

# Self Registration Guide South Coast Taipans



Dear Football Participant/Parent,

To register for the 2014/2015 Futsal Season with **South Coast Taipans**, you are required to complete the online registration process through MyFootballClub. MyFootballClub is the National Online Registration Database.

The following guide should assist you in completing this process. Further Self Registration guides are available on the MyFootballClub website ([www.myfootballclub.com.au](http://www.myfootballclub.com.au)) on the Guides page under Registrations.

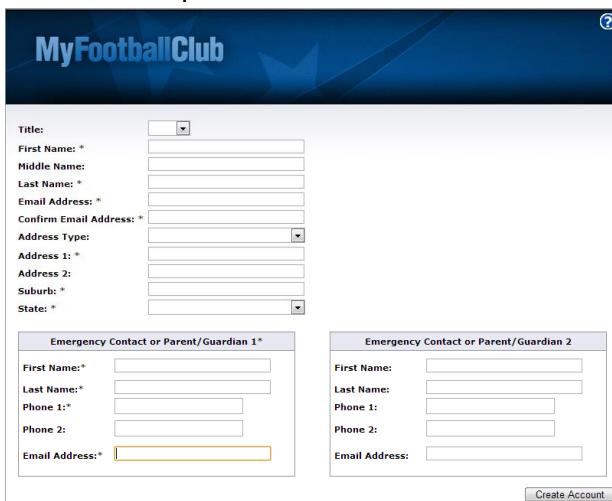
Should you encounter any issues along the way please do not hesitate to contact either the FFA MyFootballClub Support Centre on 8020 4199 or the Football NSW MyFootballClub Coordinator on 8814 4448 or via email at [craigs@footballnsw.com.au](mailto:craigs@footballnsw.com.au). Should you have any club related questions please contact **Murray Stewart 0412 941 516**

## Step 1 - Select the option below which is relevant to you:

a. I know my FFA number and am ready to proceed to the login screen to retrieve my password and/or begin my registration. Click on the link below and proceed to <b>Step 4</b> <a href="https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx">https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx</a>	b. I have been registered as a player, official or referee before but need to find my FFA number. Click on the link below and proceed to <b>Step 3</b> <a href="https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx">https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx</a>	c. I have never been registered before and would like to set up an FFA account (generate an FFA number) Click on the link below and proceed to <b>Step 2</b> <a href="https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers">https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers</a>
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## Step 2 – Create New Account

Complete the following form ensuring you complete all mandatory fields marked with an asterisks. When complete, click on the “**create account**” button at the bottom of the screen.



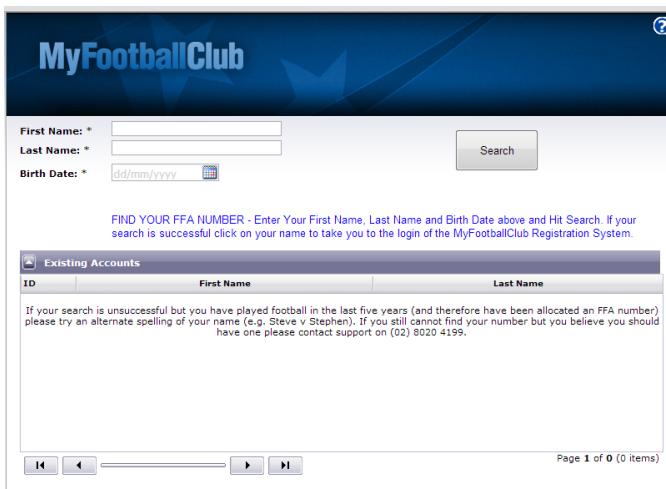
An email will be sent to your nominated email address with your FFA number and password from [no-reply@myfootballclub.com.au](mailto:no-reply@myfootballclub.com.au).

