

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) 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. 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 Step 4 https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx	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 Step 3 https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx	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 Step 2 https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers
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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.

A screenshot of the MyFootballClub registration form. The form is titled "MyFootballClub" at the top. It contains several sections: a main registration section with fields for Title, First Name, Middle Name, Last Name, Email Address, Confirm Email Address, Address Type, Address 1, Address 2, Suburb, and State; two emergency contact sections for "Emergency Contact or Parent/Guardian 1" and "Emergency Contact or Parent/Guardian 2", each with fields for First Name, Last Name, Phone 1, Phone 2, and Email Address; and a "Create Account" button at the bottom right.


An email will be sent to your nominated email address with your FFA number and password from 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.



The screenshot shows the MyFootballClub search interface. It has a header with the MyFootballClub logo and a search button. Below the search button are fields for First Name, Last Name, and Birth Date. A search button is located to the right of these fields. Below the search fields is a section titled 'Existing Accounts' with a table showing columns for ID, First Name, and Last Name. A message below the table states: 'If your search is unsuccessful but you have played football in the last five years (and therefore have been allocated an FFA number) please try an alternate spelling of your name (e.g. Steve v Stephen). If you still cannot find your number but you believe you should have one please contact support on (02) 8020 4199.' The page is labeled 'Page 1 of 0 (0 items)'.

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**”



FOOTBALL
FEDERATION
AUSTRALIA

MyFootballClub Registration

Please use your FFA number and password to login. If you do not know your number or password click on the relevant links below.

FFA No. * [\(Need your FFA Number?\)](#)

Password * [\(Need a password?\)](#)

Login



FOOTBALL
FEDERATION
AUSTRALIA

Step 1: Account Access

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

FFA No. *
64970650

Email address *
info@footballnsw.com.au

Proceed Cancel

[Need Help?](#)

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

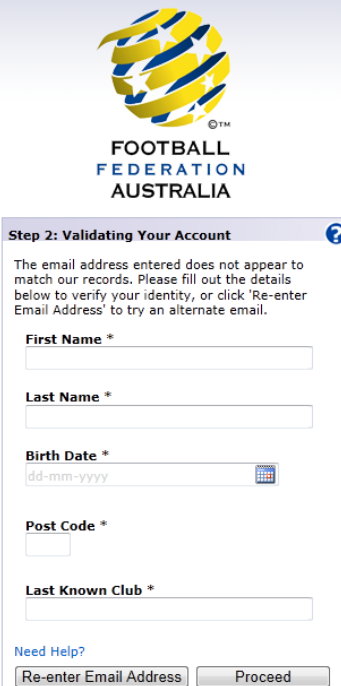
If this data matches an email will be sent to you with your new password. Go back to the first login screen and proceed to **Step 5**

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.



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**



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.

- a. Select the “**Register**” button.

MyFootballClub

Welcome Miss Jayne Player (76286053) [Log-Out](#)

Member Details

First Name: Jayne
Last Name: Player
Birth Date: 20/06/1981
FFA Number: 76286053
Gender: Female

My Invoices

No	Status	Date	View	Pay Now	Delete	T & C's
1453178	Not Paid	13-03-2013	View		Delete	View
1451513	Not Paid	12-03-2013	View		Delete	View
1084423	Paid	14-01-2013	View			View

Page 1 of 1 (3 items)

My Registrations

Role	Organisation Name	Status	Invoice No	Valid From	Valid To	Questions	Deregister
Member	Football Feder...	Active		14-01-2013		Edit	
Player	Football NSW ...	Declined	1451513	12-03-2013	31-12-2013		
Player	Football NSW ...	Active	1084423	14-01-2013	31-12-2013	Edit	DeRegister
Coach	Mosman Foot...	Declined	1100892	21-01-2013	31-12-2013		
Volunteer	Mosman Foot...	Declined	1100892	21-01-2013	31-12-2013		

Page 1 of 2 (9 items)

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

Contact Details [Log-Out](#)

CONTACT DETAILS [SELECT REGISTRATION](#) [TERMS & CONDITIONS](#) [PAYMENT](#) [ADDITIONAL QUESTIONS](#) [FINISH](#)

Please check your details are up to date prior to proceeding with the registration

Personal Details

Title:

First Name:

Middle Name:

Last Name:

Gender: ☐ Male ☒ Female

Birth Date:

Country Of Birth:

Nationality:

Photo Guidelines
(122 pixels x 156 pixels). For individuals that require a photo as part of their registration, please ensure the photo is a passport style image of the head only. Hats and sunglasses should not be worn in the photo.
Please Note: any inappropriate photos may result in your registration being declined.

