

HOW TO REGISTER ON MYFOOTBALLCLUB

Step 1:

Go to www.myfootballclub.com.au



Step 2:

Register Now – click the category that is applies to the individual:

- Player
- Coach
- Referee – *applies only if registering to Capital Football Referees*
- Volunteer



Step 3:

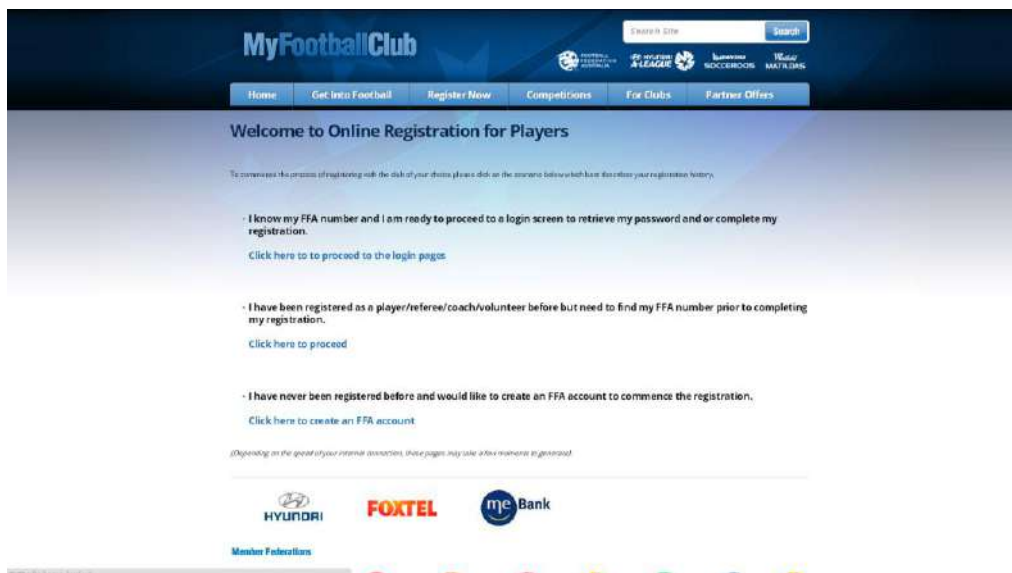
Click the option that is applicable to the individual.

If you are new and have never registered in MyFootballClub before click option 3

If you have registered online before, click option 1 or option 2

1. Know my FFA number and password
2. Registered before but you have forgotten your password
3. Never registered on MFC before

NOTE: For new players, coaches and referees once you have generated an FFA number and password you must then click on option 1 to continue the process.



Step 4:

Use your FFA number and password to log into your profile.



Step 5:

In your MyFootballClub profile, you have the ability to change your password in the column on the left and view your current invoices and previous football history.

To register click the 'Register' button in the 'Member Details' section.

MyFootballClub

Welcome [Redacted] [Log Out](#)

Registration Details

Registration

Member Details:

First Name: [Redacted]
Last Name: [Redacted]
Birth Date: [Redacted]
FFA Number: [Redacted]
Gender: [Redacted]

My Invoices

No.	Status	Date	View	Pay Now	Delete	T & C's
1715952	Paid	12-12-2013	<input type="button" value="View"/>			<input type="button" value="View"/>
1715935	Paid	11-12-2013	<input type="button" value="View"/>			<input type="button" value="View"/>
1588620	Paid	26-09-2013	<input type="button" value="View"/>			<input type="button" value="View"/>
1659090	Paid	09-08-2013	<input type="button" value="View"/>			<input type="button" value="View"/>
1530719	Paid	02-04-2013	<input type="button" value="View"/>			<input type="button" value="View"/>

Page 1 of 2 (15 items)

My Registrations

Role	Organisation Name	Status	Invoice No.	Valid From	Valid To	Questions	Deregister
Player	Capital FC	Cancelled	1715962	12-12-2013	12-12-2013		
Player	Capital FC	Cancelled	1715935	11-12-2013	12-12-2013		
Referee	Capital FC	Active	530537	24-01-2012	31-12-2012	<input type="button" value="Edit"/>	<input type="button" value="Deregister"/>
Referee	Capital FC	Active	407663	01-01-2011	31-12-2011	<input type="button" value="Edit"/>	<input type="button" value="Deregister"/>
Player	Capital Futsal	Active	1698620	26-09-2013	31-07-2014	<input type="button" value="Edit"/>	<input type="button" value="Deregister"/>

Page 1 of 1 (17 items)

Step 6:

Please ensure that all information is current and up to date. Ensure that all information is current and up to date.

