

## Player Self Registration Guide for Clubs

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**Self Registration is where a player logs in to the MyFootballClub system, and registers with the club of their choice for the coming season.**

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### Tips & Considerations

- A player can only register with a club when the registration package is valid, which is controlled by the club through age groups and valid dates.
- A player can only register with a club if the club offers a Package which caters for their age.
- If a player self registers through MyFootballClub they do not need to complete an FFA registration form.
- We would advise that you only send your players to self register in the system once you have undertaken trials and selected your teams for the season.
- Provide your players with registration guidance, including the Registration Package which the player should select.
- Use the Valid To and Valid From dates to control when players can begin to register with your club.
- You can set up an early bird registration at a reduced rate to encourage players to self-register within a particular timeframe using the valid to and from dates.

### Step 1: Go To MyFootballClub

- Click on Register Now and select Player Registration



## Step 2: Registration Welcome Page

At this screen the player will be asked to select the scenario which best describes their registration situation.

Scenario 1: **I have logged in to MyFootballClub and registered previously.**

Scenario 2: **I have never self registered or logged onto MyFootballClub before.**

I know my FFA number and I am ready to proceed to a login screen to retrieve my password and complete my registration.

[Click here to proceed to the login pages.](#)

I have been registered as a player/referee/coach/volunteer before but need to find my FFA number prior to completing my registration.

[Click here to find your FFA Number.](#)

I have never been registered before and would like to create an FFA account to commence the registration.

[Click here to create an FFA account](#)

### Scenario 1: Proceed to login page

- If you have forgotten your FFA number click Find FFA Number
- If you have forgotten your password you can click Need Password



The screenshot shows a web browser window titled "Login" with a help icon. The page content is as follows:

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

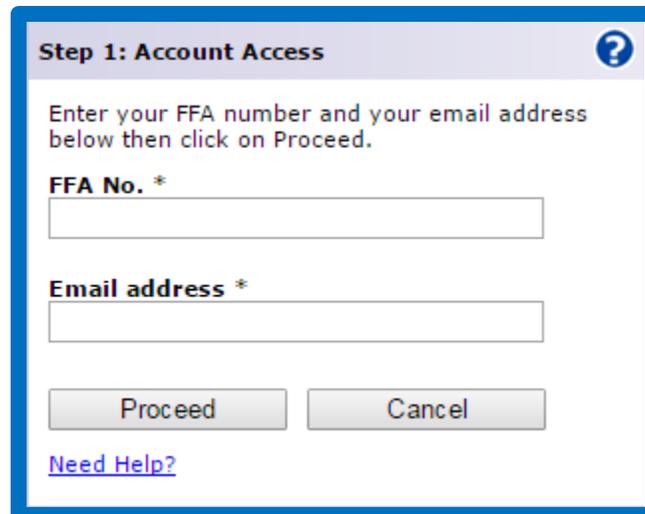
Login

- If the player has forgotten their FFA number and has chosen Need FFA Number, the below screen will appear.
- The screen displays three mandatory boxes: First Name, Last Name and Birth Date. These must all be filled in to see if the person has an FFA number already.
- If nothing appears then try:
  - different spellings of the name e.g Steven and Stephen
  - if female, try both maiden name and married name



A screenshot of a search form with a blue border. It contains three input fields: 'First Name: \*', 'Last Name: \*', and 'Birth Date: \*'. The 'Birth Date' field has a placeholder 'dd/mm/yyyy' and a calendar icon. A 'Search' button is located to the right of the fields.

- If nothing still appears but they are sure they had an FFA number they can contact the MyFootballClub Team as there may be an FFA number in the system.
- The contact number for the support centre is (02) 8020 4199 and the email address is myfootballclub@ffa.com.au
- Alternatively if they are sure they didn't ever have an FFA number they can create one. (Scenario 2)
- If they click Need a Password, the below box will appear



A screenshot of a dialog box titled 'Step 1: Account Access' with a question mark icon in the top right corner. The text inside says 'Enter your FFA number and your email address below then click on Proceed.' Below this are two input fields: 'FFA No. \*' and 'Email address \*'. At the bottom are two buttons: 'Proceed' and 'Cancel'. A link for 'Need Help?' is located at the bottom left.