Contact Details

Address 1:

Address 2:

Suburb:

State:

Post Code:

Home Phone: ☐ Is Primary

Mobile Phone: ☐ Is Primary

Work Phone: ☐ Is Primary

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.

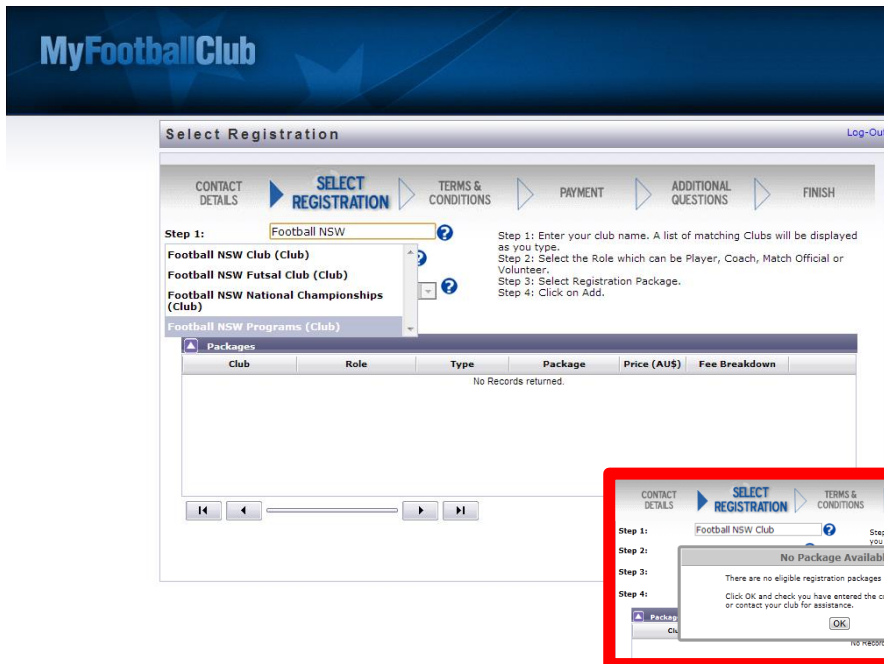
Step 5 Continued over page.....

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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.



MyFootballClub

Select Registration Log-Out

CONTACT DETAILS SELECT REGISTRATION TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Step 1: Football NSW

Football NSW Club (Club)
Football NSW Futsal Club (Club)
Football NSW National Championships (Club)
Football NSW Programs (Club)

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 (AU\$)	Fee Breakdown
No Records returned.					

Message Screen that may appear

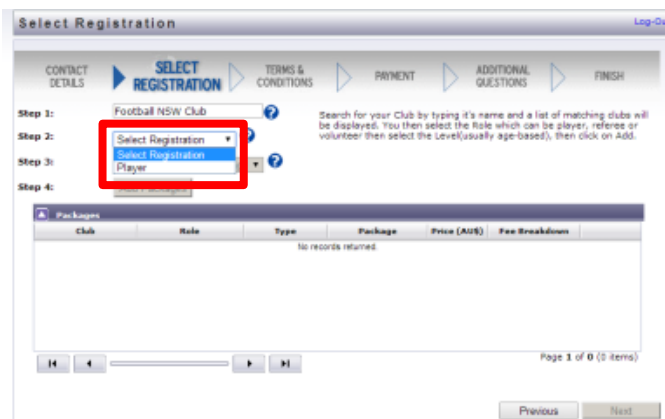
No Package Available

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.

OK

- 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.



Select Registration Log-Out

CONTACT DETAILS SELECT REGISTRATION TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Step 1: Football NSW Club

Step 2: Select Registration

Step 3: Select Registration Package

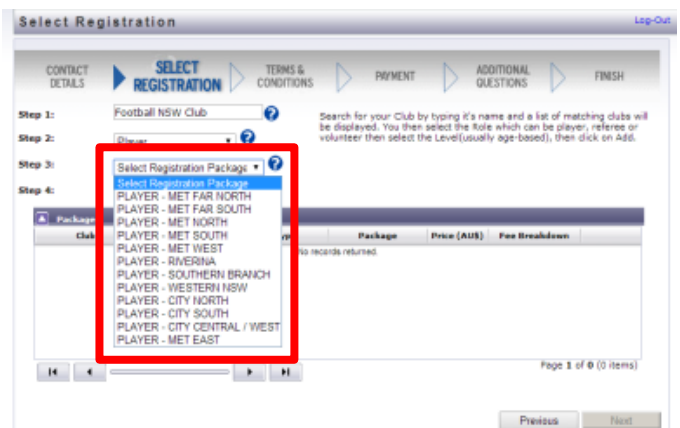
Step 4: Player

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.

