



## Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration for **Watsonia Heights 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 login to your MyFootballClub account

#### Registering to **Watsonia Heights FC**

To begin registration, click on **"Register"**

4. Click **"Add new Image"**, click **"Browse"** and select a photo from your computer.
5. Under "Subject" type your name and then click **"Save and Exit"**
6. Update your Personal and Contact Details, click on **"Proceed with Registration"**
7. Type in our Club name which is **Watsonia Heights 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:  ?

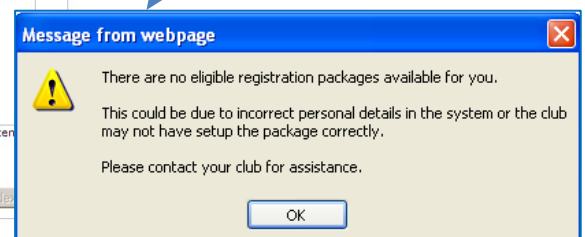
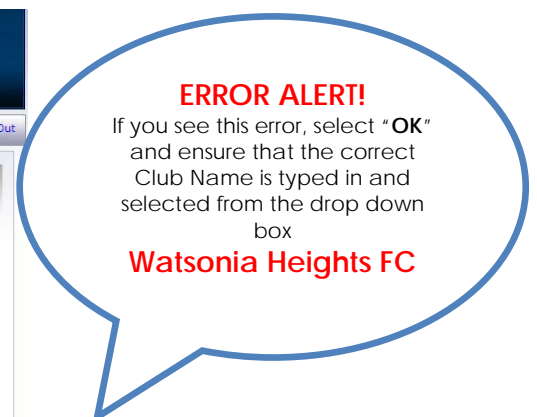
Football Federation Victoria (Club) ?

Step 3:  ?

Step 4:

Club	Role	Type	Package	Price (AU\$)	Fee Breakdown
No Records returned.					

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- 8. Choose the option "Player" and confirm your playing details in the subsequent pop-up
- 9. Select the appropriate Registration Package that applies to you.
- 10. Click on "Add Packages" and then click on "Next"

**Acknowledging Terms and Conditions**

- 11. Read and acknowledge all Terms and Conditions by checking all boxes and then click on "Next".

**Payment Options Screen**

- 12. You will only be given the option to "Invoice Me" Please select this option
- 13. You will receive an invoice via email.

**Answer Additional Questions**

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

**Your Online Registration is now complete! What happens next?**

- 15. 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 **Lynn Schultz** via Phone on **0409 492 009**  
or via e-mail **lynn Schultz2013@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"

The screenshot shows the MyFootballClub user interface for a member named Bruce Wayne. The page is titled "Welcome Mr Bruce Wayne (76263698)" and includes a "Log-Out" link. A sidebar on the left contains navigation options: "My Details", "Edit My Details", "Change Password", and "Help and Support". The main content area is divided into three sections:

- Member Details:** Displays personal information: First Name: Bruce, Last Name: Wayne, Birth Date: 17/12/1980, FFA Number: 76263698, Gender: Male. A "Register" button is present.
- My Invoices:** A table listing invoices with columns for No, Status, Date, View, Pay Now, Delete, and T & C's.
 

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
- My Registrations:** A table listing registration details with columns for Role, Organisation Name, Status, Invoice No, Valid From, Valid To, Questions, and Deregister.
 

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](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)