration' and includes a 'Log-Out' link. Below this, there is a 'Members' table with columns for ID No., First Name, Last Name, and DOB, along with an 'Add new registration' button and a 'Register Now' button. At the bottom, there 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?

- FFV MyFootballClub Support Ph: **(03) 9474 1800 (Press 2)** or e-mail myfootballclub@footballfedvic.com.au
- FFA Support Centre Ph: **(02) 8020 4199** or e-mail myfootballclub@footballaustralia.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)