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

Page 1 of 0 (0 items)

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Select Registration Log-Out

CONTACT DETAILS SELECT REGISTRATION TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Step 1: Football NSW Club

Step 2: Select Registration Package

Step 3: Select Registration Package

Step 4: Player

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.

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

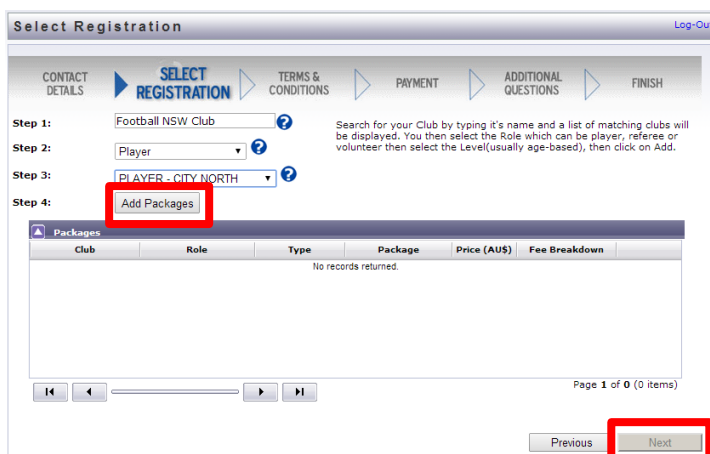
Page 1 of 0 (0 items)

Previous Next

Step 5 Continued

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- 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**

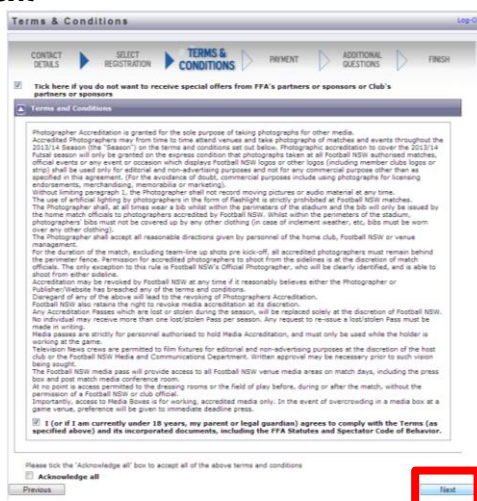
Search for your Club by typing it's name and a list of matching clubs will be displayed. You then select the Role which can be player, referee or volunteer then select the Level(usually age-based), then click on Add.

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

Page 1 of 0 (0 items)

Previous **Next**

- 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”**



Terms & Conditions

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

☒ 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 venues and take photographs of matches and events throughout the 2013/14 Season (the "Season") on the terms and conditions set out below. Photographers accreditation to cover the 2013/14 Season will only be granted on the express condition that photographers taken at all Football NSW authorized matches, official events or any event or occasion which displays Football NSW logos or other logos (including member clubs logos or any) shall be used only for editorial and non-advertising purposes and not for any commercial purpose other than as specified in this agreement. (For the avoidance of doubt, commercial purposes include using photographs for licensing, endorsements, merchandising, memorabilia or marketing.)

Without limiting paragraph 1, the Photographer shall not record moving pictures or audio material at any time. The use of artificial lighting by photographers in the form of flashlight is strictly prohibited at Football NSW matches. The Photographer shall, at all times, remain within the perimeter of the stadium and the kit will only be issued by the home match officials to photographers accredited by Football NSW, whilst within the perimeters of the stadium, photographers kit must not be divided up by any other clothing (in case of inclement weather, etc. kit must be worn over any other clothing). The Photographer shall accept all reasonable directions given by personnel of the home club, Football NSW or venue management.

For the duration of the match, excluding team-line up shots pre kick-off, all accredited photographers must remain behind the perimeter fence. Permission for accredited photographers to shoot from the sidelines is at the discretion of match officials. The only exception to this rule is Football NSW's Official Photographer, who will be clearly identified, and is able to shoot from either sideline.

Accreditation may be revoked by Football NSW at any time if it reasonably believes either the Photographer or Publisher/website has breached any of the terms and conditions.

Default of any of the above will lead to the revoking of Photographers Accreditation.

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

Any Accreditation Passes which are lost or stolen during the season, will be replaced solely at the discretion of Football NSW. No individual may receive more than one lost/stolen Pass per season. Any request to re-issue a lost/stolen Pass must be made in writing.

Media passes are strictly for personnel authorized to hold Media Accreditation, and must only be used while the holder is working at the game.

Television News Crews are permitted to film fixtures 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 vision being sought.

The Football NSW media pass will provide access to all Football NSW venue media areas on match days, including the press box and post match media conference room.