MyFootballClub

Contact Details [Log Out](#)

CONTACT DETAILS > SELECT REGISTRATION > TERMS & CONDITIONS > PAYMENT > ADDITIONAL QUESTIONS > FINISH

Please check your details are up to date prior to proceeding with the registration

Personal Details

Title: [Redacted]
First Name: * [Redacted]
Middle Name: [Redacted]
Last Name: * [Redacted]
Gender: * Male Female
Birth Date: * [Redacted]
Country Of Birth: * [Redacted]
Nationality: * [Redacted]

The following questions are asked to help all levels of football administration better understand and support our members

Do you identify as being of Aboriginal or Torres Strait Islander origin? * Yes / No

Please indicate if you have a disability: * [Redacted]

Photo Guidelines
(122 pixels x 156 pixels).
For individuals that require a photo as part of their registration, please ensure the photo is a passport style image of the head only. Hats and sunglasses should not be worn in the photo.
Please Note: any inappropriate photos may result in your registration being declined.

No image loaded

Step 7:

Step 1: Type the club that you wish to be a player or coach for during 2014:

- ACTAS
- ANU WFC
- Australian Defence Force Academy
- Australian National University
- Belconnen United
- Belnorth
- Belsouth
- Belwest Foxes
- Brindabella Blues
- Burgmann Anglican School
- Burns Club
- Canberra City
- Canberra FC
- Canberra Girls Grammar School
- Canberra Grammar School
- Canberra Olympic
- Capital Country
- Capital FC
- Capital Football Referee
- Capital Futsal
- Cooma Tigers
- Crossroads
- Goulburn Strikers
- Gundaroo Bullocks
- Gungahlin Juventus
- Gungahlin United
- Kids FC
- Lanyon United
- Majura FC
- Marist College
- Monaro Panthers
- Narrabundah
- North Canberra Futsal
- OConnor Knights
- Queanbeyan City
- Radford College
- South Canberra Futsal
- St Edmunds College
- Tuggeranong United Junior
- Tuggeranong United
- Tuggeranong United Womens
- UC Pumas
- Untouchables
- Weston Molonglo
- White Eagles
- Woden Valley FC
- Woden Valley SC
- Yass FC

Note: Referees can only register with club Capital Football Referees.

Step 2: Select whether you are a player, coach or volunteer

Step 3: Select the package available that applies to you

Step 4: Click Add Package - the package you've selected will appear in the 'Package section' below

Step 5: Click Next

The screenshot shows the 'MyFootballClub' registration interface. The main heading is 'Select Registration' with a 'Log-Out' link in the top right. Below the heading is a progress bar with steps: CONTACT DETAILS, SELECT REGISTRATION (current step), TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, and FINISH. The 'SELECT REGISTRATION' section contains four steps:

- Step 1: A search box containing 'Capital FC (Club)' with a help icon. Below it, a search instruction: 'Search for your Club by typing it's name and a list of matching clubs will be displayed. You then select the Role which can be player, referee or volunteer then select the Level (usually age-based), then click on Add.'
- Step 2: A dropdown menu showing 'Player' with a help icon.
- Step 3: A dropdown menu showing 'Select Registration Package' with a help icon.
- Step 4: A button labeled 'Add Package'.

Below the steps is a table titled 'Packages' with columns: Club, Role, Type, Package, Price (AUS), and Fee Breakdown. The table is currently empty, displaying 'No records returned.' At the bottom of the table area, it says 'Page 1 of 0 (0 items)'. At the very bottom of the registration form, there are 'PREVIOUS' and 'NEXT' buttons.