- If the password has been forgotten they will input their FFA number and email address than click proceed. If there is a match then a password will be sent via your email.
- If the email address doesn't match what is in the system then the user will be taken to the account validation section.
- If the FFA number is recognised but the email is not it will proceed directly to this screen. You will be given the option to enter your First Name, Last Name, Birth Date, Post code and Last known Club.

### 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 \***  
 

**Post Code \***

**Last Known Club \***

[Need Help?](#)

**Scenario 2: Creating a New FFA number**

- To create a new FFA number, the user will have to select the third option on the ‘Player Registration’ screen; I have never been registered before and would like to create an FFA account to commence the registration.
- The player must first accept the Terms & Conditions



**Member**

You are about to enter personal information into an online registration system (MyFootballClub) maintained by Football Federation of Australia (FFA) in order to register as a player, coach, referee and/or volunteer.

FFA respects the privacy of individuals about whom we collect personal information. The personal information that FFA collects from you via MyFootballClub is collected for the purposes of processing your registration, administering the game of football, sending you information about the FFA (including information regarding our commercial partners and sponsors and related products and services), football matches, tickets and related events as part of the Football Family, assisting with your enquiries and for other purposes set out in our Privacy Policy (<http://www.footballaustralia.com.au/privacy>).

You acknowledge that the information you provide will be collected by FFA and may be disclosed to third parties for the purposes outlined above or as required by law. Such third parties may include Football Administrators (including FFA's member federations, associations and clubs as well as FIFA and AFC), ticketing organisations, IT suppliers and event management organisations. Without your personal details, we can't register you or send you the information you've requested. Our Privacy Policy (<http://www.footballaustralia.com.au/privacy>) tells you more, including how to contact us to access and correct your details or make a complaint.

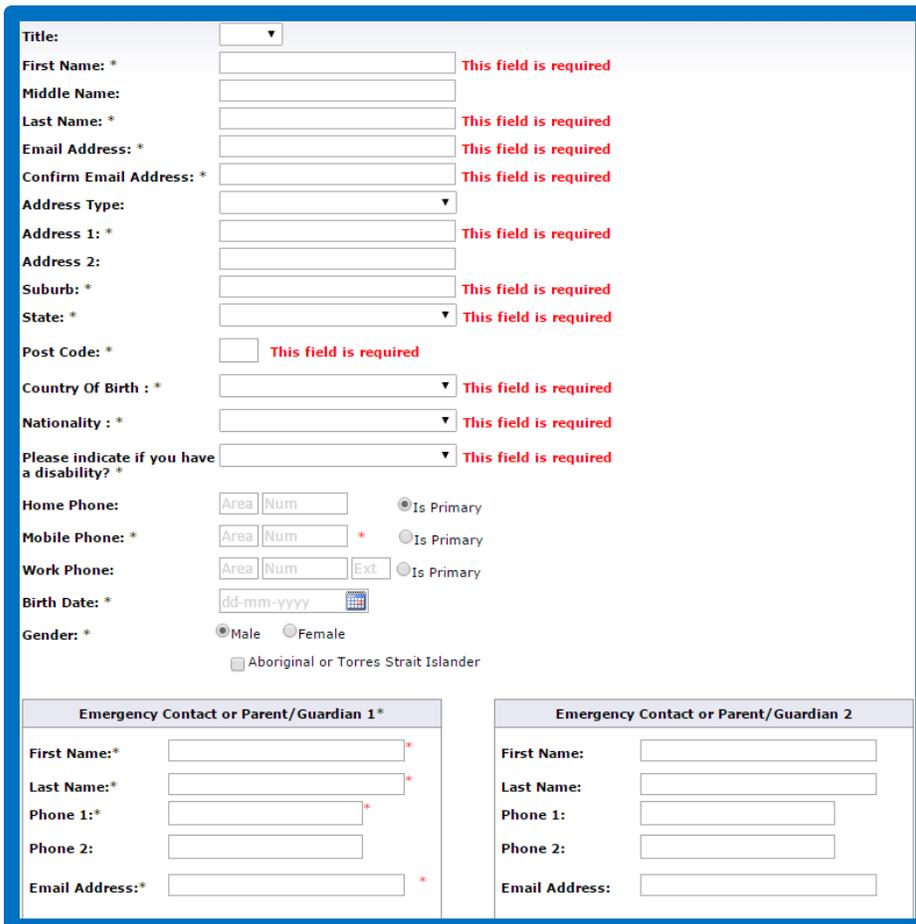
In addition, FFA may also collect more detailed information about football participants in Australia, including sensitive information. With this information FFA will be able to adopt a more needs based approach to the development of the game, in particular ensuring football is a more inclusive sport, expanding the scope and effectiveness of our indigenous programs and formulating a comprehensive schools strategy.