When you have received this information proceed to the login screen(**Step 4**)  
(<https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx>)

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### Step 3 – Search for your details

- Enter your first name, surname and date of birth in the relevant fields. If your name does not appear try entering the first initial of both your first and surname along with your date of birth (this will allow the system to still search for you if your name has been entered incorrectly by your previous club) and click “**Search**”.
- If your name appears in the bottom of the screen, click on it and you will be taken to the login screen. Proceed to **Step 4**
- If you cannot find yourself, please contact Football NSW or MyFootballClub on the details provided on page one.



### Step 4 – Log In

- Enter your FFA number & password. If your login details are correct please proceed to **Step 5**
- If you do not have a password click on “**need a password**”



- Enter your email address that was nominated on your 2014 Season registration form and select “**proceed**”.

If this data matches an email will be sent to you with your new password. Go back to the first login screen and proceed to **Step 5**

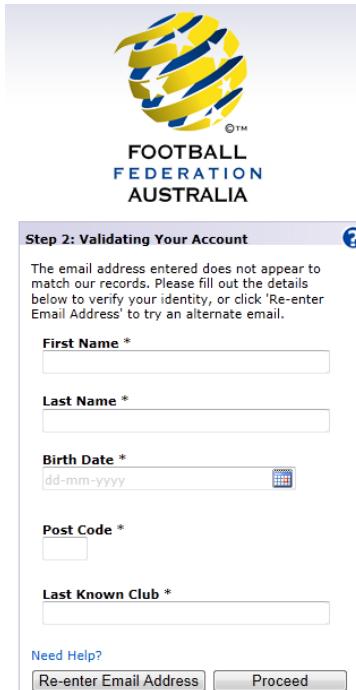
**Step 4 Continued over page.....**

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### Step 4 Continued

d. If the email address entered does not match the one that is in MyFootballClub, you will automatically be redirected to a new screen to validate your account.

A screenshot of a web form titled "Step 2: Validating Your Account". The form is for validating an account where the email address entered does not match the records. It includes fields for First Name, Last Name, Birth Date (with a calendar icon), Post Code, and Last Known Club. There is a "Need Help?" link and buttons for "Re-enter Email Address" and "Proceed".

Step 2: Validating Your Account

The email address entered does not appear to match our records. Please fill out the details below to verify your identity, or click 'Re-enter Email Address' to try an alternate email.

First Name \*

Last Name \*

Birth Date \*

dd-mm-yyyy

Post Code \*

Last Known Club \*

Need Help?

Re-enter Email Address    Proceed

*Note: When entering in "Last Known Club" type slowly and you will see Club names matching what you have entered appear under the box. Select the correct one.*

e. If the data matches and the screen below appears, please enter in your current email address. An email will be sent to you with your new password. Go back to the login screen and enter your new details. Proceed to [Step 5](#)

A screenshot of a web form titled "Trouble Accessing Your Account?". It asks for an FFA number and email address to reset a password. It includes fields for FFA No. (64970650), Email address (info@footballnew.com.au), and buttons for "Reset Password", "Cancel", and "Need Help?".

Trouble Accessing Your Account?

Enter your FFA number and your email address below then click on Reset Password.

FFA No. \*

64970650

Email address \*

info@footballnew.com.au

Reset Password    Cancel

Need Help?

If the data you have entered does not match the data in the system, please contact Football NSW or MyFootballClub on the details provided in page one.

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## Step 5 - Registration

After you have successfully logged into your account you will see the screen below.

- Select the “**Register**” button.

The screenshot shows the MyFootballClub registration interface. On the left, a sidebar has 'My Details', 'Registration Details', and 'Registration' selected. The main area shows 'Member Details' with fields: First Name: Jayne, Last Name: Player, Birth Date: 20/06/1981, FFA Number: 76286053, and Gender: Female. Below this is a placeholder image of a woman. To the right is a 'Register' button, which is circled in red. Below the details is a table of 'My Invoices' with three items. At the bottom is a table of 'My Registrations' with five items, including roles like Member, Player, Coach, and Volunteer. Navigation arrows and page numbers are at the bottom of each table.

