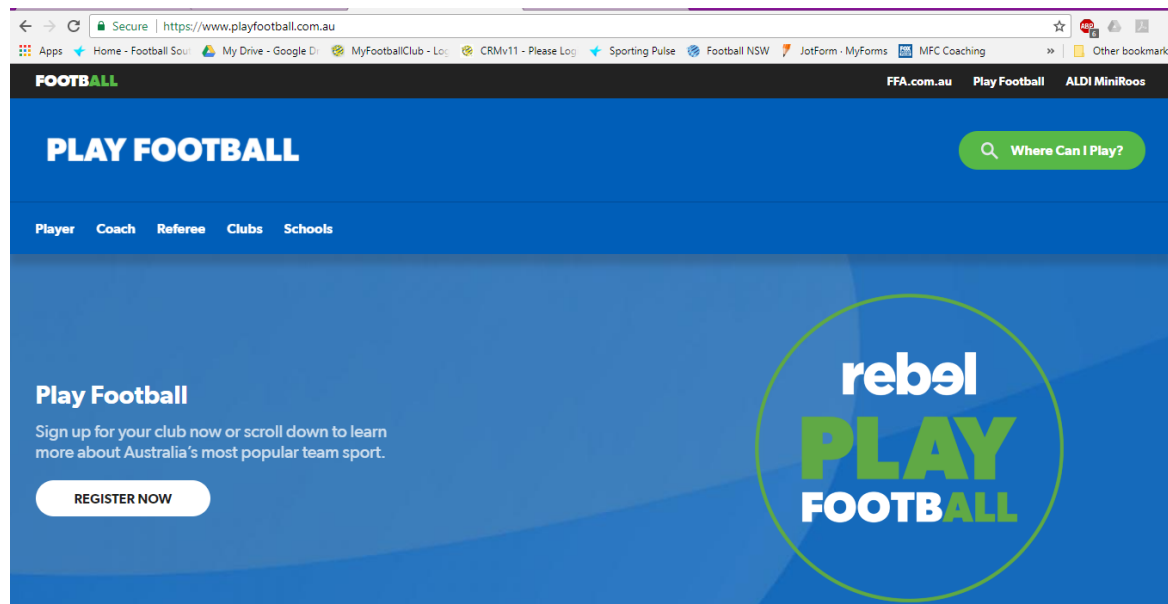


FSC Winter Football Registration Guide Jan 2018 (only)

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

Login

1. Go to the MyFootballClub website: www.myfootballclub.com.au



2. Click Register Now

3. RETURNING PLAYERS

If you know your FFA number then click the top link, otherwise you can search for your number via the second link.

If you still cannot find your number then **do not create a new FFA number**, contact the help centre – information at the end of the document.

Go to (5).

4. NEW PLAYERS

If you have never played football, then you will need to create your FFA number.

Click the bottom link:

I have never been registered before and would like to create an FFA account to commence the registration.

[Click here to create an FFA account](#)

Complete the information as requested – a photo will be required and needs to be resized as per the guidelines.

Photo Guidelines

(122 pixels x 156 pixels). 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.

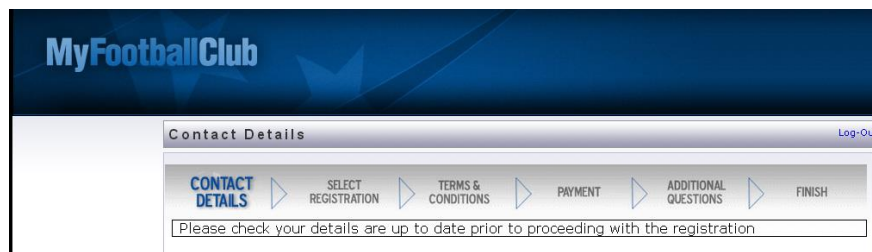
- When you log in, you will see a screen which has a summary of all your details, your invoices and registrations with your account. Use this section to
Updating your details (email, phone, address) or
Update information from additional questions or
Read terms and conditions that you agreed to

Note – if you cannot see the current registration, you may need to use the arrows to go to the next page or last page.



Start Registration

- Click on Register. This will be on the right-hand side of your photo.
- A progress bar will show you the steps that you need to complete in completing your application of interest to play.



- Check that your all contact details. It is very important to ensure that your address, phone and email address is correct.