By registering with MyFootballClub, you consent to the collection, use and disclosure of your personal information as described above and as set out in our Privacy Policy (<http://www.footballaustralia.com.au/privacy>).

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.

Next

- All sections with an \* are mandatory. Once the form is completed, a unique FFA number will be generated and sent to the email address provided along with a password.



**Title:** [Dropdown]

**First Name: \*** [Text] **This field is required**

**Middle Name:** [Text]

**Last Name: \*** [Text] **This field is required**

**Email Address: \*** [Text] **This field is required**

**Confirm Email Address: \*** [Text] **This field is required**

**Address Type:** [Dropdown]

**Address 1: \*** [Text] **This field is required**

**Address 2:** [Text]

**Suburb: \*** [Text] **This field is required**

**State: \*** [Dropdown] **This field is required**

**Post Code: \*** [Text] **This field is required**

**Country Of Birth : \*** [Dropdown] **This field is required**

**Nationality : \*** [Dropdown] **This field is required**

**Please indicate if you have a disability? \*** [Dropdown] **This field is required**

**Home Phone:** [Area] [Num]  Is Primary

**Mobile Phone: \*** [Area] [Num] \*  Is Primary

**Work Phone:** [Area] [Num] [Ext]  Is Primary

**Birth Date: \*** [dd-mm-yyyy] [Calendar]

**Gender: \***  Male  Female  Aboriginal or Torres Strait Islander

Emergency Contact or Parent/Guardian 1*		Emergency Contact or Parent/Guardian 2	
<b>First Name:*</b>	[Text] *	<b>First Name:</b>	[Text]
<b>Last Name:*</b>	[Text] *	<b>Last Name:</b>	[Text]
<b>Phone 1:*</b>	[Text] *	<b>Phone 1:</b>	[Text]
<b>Phone 2:</b>	[Text]	<b>Phone 2:</b>	[Text]
<b>Email Address:*</b>	[Text] *	<b>Email Address:</b>	[Text]

## Step 3: Login

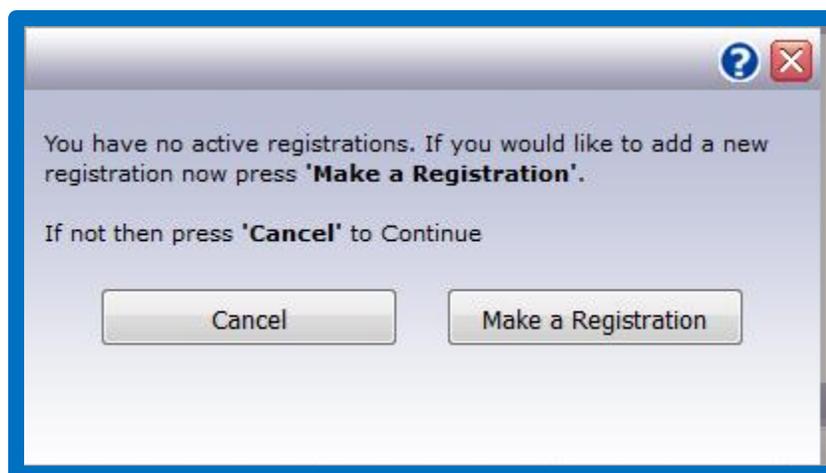
- You will receive an email either as a new user or returning in the system.
- This will contain your FFA number and Password, which you need to login into the system



The screenshot shows a login window titled "Login" with a help icon. The main heading is "MyFootballClub Registration". Below this, a message reads: "Please use your FFA number and password to login. If you do not know your number or password click on the relevant links below." There are two input fields: "FFA No. \*" with a link "(Need your FFA Number?)" and "Password \*" with a link "(Need a password?)". A "Login" button is at the bottom.