- You will be asked to check and update your personal details. When done, click “**Next**”.

The screenshot shows the 'Contact Details' registration step. At the top, a progress bar shows 'CONTACT DETAILS' and 'SELECT REGISTRATION' completed, with 'TERMS & CONDITIONS', 'PAYMENT', 'ADDITIONAL QUESTIONS', and 'FINISH' remaining. A message says 'Please check your details are up to date prior to proceeding with the registration'. The 'Personal Details' section includes fields for Title (Miss), First Name (Jayne), Middle Name (Player), Last Name (Player), Gender (Male), Birth Date (20-06-1981), Country of Birth (Australia), and Nationality (Australian). It also includes a placeholder image of a woman and 'Photo Guidelines' for a 122x156 pixel passport-style photo. Below this is a 'Please Note' about inappropriate photos. The 'Contact Details' section includes fields for Address 1 (235-257 Meurants Lane), Address 2 (GLENWOOD), Suburb (GLENWOOD), State (New South Wales), Post Code (2768), Home Phone (Area Num Num), Mobile Phone (Area Num Num), and Work Phone (Area Num Num). A note says 'Is Primary' for each phone type.

**At this point you are required to update/add your photo. If your photo is from the 2013 or 2014 Season and it is within the guidelines, you do NOT need to add a new one.**

**Photo guidelines are detailed on this screen in the registration process. Photos should be of head and shoulders only (passport style photo). Any photos that do not meet the requirements will deem the registration invalid.**

**Step 5 Continued over page.....**

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## Step 5 Continued

c. A dialog box will appear (as pictured below). At this point you may receive a message screen stating that there are no eligible packages available to you. As the "Club" field is automatically populated with your last registered Club (where applicable), simply click on OK to proceed.

Highlight the Club name that automatically populated (if applicable), delete and start typing in **South Coast Taipans** a drop down list will appear, please select **South Coast Taipans** this is the name of the "Club" that you are registering to.

A screenshot of the MyFootballClub Select Registration page. The top navigation bar shows 'MyFootballClub' and the sub-navigation 'SELECT REGISTRATION'. The main content area is titled 'Step 1: Enter your club name. A list of matching Clubs will be displayed as you type.' A dropdown menu is open, showing 'Football NSW Club (Club)' as the selected option. Below the dropdown, a message box is displayed with the text 'No Package Available' and 'There are no eligible registration packages available from this club. Click OK and check you have entered the correct club name, or contact your club for assistance.' An 'OK' button is visible at the bottom of the message box. The bottom of the page shows a table for 'Packages' with columns: Club, Role, Type, Package, Price (AU\$), and Fee Breakdown. The table is empty with the message 'No Records returned.'

Message Screen that may appear

d. Select **"PLAYER/COACH or VOLUNTEER"** Registration.  
e. In the next drop down field select the appropriate package for your registration A Full list of the available packages are listed on page eight (8) of this documents.

A screenshot of the MyFootballClub Select Registration page. The top navigation bar shows 'MyFootballClub' and the sub-navigation 'SELECT REGISTRATION'. The main content area is titled 'Step 1: Search for your Club by typing it's 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.' A dropdown menu is open under 'Step 3: Select Registration', showing 'Select Registration' and 'Player' as options. The 'Player' option is highlighted with a red box. The bottom of the page shows a table for 'Packages' with columns: Club, Role, Type, Package, Price (AU\$), and Fee Breakdown. The table is empty with the message 'No records returned.'A screenshot of the MyFootballClub Select Registration page. The top navigation bar shows 'MyFootballClub' and the sub-navigation 'SELECT REGISTRATION'. The main content area is titled 'Step 1: Search for your Club by typing it's 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.' A dropdown menu is open under 'Step 4: Select Registration Package', showing a list of packages: 'PLAYER - MET FAR NORTH', 'PLAYER - MET FAR SOUTH', 'PLAYER - MET NORTH', 'PLAYER - MET SOUTH', 'PLAYER - MET WEST', 'PLAYER - CITY NORTH', 'PLAYER - CITY SOUTH', 'PLAYER - CITY CENTRAL / WEST', and 'PLAYER - MET EAST'. The bottom of the page shows a table for 'Packages' with columns: Club, Role, Type, Package, Price (AU\$), and Fee Breakdown. The table is empty with the message 'No records returned.'

