

## MyFootballClub SELF REGISTRATION GUIDE

### 2018 CASTLE HILL RSL ROCKETS REGISTRATION GUIDE

This guide has been prepared to serve as a reference for all members to register for the 2018 Season. All Registration is required to be completed through MyFootballClub. MyFootballClub is the National Online Registration Database.

The following guide will assist you in completing this process. Further information is available on the MyFootballClub website ([www.myfootballclub.com.au](http://www.myfootballclub.com.au)).

Should you encounter any issues with your registration please do not hesitate to contact the support contacts below:

#### **Football NSW Staff:**

(02) 8814 4449 [samanthad@footballnsw.com.au](mailto:samanthad@footballnsw.com.au) (business hours, email after hours and weekends)

(02) 8814 4448 [samuelk@footballnsw.com.au](mailto:samuelk@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)

OR

#### **FFA MFC Support Centre**

(02) 8020 4199 [myfootballclub@footbballaustralia.com.au](mailto:myfootballclub@footbballaustralia.com.au)

This document covers the following:

- Creating/Finding Your FFA Number;***
- Logging into your MyFootballClub Profile;***
- Registering to your Club;***
- Creating/Finding Your FFA Number;***

## LOGGING INTO MyFootballClub

### STEP 1 – SELECT THE OPTION 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, coach, 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>

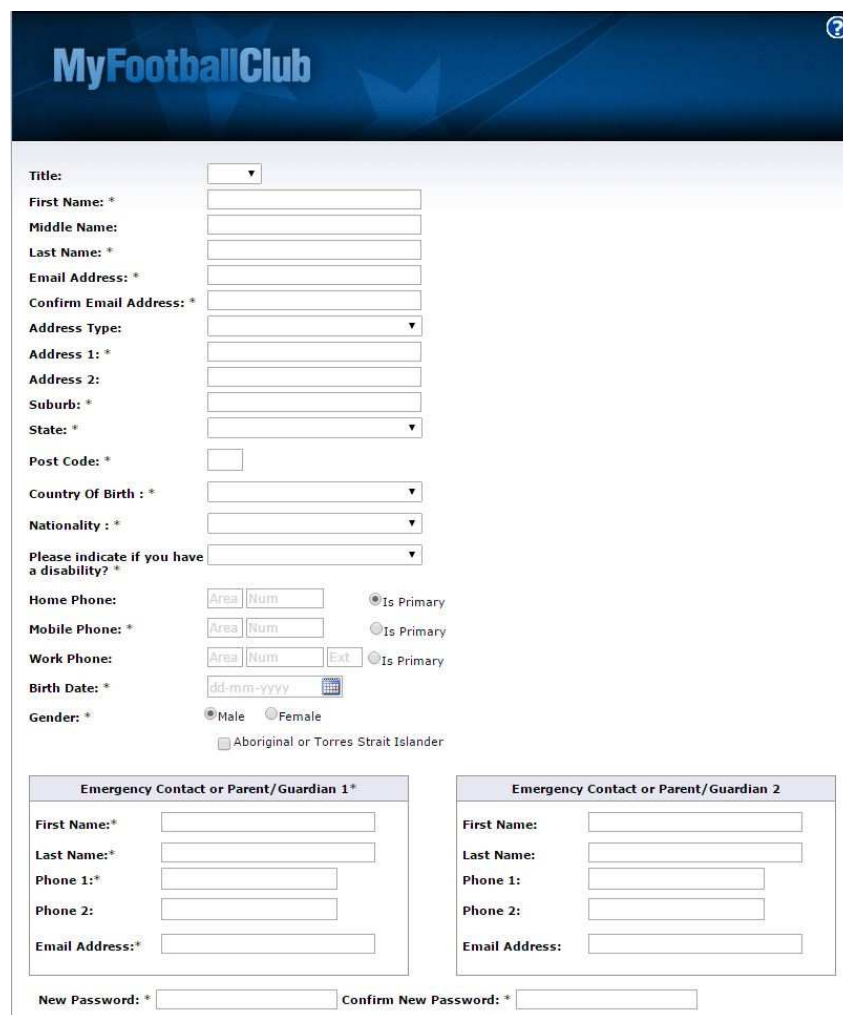
**C.** I have never been registered before and would like to set up an FFA account (generate an FFA number). Click on the link below and proceed to **Step 2**