At no point is access permitted to the dressing rooms or the field of play before, during or after the match, without the permission of a Football NSW or club official.

Importantly, access to Media Boxes is for working, accredited media only. In the event of overcrowding in a media box at a game venue, preference will be given to immediate deadline press.

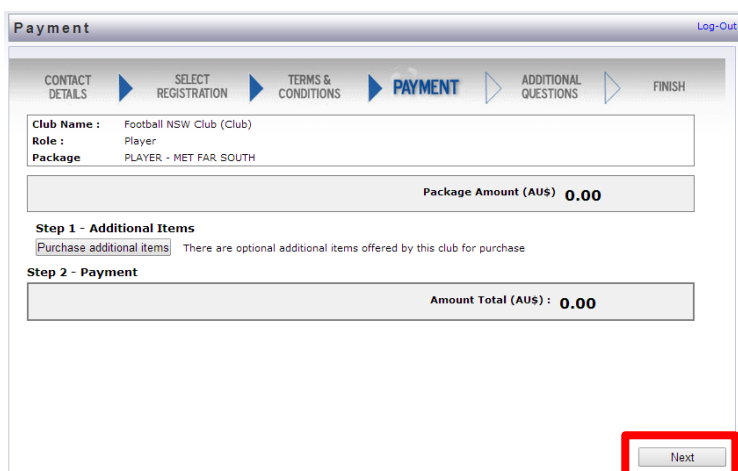
☒ I (or if I am currently under 18 years, my parent or legal guardian) agree to comply with the Terms (as specified above) and its incorporated documents, including the FFA Statutes and Spectator Code of Behavior.

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

☒ Acknowledge all

Previous **Next**

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



Payment

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 (AUS) 0.00

Step 1 - Additional Items
[Purchase additional items](#) There are optional additional items offered by this club for purchase

Step 2 - Payment
Amount Total (AUS): 0.00

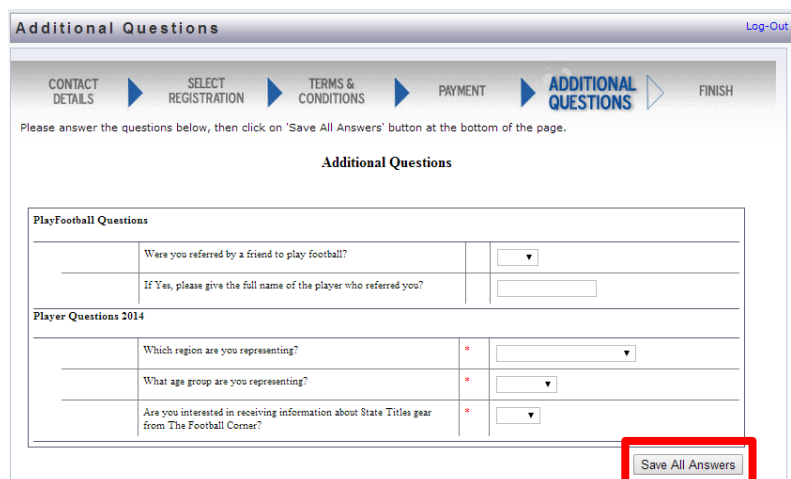
Next

Step 5 Continued over page....

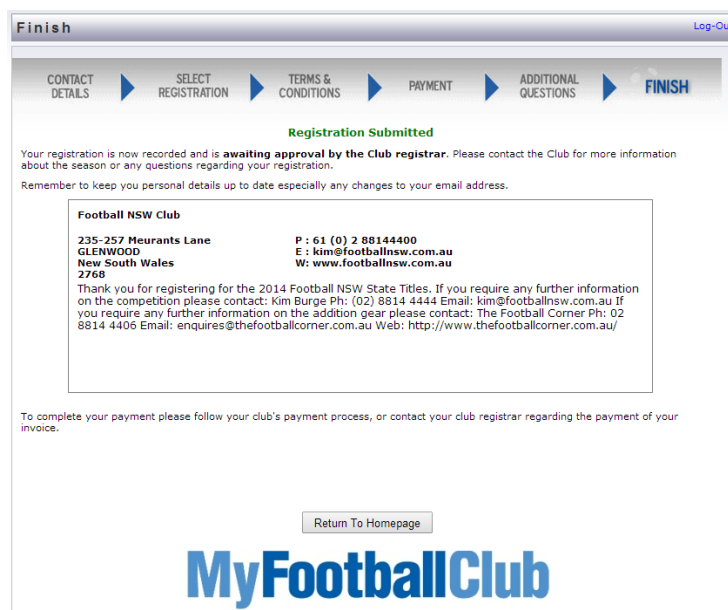
Step 5 Continued

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



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



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	