

Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration for **Victoria Park**

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Retrieving a Password

1. Click on **"Register Now"** and then **"Register"** on the top menu.
2. Click on **"Find your FFA Number"** to find your FFA number. Enter your name and DOB to find your FFA number
3. Click on your name to take you to the login screen
4. Click on **"Need a Password?"** to reset and retrieve a password by entering a matching e-mail address that is currently on the MyFootballClub system
5. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and log into the system.

Note: Do not create an account if you have been registered within the last 5 years – Contact FFA or FFV for assistance to find your FFA number

Registering for Our Club

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

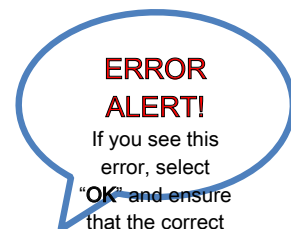
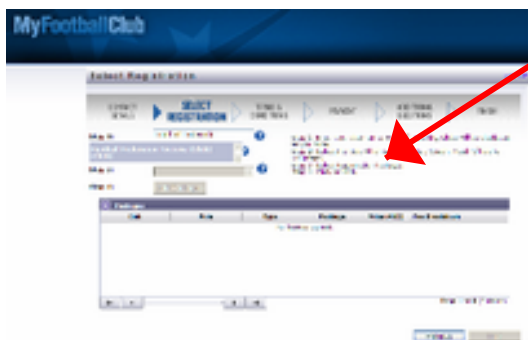
Logging into your own MyFootballClub Account

1. Click on **"Register Now"** and then **"Register"** on the top menu.
2. Click on **"Player Registration"**
3. Select the option that reflects your previous registration history and follow the prompts to login to your MyFootballClub account

Registering to Victoria Park SC

4. To begin registration, click on **"Register"**
5. Click **"Add new Image"**, click **"Browse"** and select a photo from your computer.
6. Under "Subject" type your name and then click **"Save and Exit"**
7. Update your Personal and Contact Details, click on **"Proceed with Registration"**
8. Type in our Club name which is **Victoria Park SC**

- o *Note: You must select our Clubs name from the drop down menu that appears for packages to be made available.*



ERROR ALERT!

If you see this error, select "OK" and ensure that the correct Club Name is typed in and selected from the drop down box

<Insert Club

Name as it appears on MFC>



9. Choose the option "**Player**" and confirm your playing details in the subsequent pop-up
10. Select the appropriate Registration Fee that applies to you
11. Click on "**Add Packages**" and then click on "**Next**"

Acknowledging Terms and Conditions

12. Read and acknowledge all Terms and Conditions by checking all boxes and then click on "**Next**".

Payment Options Screen

13. You will be given the option to "**Invoice Me**" or "**Pay Now**".
14. "**Pay Now**" continue to Pay your registration fee on-line via Credit Card (MasterCard or Visa)
15. "**Invoice Me**" print off your invoice, bring it along to Vic Park on Thursday nights 'training nights' where you can pay in cash or cheque to Jake Ellis (Registrations Officer) or Eamon Devlin (Treasurer).

Answer Additional Questions

16. Answer the questions, click on "**Save All Answers**" or click on "**Next**".

Your Online Registration is now complete! What happens next?

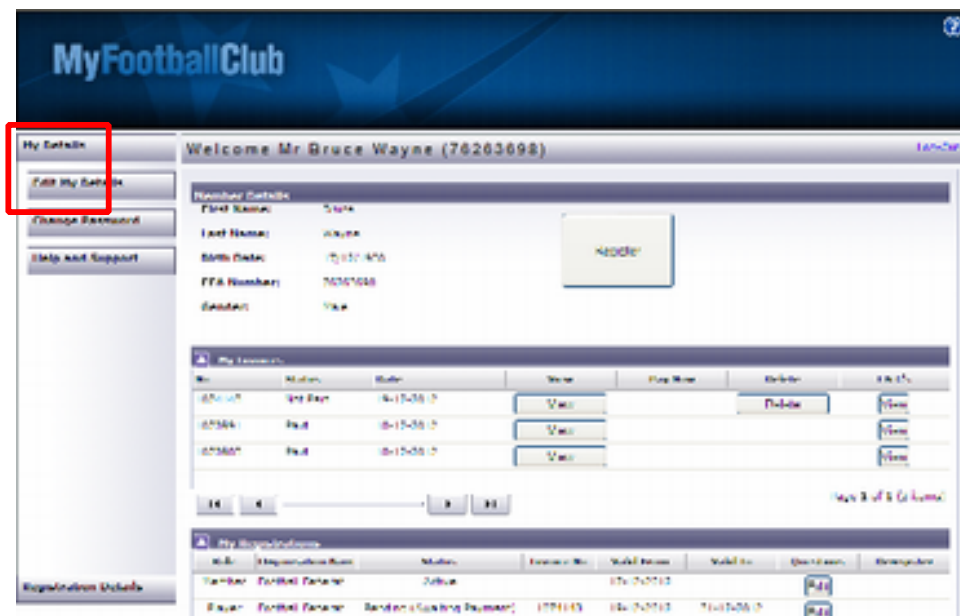
17. Your Registration Status is now "**Pending Awaiting Payment**". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.

For more information, please contact **Jake Ellis** via Phone on **0427 673 609**
or via e-mail registrations@vicparkfc.com.au

Updating your Details

If you wish to update any of your personal details

- Click on "**My Details**" then "**Edit My Details**" to update your Personal and Contact Details. Finalise by clicking "**Save My Details**"
- You may also Change your Password in this section by clicking "**Change Password**" and clicking "**Save**"



Where do I go for help?

- FFA Support Centre Ph: (02) 8020 4199 or e-mail myfootballclub@footballaustralia.com.au

- FFV MyFootballClub Support Ph: **(03) 9474 1800 (Press 2)** or e-mail myfootballclub@footballfedvic.com.au
- Player resources (Videos/Manuals) which is available via www.myfootballclub.com.au under MyFootballClub/Register Now/Guides
- FAQ's on the MyFootballClub website or FFV Website via www.footballfedvic.com.au (under Registrations > MyFootballClub)