<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers>

## CREATING A NEW ACCOUNT

### STEP 2 – CREATE NEW ACCOUNT

Complete the following form ensuring you complete all mandatory fields marked with an asterisks. After filling in your personal details you will be able to set the password for your new account – the password must be at least **5 characters** long. When complete, click on the **“Create Account”** button at the bottom of the screen.



The screenshot shows the registration form for MyFootballClub. The form is titled "MyFootballClub" and includes a help icon in the top right corner. The form fields are as follows:

- Title:
- First Name: \*
- Middle Name:
- Last Name: \*
- Email Address: \*
- Confirm Email Address: \*
- Address Type:
- Address 1: \*
- Address 2:
- Suburb: \*
- State: \*
- Post Code: \*
- Country Of Birth : \*
- Nationality : \*
- Please indicate if you have a disability? \*
- Home Phone:  Area  Num   Is Primary
- Mobile Phone: \*  Area  Num   Is Primary
- Work Phone:  Area  Num  Ext   Is Primary
- Birth Date: \*
- Gender: \*  Male  Female
- Aboriginal or Torres Strait Islander

Emergency Contact or Parent/Guardian 1\*:

- First Name:\*
- Last Name:\*
- Phone 1:\*
- Phone 2:
- Email Address:\*

Emergency Contact or Parent/Guardian 2:

- First Name:
- Last Name:
- Phone 1:
- Phone 2:
- Email Address:

New Password: \*  Confirm New Password: \*

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).

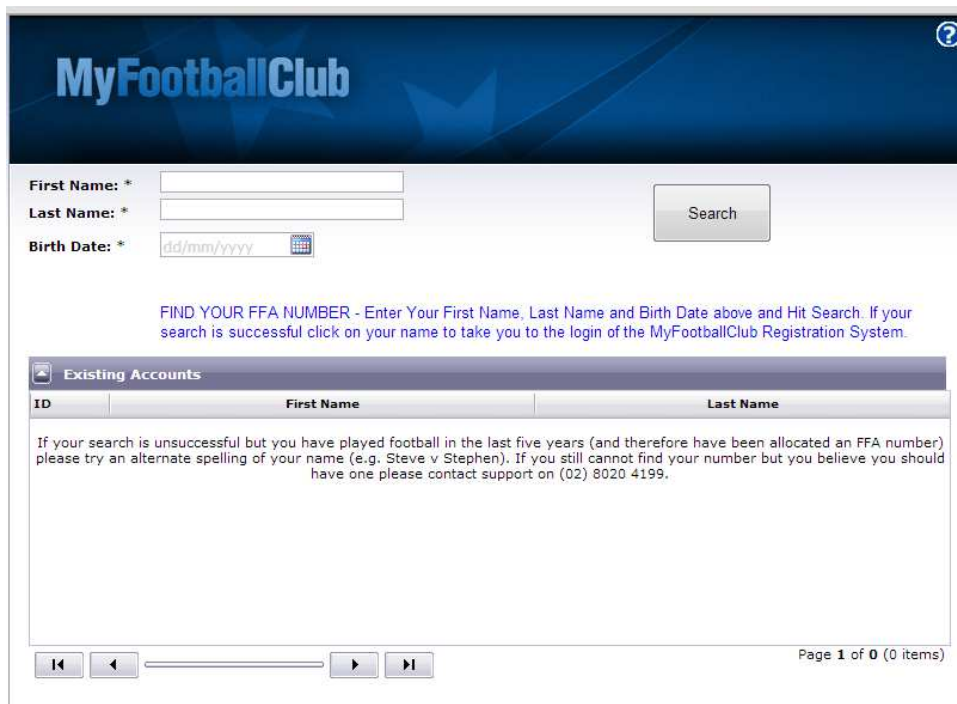
When you have received this information proceed to the login screen (**Step 4**) (<https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx>)

## FINDING YOUR DETAILS

### STEP 3 – SEARCH FOR YOUR DETAILS

If you already have an FFA number however you do not remember it, you can retrieve your FFA Number here: <https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx>.

