



# Online Player Self Registration Procedure

In accordance with FFA's policy on **self registration**, please follow the following instructions to register online for the club.

## To Login

1. Go to the My Football Club website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
2. Click **"Register Now"** and select **"Player Registration"**
3. Select one of the available options:
  - **"Click here to proceed to the login pages"** if you know your FFA number and password details, or
  - **"Find your FFA number"** if you don't know your FFA number, or
  - **"Create a New Account"** if you have never registered before using [www.myfootballclub.com.au](http://www.myfootballclub.com.au).
4. Once you've obtained your unique FFA number, **Login** using your **FFA number** and **password**.



## To Register

5. Once logged in, **click on "Register"**.
6. Check that your contact details are correct – **update if necessary**.
  - **Upload a clear, in focus, recent photo of yourself – MANDATORY for SENIOR PLAYERS in 2015**
  - Make sure your photo is **recent** and appropriate. **Registrations with inappropriate photos will be rejected!**
  - Make sure the mandatory fields have been entered and then **click "Proceed with Registration"**.
7. On the next screen, enter in the club name which is **UNIVERSITY AZZURRI**. (If you get a message saying there are no packages then click OK and check the club name.)
8. **Select the Registration** appropriate to you e.g. **"Player"** (or "Volunteer", or "Coach") – note if you have other roles in the club, you'll need to register these separately e.g. if you're a player and a coach you'll need to register once as a player and once as a coach.
9. **Select the correct Registration Package** that applies to your **Age/role** e.g. U6 if you are turning 6 this year, and so on (unless you have been allocated to a different age group by the Club Registrar)
10. **Click the "Add Packages"** button, select the appropriate package that relates to your registration.
11. Read and acknowledge all the Terms and Conditions then **click "Next"**.
12. **SPORTS VOUCHER?** - If you are redeeming a School Sports Voucher **select "Purchase Additional Items"** and **select "Sports Voucher"** – note if you intend to use more than one voucher you'll need to do this step twice. Otherwise go to Step 14.
13. **SIBLING DISCOUNT?** - If you qualify for \$10 Sibling Discount (i.e. more than one child registered with our Club) **select "Purchase Additional Items"** again and this time **select "Sibling Discount"**. Otherwise go to Step 16.
14. **Select "Update Order"** to update the amount payable.
15. **PAYMENT** - If you wish to pay online **click "Pay Online"** and provide details, otherwise **click "Manual Payment at Club"**. **An invoice will be emailed to you – PLEASE BRING THE INVOICE AND ANY VOUCHERS** when paying at the club. The club can accept payment via credit card (Visa & Mastercard only), Paypal or EFT – **i.e. NO CASH PREFERRED**.
16. Next **answer any additional questions** as appropriate – use N/A where applicable.

## For Sport Voucher Registrations Only

17. When you have finalised your registration and payment you will receive a receipt via email. If you are using your Sports Voucher **please bring a COPY of the receipt along with your ORIGINAL sports voucher to the Club**. NOTE - Registration won't be approved until the Club receives **PAYMENT IN FULL** and the **ORIGINAL SPORTS VOUCHER**.

## Where do I go if I need help with my registration?

If you have any trouble with your registration you can use the following resources to help you.

- Visit the FAQ's page on the MyFootballClub website.
- View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 particularly if you are having problems with your password to login.