Any section “grey” cannot be updated and if this needs to be then please email davidware@footballsouthcoast.com with the issue or contact your club registrar.

- Make sure your photo is recent and appropriate. Registrations with in-appropriate photos will be rejected! Photos must be a **passport style photo of the individual** from the shoulders up with no hats or sunglasses.



A recent photo is one taken in the last two years.

Make sure the mandatory fields have been entered and click “Next”

- This is the “Select Registration” screen.
 - In step 1, the name of the last club you registered with may be on the screen. This may be Football South Coast if you played Summer Football. Select Balgownie Junior Football Club. A drop down will appear, and you then choose the club
 - In step 2, Select the Registration role as: “Player”. (Note: If this is the first time you have registered to play football in Australia you will need to confirm whether you played in another country.)
 - In step 3, choose the Registration Package that applies to you.
 - In step 4 click “Add packages”

Click the Next button at the bottom of the screen.

6. This is the “Terms and Conditions” screen

- The first box needs to be checked if **you do not** want to receive special offers from the partners and sponsors of FFA and Football Administrators
- Read and acknowledge all the Terms and Conditions

Please tick the 'Acknowledge all' box to accept all of the above terms and conditions

Acknowledge all

Click Next

7. This is the “Payment Section” screen.

The package amount will appear at the top.

In **Step 1** there is an option of purchasing additional items.


The “active kids” deferred payment is found here. This is a New South Wales government program which will require you to get a code (from Jan 31) and enter this on the next screen. The program will deduct \$100 from your registration. For more information [click here](#). If you wish to apply the Rebate to your BJFC Registration, check the box as per below.

| Description | Name | Price | Qty |
|--|------------------------|---------|-----|
| <input checked="" type="checkbox"/> \$100 Deferred Payment | \$100 Deferred Payment | -100.00 | 1 |

You will also have the opportunity of purchasing a Club hoodie at this Step.

Step 2 – will show the total to be paid and are the payment options. Choose an option.

Note – clubs may choose only to have one of these options available.

| | |
|--|---|
| Select Pay Online to pay now using your credit card. Please note, this may incur an additional transaction fee. | <input type="button" value="Pay Online"/> |
| Select Manual Payment at Club if you do not want to pay online. An invoice will be sent to your email. Some clubs may ask you to take the invoice to your club as proof of registration.  | <input type="button" value="Manual Payment At Club"/> |

Click next

8. This is the “Additional Questions” screen

Any question with an asterisk must be answered.

Active Kids Voucher

This question cannot be answered until after parents apply for and receive a voucher code from Services NSW (from Jan 31). Leave it blank for now.

If you have chosen to use the Active Kids Voucher you will need to enter your Active Kids Voucher Code here after applying via the Service NSW Website Jan 31.

Click “Save all Answers”

9. This is the "Finish" Screen

Your registration has now been submitted and is classed as pending ...

You should get an email confirming your interest to join, if you are going to pay manually then print the invoice and take this with you to the club.

Registration will be processed by the club and they have the option of accepting or rejecting registrations.

Entering the Active Kids Voucher Code

When you receive the code from NSW Services, please log into MyFootballClub.

Go to my registrations and find the current registration, you may need to use the arrows to go to the next page or last page.

| My Registrations | | | | | | | |
|------------------|--------------------|----------------------------|------------|------------|------------|-------------------------------------|------------|
| Role | Organisation Nam | Status | Invoice No | Valid From | Valid To | Questions | Deregister |
| Player | Albion Park Soc... | Declined | 4757192 | 03-01-2018 | 31-12-2018 | | |
| Player | Albion Park Soc... | Declined | 3184530 | 26-10-2015 | 26-10-2015 | | |
| Player | Balgownie Junio... | Pending (Awaiting Payment) | 4757445 | 03-01-2018 | 31-12-2018 | <input type="button" value="Edit"/> | |

Click edit and type in the code to the question below

If you have chosen to use the Active Kids Voucher you will need to enter your Active Kids Voucher Code here after applying via the Service NSW Website Jan 31.

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.

- Call FFA Support Centre (02) 8020 4199 particularly if you are having problems with your password to login.
- Contact FSC (02) 42856929 from 10:30am – 4:30pm from 10 Jan or email a question to davidware@footballsouthcoast.com