- 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 your FFA Number, please contact MyFootballClub or Football NSW on the details provided on page one and eight.



The screenshot shows the MyFootballClub search interface. At the top, there is a header with the MyFootballClub logo and a question mark icon. Below the header, there are three input fields: "First Name: \*", "Last Name: \*", and "Birth Date: \*". The "Birth Date" field has a placeholder "dd/mm/yyyy" and a calendar icon. To the right of these fields is a "Search" button. Below the input fields, there is a blue instruction: "FIND YOUR FFA NUMBER - Enter Your First Name, Last Name and Birth Date above and Hit Search. If your search is successful click on your name to take you to the login of the MyFootballClub Registration System." Below this instruction is a table titled "Existing Accounts" with columns "ID", "First Name", and "Last Name". The table is currently empty. Below the table, there is a note: "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." At the bottom of the page, there are navigation buttons (back, forward, search) and a page indicator: "Page 1 of 0 (0 items)".

## MyFootballClub LOGIN

### STEP 4 – LOG IN

To login to your FFA account please visit the MyFootballClub login page here:  
<https://live.myfootballclub.com.au/SelfReg/Login.aspx?chkcookie=1&ReturnUrl=/selfreg/default.aspx>

- 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 profile 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**.
- 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.*

- If the data matches, the screen to the right will appear, 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 you cannot login or you are not receiving your new password please contact support on the details provided on page one and eight.*