## Step 4: Player Homepage

- The following box will appear on screen once you login.
- By clicking Make a Registration it will take you straight to the contact details section. If you press Cancel you will be taken to a page containing information regarding previous registrations and information concerning your current registration.
- Click Register Now to commence registration.



The screenshot shows a dialog box with a question mark icon and a close button. The text inside reads: "You have no active registrations. If you would like to add a new registration now press '**Make a Registration**'. If not then press '**Cancel**' to Continue". At the bottom, there are two buttons: "Cancel" and "Make a Registration".

## Step 5: Checking and Updating Player details

- Check and update contact details below.
- Once the details have been reviewed click Proceed with Registration to move to the next stage of the registration.
- On this page you may also upload a new photograph, by selecting the option Add new Image and then browsing your files for a suitable photo.

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

**Tick here if you do not want to receive special offers from the partners and sponsors of FFA and Football Administrators**

**Terms and Conditions**

**ACKNOWLEDGEMENT OF THE PROHIBITION AGAINST MATCH FIXING AND BETTING ON FOOTBALL**

Football Federation Australia's (FFA) National Code of Conduct (Code) aims to promote and strengthen the reputation of football in Australia by establishing a standard of performance, behaviour and professionalism for its participants and stakeholders. In addition, the Code seeks to deter conduct that could impair public confidence in the honest and professional conduct of Matches or in the integrity and good character of its participants. The Code applies to all Members (including all Players, Match Official and Club Officials) and amongst other things prohibits Members from directly or indirectly betting on football or engaging match fixing. The Code is supplemented by the FIFA Code of Ethics, which applies to all Members.

Amongst other things, section 4 of the Code addresses match fixing in relation to the betting market as follows:

4.1 A Member must not engage, directly or indirectly, in:  
(a) any bet, wager, gamble or any other form of financial speculation where the relevant person stands to win or gain from the win, draw or loss of any Club competing in a Match;  
(b) the throwing or fixing of a Match; or  
(c) any conduct or behaviour intended to unfairly affect the result of a Match, including accepting or agreeing to accept any Benefit connected with or relating to the ability of a Member to exercise control over or influence the outcome of a Match so as to bring about a result other than that which would be achieved in a fair contest between the competing teams.

4.2 A Player, an Official and an Agent must not:  
(a) accept bribes through the offer, promise or acceptance of any Benefit in return for violating his or her duties; or  
(b) provide for a Benefit any information concerning a Club, its team's actual or likely composition, the form or injuries of Players or possible tactics (other than in connection with a bona fide media interview).

4.3 A person who is under prosecution for action unworthy of a football management position (especially doping, corruption, forgery etc) or who has been prosecuted for such action in the last 5 years cannot be involved in football management, including as an Official or an Agent.

4.4 A Member must immediately report to FFA or a Member Federation any offer of a bribe or any attempt by a person in breach of this clause 4.

Current copies of the Code and the FFA Statutes, as well as FFA's Sports Betting and Match Fixing Guidelines, can be found on FFA's website at: <http://www.footballaustralia.com.au/insideffa/statutes>