Step 8:

Read and acknowledge ALL terms and conditions

The screenshot shows the 'Terms & Conditions' page of the MyFootballClub registration system. At the top, there is a navigation bar with the following steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS (highlighted), PAYMENT, ADDITIONAL QUESTIONS, and FINISH. Below the navigation bar, there is a checkbox with the text: 'Tick here if you do not want to receive special offers from FFA's partners or sponsors or Club's partners or Sponsors'. The main content area is titled 'Terms and Conditions' and contains the following text:

MyFootballClub Online Registration Terms and Conditions

By registering with FFA using the FFA Online Registration System (MyFootballClub) you (the Member) (or, if the Member is under 18 years of age, the Member's parent or legal guardian):

1. warrant that the information provided is current and correct;
2. agree to comply with FFA Statutes, including the National Registration Regulations, Code of Conduct, Disciplinary Regulations and Grievance Resolution Regulations, copies of which are available on www.footballaustralia.com.au or on request;
3. agree to comply with the Law of the Game and the Competition Administrator's Competition Rules;
4. warrant that you are an amateur as defined by FFA Statutes and do not receive any money or consideration for participating in football (other than the reimbursement of reasonable participation expenses);
5. acknowledge and agree that you must pay the Fees to the Club;
6. grant FFA, the Member Federation, the Competition Administrator and the Club (Football Administrators) a non-exclusive, royalty free, world-wide, irrevocable licence to use your name and/or image in any form or media format for the purpose of marketing and promotional activities;
7. acknowledge and agree that there may be inherent risks associated with participating in football that may result in personal injury and you agree to fully bear that risk;
8. agree not to bring any claim or proceeding against any Football Administrator for any damage, loss, injury or liability that you may suffer in participating in football. Except for liability that by law cannot be excluded, the Football Administrators exclude all liability to you in tort (including negligence), contract or bailment for acts or omissions of the Football Administrators and their employees, agents and contractors;
9. acknowledge that the Member Federation of the Club will provide insurance to cover in respect of injuries sustained while participating in football activities for that Club subject to the scope and coverage as prescribed by that Member Federation. A copy of the insurance policy will be provided by your Club's Member Federation upon request, including details of the applicable benefits (such as death and capital benefits, loss of income and non-medical medical expenses), exclusions, maximum benefits and deductibles;
10. acknowledge that the personal information that FFA collects on this site is used and disclosed for the purposes as specified in the Privacy Policy, including processing registrations, staging the Competition, organisation, conduct and promotion of Competitions and Matches, and providing football related information and offers from Football Administrators. If you do not want to receive special offers from a partner of a Football Administrator, there will be an opportunity provided later in the registration process to opt out of receiving such special offers. A copy of the Privacy Policy is available on www.footballaustralia.com.au. You may request access to your personal information that we hold by sending an email to privacy@footballaustralia.com.au;
11. acknowledge that, in addition to clause 10, FFA may also seek to gather more detailed information about football participants in Australia in order to adopt a more needs based approach to the development of the game, including to ensure that football is a more inclusive sport, to expand the scope and effectiveness of our indigenous programs and to formulate a comprehensive coach strategy;
12. agree to submit exclusively to the jurisdiction of the Grievance Resolution Regulations and to not attempt to resolve any dispute or grievance the subject matter of the FFA Statutes in a court of law;

Step 9:

This is the payment screen.

Your club may or may not have an online payment credit card option.

If you want to pay cash or the club does not have credit card you can click manual payment

The screenshot shows the 'Payment' page of the MyFootballClub registration system. At the top, there is a navigation bar with the following steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT (highlighted), ADDITIONAL QUESTIONS, and FINISH. Below the navigation bar, there is a 'Log-Out' link. The main content area is titled 'Payment' and contains the following information:

Club Name : Capital FC (Club)
Role : Player
Package : Women's Summer SIMS

Package Amount (AU\$) 0.00

Step 1 - Additional Items
There are no additional items offered by the club.