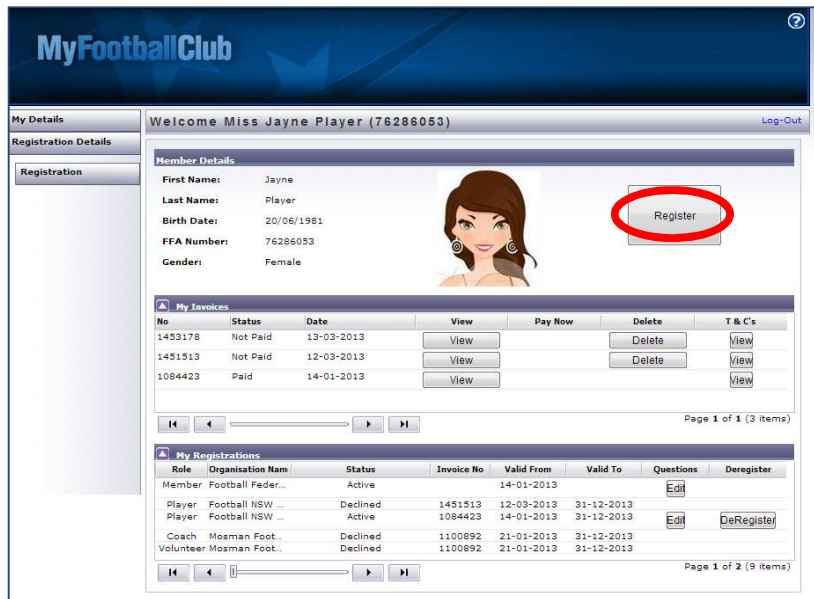


## REGISTRATION

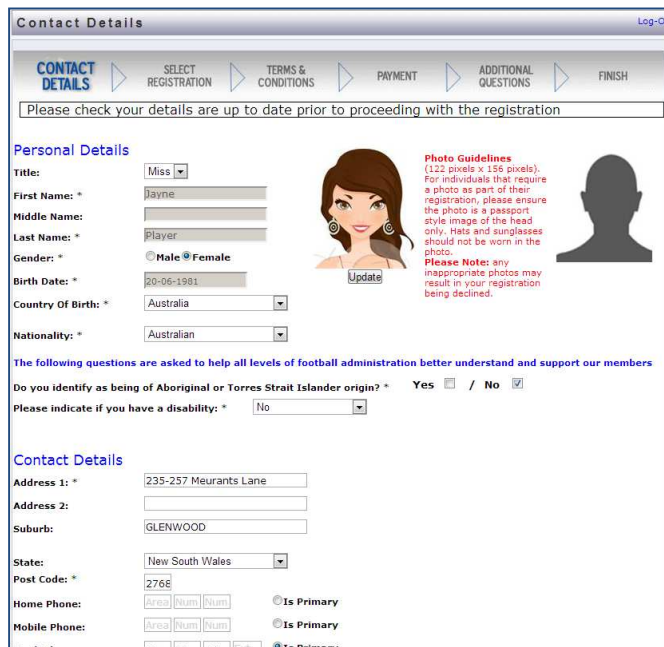
### STEP 5 – REGISTRATION

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

Select the **“Register”** button.



You will be asked to check and update your personal details then click **“Next”**.



The 'Contact Details' form has a progress bar at the top: CONTACT DETAILS (selected), SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, FINISH. A message says: 'Please check your details are up to date prior to proceeding with the registration'. The 'Personal Details' section includes: Title (Miss), First Name (Jayne), Middle Name, Last Name (Player), Gender (Male/Female), Birth Date (20-06-1981), Country of Birth (Australia), Nationality (Australian). There is a photo upload section with a photo of a woman and a silhouette. The 'Contact Details' section includes: Address 1 (235-257 Meurants Lane), Address 2, Suburb (GLENWOOD), State (New South Wales), Post Code (2768), Home Phone, Mobile Phone, Work Phone. There are checkboxes for 'Is Primary' for each phone number.

**A photo is required for ages 9 and up. 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.**

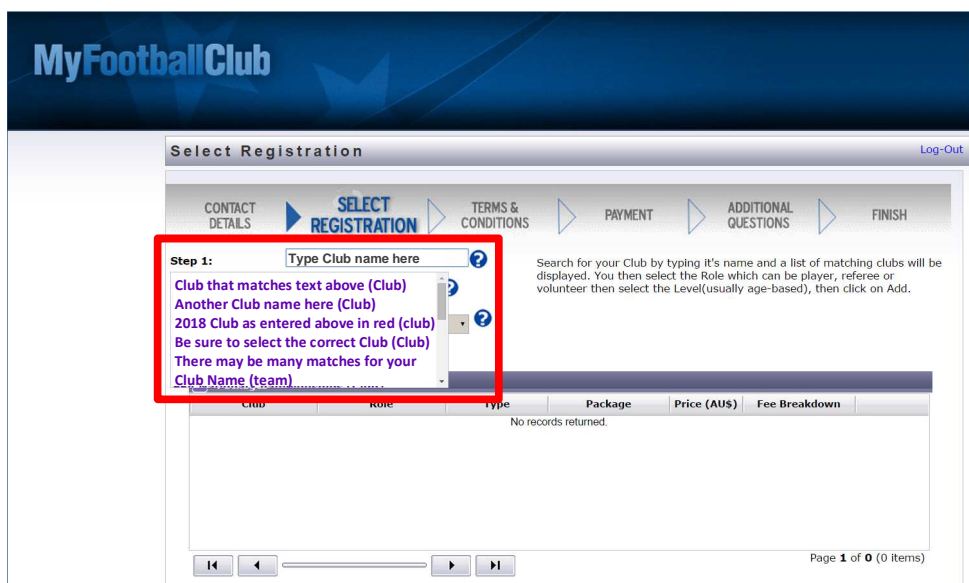
**Step 5 Continued over page.....**

## REGISTRATION continued

### STEP 5 – REGISTRATION continued

- a. Step 1 of the Select Registration page will auto-populate with your last registered Club, if you are registering to that club move on to the next step.