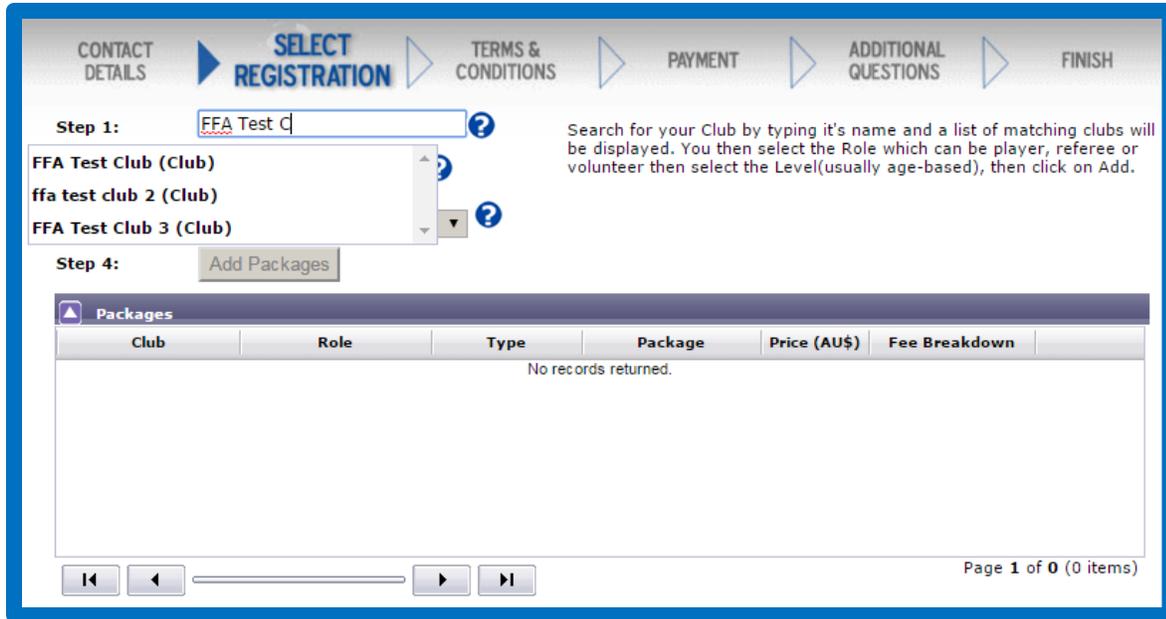
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**Step 6: Selecting a Club**

- Begin by typing the name of your club in the box below.

**TIP – If you played in 2015, the club you played for will pre-populate in the Club Name box.**

**Note: If a pop-up displays with the text “There are no eligible registration packages available for your club” it may be because your club has not yet made registration packages available. Contact the club to confirm whether the registration package is open**

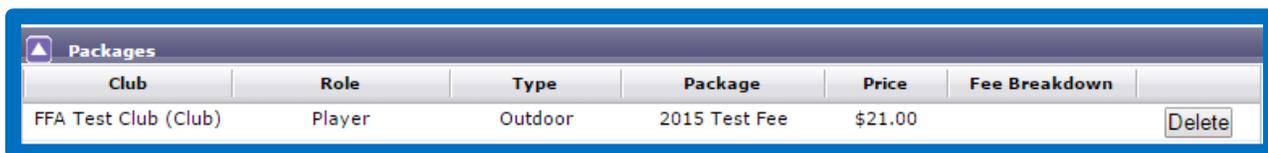


Once you have selected your club, the roles button will be activated

- Select Player
- Select appropriate Package
- Select Add

The registration details will then appear as show below

- Click on Fee Breakdown to view breakdown of the registration package
- If you don't want to proceed with this package, click Delete
- Once you have selected the desired registrations package click Next





## Step 7: Accept the Terms & Conditions

- Tick all boxes to accept the Terms and Conditions.
- Click Next to proceed.

**Note:** The Terms and conditions are key for you to tell your players what you require of them, the standards the clubs sets and any other rules the clubs wishes to outline. The players will also see terms and conditions written by the associations and state level federations if they have set out Terms and conditions.

