MAJURA FC REGISTRATION GUIDE FOR 2019

There is a new Australia wide registration system this season called Play Football which allows a new mobile optimised user experience, you can register multiple individuals from a single account, allowing you to register and manage your whole family from a single login. All participants will login with their Football Account and can use Facebook or Google logins as well as email, so you no longer need your FFA number to login.

As a participant (player, parent or club official) looking to register for the up-coming season, you will need to create a Football Account <u>https://www.ffa.com.au/football-account</u> If you already have a Football Account, please sign in.

Once you have created and logged into your account you will be provided with a list of matching profiles from MyFootballClub where the email addresses match the one that you have provided. This is where you link existing profiles (yours and family members) in order to register them to play. You only need to do this once and then you're set for future seasons.

Player Self Registration Guide

After logging into your own Football account head to www.playfootball.com.au

- 1. Click on "Where can I Play?"
- 2. Select the relevant age group for the player that you are registering
- 3. Search for a suburb (Dickson), postcode (2602) or a club (Majura FC)
- 4. Select Majura FC and club details and programs available for participants will be displayed
- 5. Select the "Start My Registration" tab at the bottom right of the screen
- 6. The Play Football online registration screen will appear. Click on "Get Started"
- 7. Select participant you are registering (myself, linked person or new person) and then click "Continue"
- 8. Select Club Type Club name in "Club" text box provided
- 9. Select Role (Player), Football Type (Club Football) and Playing Level (e.g. Community or NPL), then select the appropriate product from the list provided.
- 10. Product details this screen will provide you with a breakdown of the registration fee for your information, click "**Continue**"
- 11. Check and update the personal and contact details, and then click "Continue"
- 12. Profile Photo "Select Profile Image" and browse from your device, and then click "Continue"
- 13. International Transfer Clearance- Answer question accordingly to proceed
- 14. Review your order, if you need to modify your product selection or details, select '**Modify**' in the appropriate section to do so
- 16. Acknowledge Terms and Conditions by clicking on the 'Check box' Read and Acknowledge all Terms and Conditions and Accept All T&C's displayed and then click "Continue"
- 17. Payment Options Screen
 - a) Input "Vouchers/Coupons codes" does not apply to Majura players
 - b) Choose either "Pay Online" or "Pay Offline" To pay online enter your card details to complete the registration. You can pay offline by either a cheque, mailed to Majura FC PO Box 449 Dickson ACT 2602 or by direct deposit to BSB: 062904 Account No: 00901679 including player name or FFA number as an identifier.
- 18. Confirmation message select "Finished" or "Perform another Registration".

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 Support page on the Play Football website. This page contains articles and videos that may be of assistance to you: <u>https://support.playfootball.com.au/support/solutions/22000106487</u>
- Contact the Play Football Support team by Email: <u>support@ffa.com.au</u> or phone: (02) 8880 7983 (Monday – Friday 9:00am – 9:00pm and Saturday 10:00am – 3:00pm)

Coach and Volunteer Registration

All coaches and other regular volunteers are also required to register through Play Football and hold a valid Working with Vulnerable People (WWVP) card. If you do not have a WWVP card you can apply for one free by <u>Clicking Here</u>

Please follow the following instructions to register online for our club.

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- 4. Select Majura FC and club details and programs available for participants will be displayed
- 5. Select the "Start My Registration" tab at the bottom right of the screen
- 6. The Play Football online registration screen will appear. Click on "Get Started"
- 7. Select participant you are registering (myself, linked person or new person) and then click "Continue"
- 8. Select Club Type Club name in "Club" text box provided
- 9. Select Role (Coach/Volunteer/Committee Member). To register under these Roles, you are not required to select any options under Football Type or Playing Level, then select the appropriate product from the list provided.
- 10. Product details this screen will provide you with a breakdown of the registration fee for your information. As there are no fees involved under these Role types, the amounts shown will be zero. Click "Continue"
- 11. Check and update your personal and contact details, and then click "Continue"
- 12. Profile Photo "Select Profile Image" and browse from your device, and then click "Continue"
- 13. Working With Children (WWC) Answer the questions accordingly if you do not have a WWC Accreditation you will need to click on the For information on how to obtain a WWC Accreditation, click here This will direct you to the Access Canberra website where you can apply for your WWC Accreditation.
- 14. **Review your order**, if you need to modify your product selection or details, select **'Modify'** in the appropriate section to do so
- 15. Click on the 'Check box' Read and Acknowledge all Terms and Conditions by selecting Accept All T&C's displayed and then click "**Continue**"
- 16. **Payment Options Screen** There is no fee applicable to Coach, Volunteer or Committee roles, click **Submit**.
- 17. Confirmation message select "Finished" or "Perform another Registration".