## Step 5 Continued



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## South Coast Taipans

f. Click “**Add packages**” and select the “*next*” button.

Select Registration

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

**Step 1:** Football NSW Club 

**Step 2:** Player 

**Step 3:** PLAYER - CITY NORTH 

**Step 4:**  **Add Packages**

Search for your Club by typing it's 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.

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

Page 1 of 0 (0 items)

g. You will then be taken to the Terms and Conditions. You must read through and agree to all terms prior to being able to proceed through to the next steps. Scroll to the bottom of the page and select “**next**”

<b>TERMS &amp; CONDITIONS</b>	
<b>CONTACT DETAILS</b>	<b>SELECT REGISTRATION</b>
<b>TERMS &amp; CONDITIONS</b>	
<b>PAYMENT</b>	<b>ADDITIONAL QUESTIONS</b>
<b>FINISH</b>	

Tick here if you do not want to receive special offers from FFA's partners or sponsors or Club's partners or sponsors

**Terms and Conditions**

Photographer Accreditation is granted for the sole purpose of taking photographs for other media. Accredited Photographers may from time to time attend events and take photographs of matches and events throughout the 2014/2015 Season (the "Season") on the terms and conditions set out below. Photographic accreditation to cover the 2014/2015 Season will be granted to individuals who are members of the Football NSW Media and Communications Department, football officials or any event or occasion which displays Football NSW logos or other logos (including member club logos or any other logo which is a member of the Football NSW Media and Communications Department) and are otherwise specified in the agreement. (For the avoidance of doubt, commercial purposes include using photographs for licensing endorsement purposes).

Without limiting paragraph 1, the Photographer shall not record moving pictures or audio material at any time. The Photographer shall not use any equipment which may be considered to be a camera or video camera. The Photographer shall, at all times wear a bib whilst within the perimeters of the stadium and the bib will only be issued by the home match officials to photographers accredited by Football NSW. Whilst within the perimeters of the stadium, photographers shall not be in any way disruptive to the match or the spectators, and shall not be seen to be worn over any other clothing.

The Photographer shall accept all reasonable directions given by personnel of the home, Football NSW or venue management.

Photographers shall not be allowed to enter the perimeter of the match, excluding team-line up shape pre kick-off, all accredited photographers must remain behind the perimeter line. Permission for accredited photographers to shoot from the sideline is at the discretion of match officials. Accredited photographers shall be identified by a bib, which will be clearly identified, and is able to show from other evidence.

Accredited photographers shall be issued with Football NSW bibs at no time if it is reasonable either the Photographer or Football NSW has breached any of the terms and conditions.

Discrepancies in accreditation may be referred to the Match Referee or Match Secretary Accreditation.

Football NSW also retains the right to revoke media accreditation at its discretion.

Any Accreditation Reasons which are lost or stolen during the season, will be replaced at the discretion of Football NSW. no credit will be given for any lost or stolen accreditation. It is the responsibility of the referee to request a Football NSW Pass be made in writing.

Headlines are strictly for personnel authorised to hold Headline Accreditation, and must only be used while the holder is working at the game.

Photographers are permitted to film Futures for editorial and non-advertising purposes at the discretion of the host club or the Football NSW Media and Communications Department, written approval may be necessary prior to such events being held.

The Football NSW media pass will provide access to all Football NSW media venue media areas on match days, including the press box, media room, and the media area. The media pass will also provide access to the media area at the stadium.

One access is permitted to the dressing rooms or areas before, during or after the match, without the permission of a Football NSW Media and Communications Department official.