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

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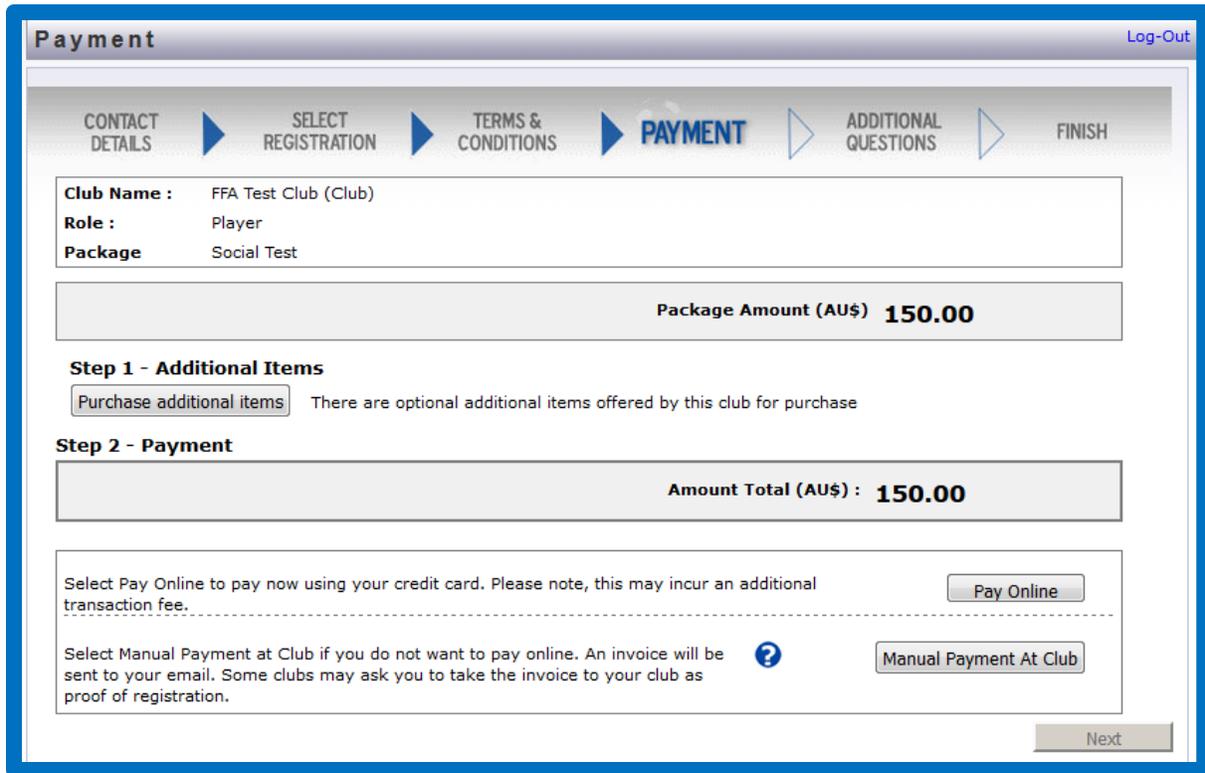
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## Step 8: Payment

### You have Two Payment Options:

- Pay Now will only be available if your club has set up online payment access with FFA. Double check whether this facility has been enabled prior to commencing self registration.
- Manual Payment at Club will be available if your club has set up this option so players are able to pay directly to the club.
- If your club has the opportunity to sell club products through the gateway. Click on Purchase additional items to check whether the club has set up additional items in the system.

**TIP: If you are registering for a package without a fee, you will simply have to click 'Next' to proceed to the final page.**



The screenshot shows the 'Payment' step in a registration process. At the top, a progress bar indicates the current step: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, **PAYMENT**, ADDITIONAL QUESTIONS, and FINISH. Below the progress bar, a table displays the registration details: Club Name: FFA Test Club (Club), Role: Player, and Package: Social Test. A summary box shows the Package Amount (AU\$) as 150.00. Under 'Step 1 - Additional Items', there is a button for 'Purchase additional items' and a note that there are optional items offered by the club. 'Step 2 - Payment' shows the Amount Total (AU\$) as 150.00. Two payment options are presented: 'Pay Online' (with a note about a transaction fee) and 'Manual Payment At Club' (with a note about an invoice being sent to email and a help icon). A 'Next' button is located at the bottom right of the form.

## Step 9: Additional Questions

- If your club has set up mandatory questions in the system they will then appear
- Answer the questions
- Click Save all answers



Step 10: Registration Completed

- Please note the status of your registration with your club is Pending until the Club Registrar completes the final step of accepting your registration.
- You can monitor your status by logging into the system and viewing My Invoices or My Registrations in the player home page.
- You can go into the system and pay an invoice at any time, provided your club has setup online payments.

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

FFA Test Club

123  
123  
SYDNEY  
New South Wales  
2000

P : 61 (0) 2 78978978  
E : 256999@first-sports.com  
W: www.myfootballclub.com.auuu

My Invoices						
No	Status	Date	View	Pay Now	Delete	T & C's
2444698	Not Paid	30-10-2015	<input type="button" value="View"/>	<input type="button" value="Pay Now"/>	<input type="button" value="Delete"/>	<input type="button" value="View"/>
2444605	Paid	16-10-2015	<input type="button" value="View"/>			<input type="button" value="View"/>