Step 2 - Payment
Amount Total (AU\$): 0.00

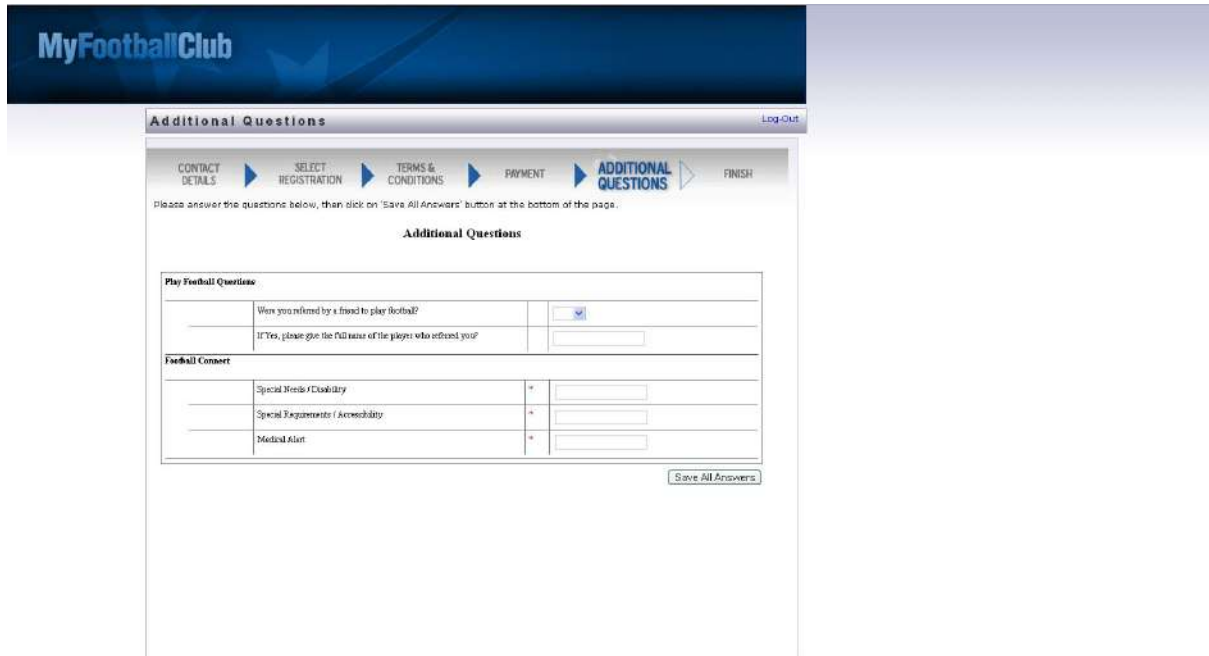
Next

Step 10:

Additional questions may or may not be applicable to our club.

Questions with a red asterisk are compulsory and must be answered.