If you are registering to a club different to your last registered Club you will need to delete the text showing in Step 1. Start typing in "Castle Hill RSL Rockets FC (Hills Football), a drop down list will appear with all possible matches, please ensure you select the correct club as above:



The screenshot shows the 'MyFootballClub' registration interface. At the top, there's a navigation bar with 'CONTACT DETAILS', 'SELECT REGISTRATION' (highlighted), 'TERMS & CONDITIONS', 'PAYMENT', 'ADDITIONAL QUESTIONS', and 'FINISH'. Below this, a search box labeled 'Step 1: Type Club name here' is active. A dropdown menu is open, listing several club names, with '2018 Club as entered above in red (club)' highlighted in red. To the right of the search box, there's a search instruction: '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.' Below the search box is a table with columns: Club, Role, Type, Package, Price (AUS), Fee Breakdown. The table is currently empty with the text 'No records returned.' below it. At the bottom right, it says 'Page 1 of 0 (0 Items)'.

If the Club in Step 1 has no registration packages available you will receive the following dialog box:



The dialog box has a title bar that says 'No Package Available'. The main text reads: '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.' At the bottom center, there is an 'OK' button.

Click "OK" – you will then need to either re-enter the correct Club name or contact your Club about your registration.

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



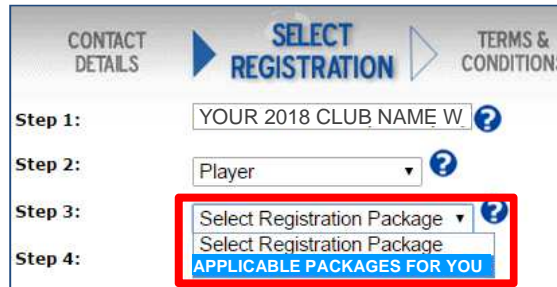
**REGISTRATION continued**

b. Select the applicable registration type to you: **“PLAYER/COACH or VOLUNTEER”**.



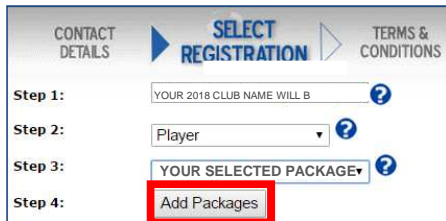
The screenshot shows the 'SELECT REGISTRATION' step. Step 1 is 'YOUR 2018 CLUB WILL BE HERE'. Step 2 is a dropdown menu with options: Player, Select Registration, Coach, Player (highlighted), and Volunteer. Step 3 and Step 4 are partially visible.

c. In the next drop down field select the appropriate package for your registration.

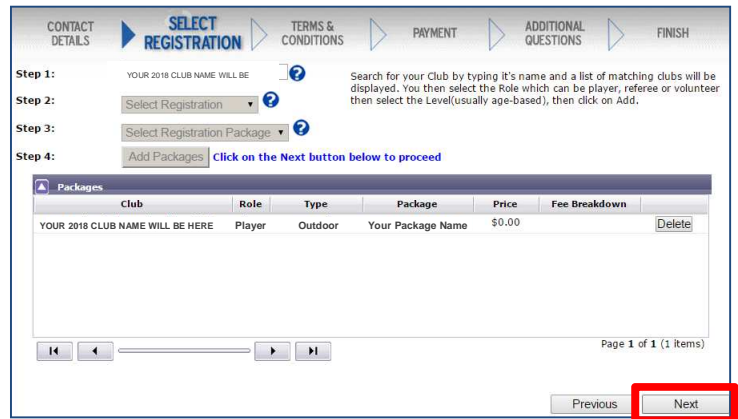


The screenshot shows the 'SELECT REGISTRATION' step. Step 1 is 'YOUR 2018 CLUB NAME WILL BE'. Step 2 is 'Player'. Step 3 is a dropdown menu with options: Select Registration Package, Select Registration Package, and APPLICABLE PACKAGES FOR YOU (highlighted). Step 4 is empty.

d. Click **“Add Packages”** then select the **“Next”** button.