It is the responsibility of the Football NSW Media and Communications Department to ensure that the media area is not overcrowded. In the event of overcrowding in a media box at a game venue, preference will be given to immediate deadline deadlines.

I (or if I am currently under 18 years, my parent or legal guardian) agrees to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

Please tick the 'Acknowledge all' box to accept all of the above terms and conditions

Acknowledge all

h. You will then be taken to the Payment screen where you will see a **“Manual Payment at Club”** or a **“Next”** button.

Payment

Log-Out

CONTACT DETAILS    SELECT REGISTRATION    TERMS & CONDITIONS    PAYMENT    ADDITIONAL QUESTIONS    FINISH

Club Name :	Football NSW Club (Club)
Role :	Player
Package	PLAYER - MET FAR SOUTH

Package Amount (AU\$) **0.00**

**Step 1 - Additional Items**

There are optional additional items offered by this club for purchase

**Step 2 - Payment**

Amount Total (AU\$) : **0.00**

### **Step 5 Continued over page....**

### **Step 5 Continued**

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When you are finished making your selections click “**Save All Answers**”

**Additional Questions**

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

Please answer the questions below, then click on 'Save All Answers' button at the bottom of the page.

**Additional Questions**

**PlayFootball Questions**

Were you referred by a friend to play football?	<input type="checkbox"/>
If Yes, please give the full name of the player who referred you?	<input type="text"/>

**Player Questions 2014**

Which region are you representing?	*	<input type="checkbox"/>
What age group are you representing?	*	<input type="checkbox"/>
Are you interested in receiving information about State Titles gear from The Football Corner?	*	<input type="checkbox"/>

**Save All Answers**

i. You will then be taken to a screen confirming your registration has been submitted.

**Finish**

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

**Registration Submitted**

Your registration is now recorded and is **awaiting approval by the Club registrar**. Please contact the Club for more information about the season or any questions regarding your registration.

Remember to keep your personal details up to date especially any changes to your email address.

**Football NSW Club**

235-257 Meurants Lane GLENWOOD New South Wales 2768	P : 61 (0) 2 88144400 E : <a href="mailto:kim@footballnsw.com.au">kim@footballnsw.com.au</a> W : <a href="http://www.footballnsw.com.au/">www.footballnsw.com.au/</a>
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Thank you for registering for the 2014 Football NSW State Titles. If you require any further information on the competition please contact: Kim Burge Ph: (02) 8814 4444 Email: [kim@footballnsw.com.au](mailto:kim@footballnsw.com.au) If you require any further information on the addition gear please contact: The Football Corner Ph: 02 8814 4406 Email: [enquiries@thefootballcorner.com.au](mailto:enquiries@thefootballcorner.com.au) Web: <http://www.thefootballcorner.com.au/>

To complete your payment please follow your club's payment process, or contact your club registrar regarding the payment of your invoice.

**Return To Homepage**

**MyFootballClub**

For further contact information please see Page 1.

***Thank you. Your registration is complete.***

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Package Name	Age Group	Price	Information
Development	5yrs - 12yrs	\$200.00	This is applicable for all Development Squad Players
12 Boys	10yrs – 12yrs	\$350.00	
13 Girls	11yrs – 13yrs	\$350.00	
14 Boys	12yrs – 14yrs	\$350.00	
15 Girls	13yrs – 15yrs	\$350.00	
16 Boys	14yrs – 16yrs	\$350.00	
17 Girls	15yrs – 17yrs	\$350.00	
Youth Men 17 Yrs & Under	17 and Under	\$350.00	For players 17 and under
Youth Men 18 & 19 Yrs	18yrs – 19yrs	\$350.00	For players over 17
Women	All Age	\$350.00	
Men	All Age	\$350.00	
AWD	All Age	\$150.00	All AWD Players
Coach	N/A	N/A	
Manager	N/A	N/A	
Committee	N/A	N/A	