

## Online Registration Instructions for 2012

In order to register online you will need an account on the FFA myFootballClub website. The keys to your myFootballClub account are your **FFA number** and your **password** – you will need these to log in to the myFootballClub website to confirm your details, register to play, and pay your registration fees. If you already have an FFA number you should use it to register in 2012.

### Simple Instructions

*These are the simple steps needed to complete your online registration and payment:*

1. Log in to MFC using your FFA number and password. Go to <http://www.myfootballclub.com.au>
2. Update your details (if changed) and upload a photo
3. Add a registration (with Burwood FC in your age group)
4. Pay online with credit card

### Detailed Instructions

The following instructions outline the online registration and payment process in some detail. If you are stuck on any of the points above please check the relevant section below for further guidance.

#### I have my FFA number and password!

If you have an FFA number and password go to [myFootballClub Login](#) and log in. Follow the instructions from [Registering Online](#) below.

#### Need a Password?

If you have an FFA number and need to get your password go to [myFootballClub Login](#) and click on (Need a password?). Follow the instructions from [Get a Password](#) below.

**IMPORTANT** – Some players will have more than one FFA number and some of these numbers may not be in the myFootballClub system. It is recommended to find and use your number on myFootballClub.

#### Never Played or No FFA Number?

If you have never played before or are certain that you do not have an FFA number you should go to [Create Account](#). After agreeing to FFA conditions the single account creation page comes up. Enter your details. Be sure you enter your name and birth correctly as it is shown on your ID (you will need to present your ID later). Upload a passport style photo of the player by clicking on “Add new Image”. Click on Create Account. You will receive an email containing your FFA number and password, which you will need to login to the system. Log in ([myFootballClub Login](#)) and follow the instructions from [Registering Online](#) below.

If you have played in the last 5 years you will likely have an FFA number.

## Find Your FFA Number

To find your FFA number, go to [Find Your FFA Number](#).

Enter your first name, last name, and date of birth and click enter.

If your FFA number is not found then try using just your initials with date of birth.

Once you locate your FFA number, note it and click on your name – this will take you to the login screen.

## Get a Password

Unless you have logged in before you will not have a password. To get your password click on Need a password?

Type in the email address that you gave when you last registered and click on Reset Password. If successful you will receive an email with your FFA number and password. Log in and follow the instructions from [Registering Online](#) below.

If your email has changed or you can't remember the email address you gave when you registered last you may *Try Again* or *Validate Account*.

If *Try Again* fails you may attempt to *Validate Account* where you will be asked for more information (first name, last name, birth date, postcode, & last known club) to identify yourself. If *Validate Account* succeeds you will receive an email with your FFA number and password. Log in and follow the instructions from [Registering Online](#) below.

If *Validate Account* fails you should contact FFA for assistance. Note that the "Need help" link was broken at the time of writing, and this has been reported to FFA.

## Registering Online

Once you have logged in to myFootballClub you will be taken to the player home page. This page will contain information regarding previous registrations and information concerning your current registration.

Click Register Now to commence registration.

Check and update contact details. Make sure that your photo is passport style and recent – upload a new one if available or required.

**IMPORTANT** – If you leave the "subject" field blank you will not be able to upload your photo. I suggest that you put your name in the subject line.

Note that in 2012 all junior players and all senior players will require a new (recent) photo.

Click "Proceed with Registration".

Select Your Club. In the field marked "Begin Typing Club Name..." enter **Burwood FC**.

As you type a list will appear with the names of clubs beginning with the characters you entered.

Select **Burwood FC** from the list.

In the "Select Role" field select **Player**.

## Overseas Players

A box will appear called Playing History. It will ask if the player has ever registered to play football in another country. For most players you will answer "No".

If you answer "Yes" you must contact your Member Federation to get an International Transfer Certificate to receive clearance for the player to play in Australia.

You may be fined if you register a player without clearance. This is an international FIFA rule, which is applied to both amateurs and professionals in the game.

## School Details

For players who turn 18 years old or younger in 2012, the Playing History screen will also ask for some school details. When selecting the School Name a list will appear as you type. Select the school from the list.

Click the **Confirm** button.

## Select a Package

In the Select Level field, select the appropriate registration package for the player.

If you are unsure which level to select, contact the club to find out which package you should select. You should select the package corresponding to age group for the age the player will turn in 2012.

The details of the package you have selected will be shown in the details box.

Once you have selected the correct package, click the **Add** button. The package will be added to the roles grid beneath.

Click the **Next** button.

Acknowledge your acceptance of the terms and conditions of Burwood FC and the CDSFA.

Click the **Next** button.

## Payment Options

A summary screen will appear displaying the registration options you have selected.

There are 2 options when paying for your registration:

- you can pay now, online, using a credit card, or
- you can choose to receive an Invoice via email so that you can pay later.

You will be able to log back into myFootballClub at any time to pay any outstanding Invoices or you can take your invoice to your club to pay in person.

**Note that to save time on registration day it is preferable to complete payment online.**

Click the **Pay Now** button or the **Invoice Me** button to continue with your registration. If you pay now you will be shown the online payment screen to enter your credit card details. If you choose invoice me you will be sent an email with your Invoice to be paid at a later date.

If you choose to pay now, you will be shown a screen where you need to enter your credit card details. Once you have filled in the details click the **Next** button.

## Additional Questions

To assist us to organise players and teams we have included some additional questions.

- Enter a response to the questions and then click the **Save All Answers** button.
- Once you have finished answering all the questions click the **Next** button.
- If you are unable to answer Additional questions at the point of registration, you will have the ability to answer the additional questions via the player homepage.

## Registration Completed 😊

Take note of the club's contact details, and any additional information provided by the club and click the **Close** button to complete your registration.

Your registration with your club is **Pending** until the Club Registrar accepts your registration in the system.

Once the club has accepted your registration your status will become **Active**.

You can monitor your registration status by logging into MyFootballClub and viewing your Registration Status on the Registration Details page. You will also receive a confirmation email.

Please attend our registration days at Blair Park to pay by cash, cheque, or credit card and to complete your registration:

4 February	Registration day – Blair Park 10am to 4pm (all ages)
5 February	Registration day – Blair Park 10am to 4pm (all ages)
11 February	Registration day – Blair Park 10am to 4pm (all ages)

New players must bring proof of age.