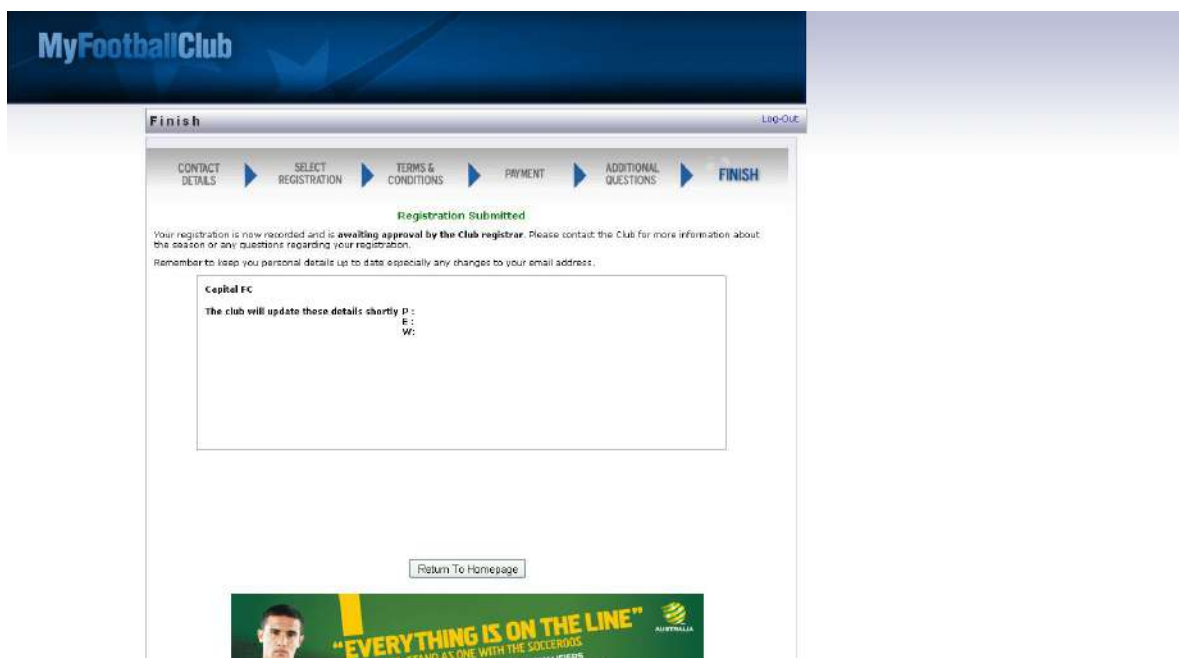
Click 'Save All' to move the final screen to complete the registration process.



The screenshot shows the 'Additional Questions' step of the registration process. At the top, the MyFootballClub logo is visible. Below it, a progress bar shows the following steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT, **ADDITIONAL QUESTIONS**, and FINISH. A 'Log-Out' link is in the top right corner. The main heading is 'Additional Questions' with a sub-heading 'Please answer the questions below, then click on 'Save All Answers' button at the bottom of the page.' The form is divided into two sections: 'Play Football Questions' and 'Football Connect'. The 'Play Football Questions' section contains two questions: 'Were you referred by a friend to play football?' with a dropdown menu showing 'Yes', and 'If Yes, please give the full name of the player who referred you?' with a text input field. The 'Football Connect' section contains three compulsory questions marked with a red asterisk: 'Special Needs / Disability', 'Special Requirements / Accessibility', and 'Medical Alert', each with a text input field. A 'Save All Answers' button is located at the bottom right of the form.

Step 11:

You have now completed the 'online' registration process for your club. You will now need to accept your registration where you can discuss further regarding payments with the club registrar or treasurer. Click return to homepage to close.



The screenshot shows the 'Finish' step of the registration process. At the top, the MyFootballClub logo is visible. Below it, a progress bar shows the following steps: CONTACT DETAILS, SELECT REGISTRATION, TERMS & CONDITIONS, PAYMENT, ADDITIONAL QUESTIONS, and **FINISH**. A 'Log-Out' link is in the top right corner. The main heading is 'Finish' with a sub-heading 'Registration Submitted'. Below this, there is a message: 'Your registration is now recorded and is awaiting approval by the Club registrar. Please contact the Club for more information about the season or any questions regarding your registration. Remember to keep your personal details up to date especially any changes to your email address.' Below the message is a box containing the club name 'Cephal FC' and the text 'The club will update these details shortly P: E: W:'. At the bottom, there is a 'Return To Homepage' button and a banner for the Australia national football team with the slogan 'EVERYTHING IS ON THE LINE' and the text 'AUSTRALIA STAND AS ONE WITH THE SOCCERBOYS'.

STILL HAVING PROBLEMS – CONTACT:

Have you FFA number ready and contact Capital Football or Football Federation Australia



Capital Football

Canberramfc@capitalfootball.com.au

6260 4000



Football Federation Australia

MyFootballClub Helpline*

02 8020 4199

**Hours of operation:*

Monday - Friday – 12pm – 9pm

Saturday – 10am – 12pm