The screenshot shows the 'SELECT REGISTRATION' step. Step 1 is 'YOUR 2018 CLUB NAME WILL BE'. Step 2 is 'Player'. Step 3 is 'YOUR SELECTED PACKAGE'. Step 4 is 'Add Packages' (highlighted).



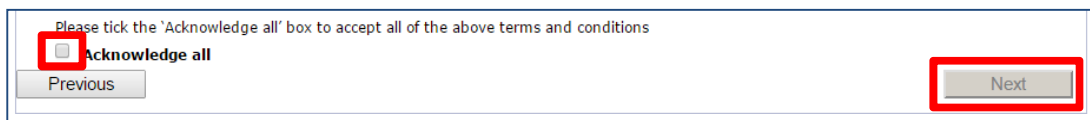
The screenshot shows the 'SELECT REGISTRATION' step. Step 1 is 'YOUR 2018 CLUB NAME WILL BE'. Step 2 is 'Select Registration'. Step 3 is 'Select Registration Package'. Step 4 is 'Add Packages' with a link 'click on the Next button below to proceed'. Below the form is a table with the following data:

Club	Role	Type	Package	Price	Fee Breakdown	
YOUR 2018 CLUB NAME WILL BE HERE	Player	Outdoor	Your Package Name	\$0.00		Delete

Page 1 of 1 (1 items)

Previous Next (Next highlighted)

e. 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. After reading, scroll to the bottom of the page and select **“Next”**.



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

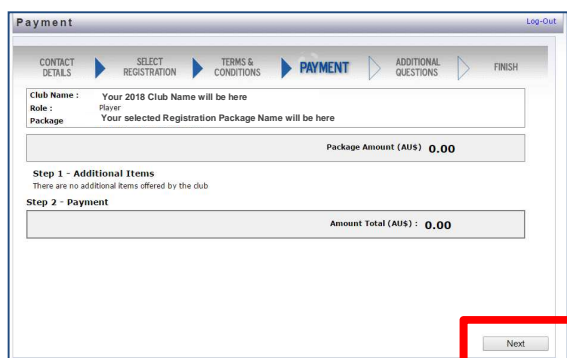
Acknowledge all

Previous Next (Next highlighted)

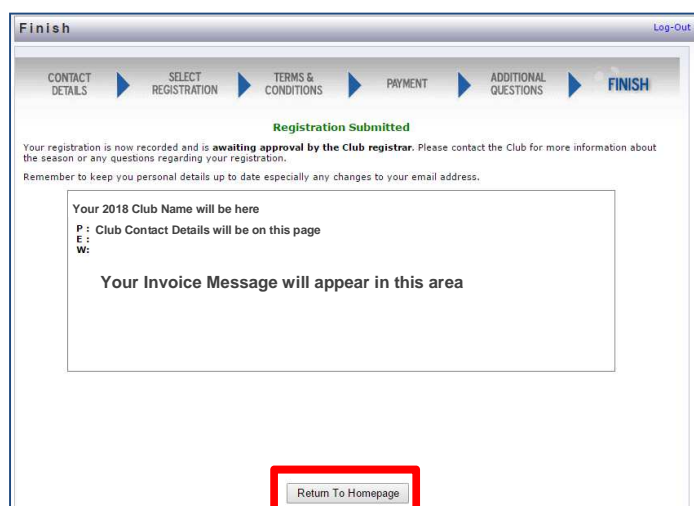
**REGISTRATION continued**

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

- f. You will then be taken to the Payment screen. Click on **“Pay Now”** to pay online via Credit Card (VISA or MasterCard)



- g. After selecting **“Next”** you will be taken to a screen confirming your registration has been submitted.



## SUPPORT

### SUPPORT CONTACTS

#### Football NSW Staff:

(02) 8814 4449 [samanthad@footballnsw.com.au](mailto:samanthad@footballnsw.com.au) (business hours, after hours and weekends)

(02) 8814 4448 [samuelk@footballnsw.com.au](mailto:samuelk@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)

OR

#### FFA MFC Support Centre

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[www.myfootballclub.com.au](http://www.myfootballclub.com.au)