



Online Player Registration instructions (revised January 2014)

Login

1. Go to the MyFootballClub website: www.myfootballclub.com.au
2. Click on "Players" then "**Register Now**"
3. If you need an FFA number and password or do not know your FFA number and password choose the appropriate option to obtain one.
4. If you know your FFA number and password choose "**Click here to proceed to the login pages**"
5. Log in using your FFA number and password

Start Registration

6. After you log in check the "**My Details**" tab (LHS) to ensure all mandatory fields have been entered correctly.
7. Uploading a photo is NOT necessary.
8. Click "**Save my details**" at the bottom of the page.
9. Click "**Registration Details**" tab (LHS), then "**Registration**" under that.
10. On the next page, click the "**Register**" button.
11. Answer all questions, and click "**Next**"
12. Enter in the club name
13. Select the Registration role as: "**Player**".
14. Select the Registration Package that applies for your child (note the correct age group refers to the age that your child is on January 1 – for example if your child is 9 on January 1, s/he will play in the Under 10 age group).
 - Note: For children who also play Junior Premier League, select the "**AHISA Associate**" option. All other children should select the "**AHISA Registration**" option.
15. Then click the "**Add**" button.
16. Click the "**Next**" button at the bottom of the screen.
17. Answer the Yes/No question at the top. Read and acknowledge all the Terms and Conditions then click "**Next**"
18. Payments
 - If the club has opted to allow separate collection of fees, then the "Manual Payment at Club" option will be available. Select the "Manual Payment at Club" button if you want this option.
 - If the club has opted to allow online payments then the "Pay Now" option will be available. Select the "Pay Now" button if you want this option.

Complete your credit card details, then select the "Next" button and after checking details select the "Pay" button
19. Answer the questions on the last page and click the "**Save All Answers**" button.

Your request for registration with your club has now been submitted.

Payment must be made before registration can be accepted.

Coaches, Managers and Volunteers

Coaches, Managers and any other Club Volunteer who has unsupervised access to children must obtain a Police Check and register online as above under the appropriate registration option. Your club will set up a registration package for volunteers to choose.