

## Guide to Player Self-Registration via MyFootballClub

### Welcome to MyFootballClub Registration for

Start Here: Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

### Retrieving a Password

1. Click on "**Register Now**". Click on "**Player Registration**".
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, *you can enter extra information like your previous club and postcode to enter a new email address where your password will be sent, otherwise contact FFA*

*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](http://www.myfootballclub.com.au)

#### Logging into your own MyFootballClub Account

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

#### Registering to **Warrnambool Wolves FC**

4. To begin registration, click on "**Register Now**"
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 "**Next**"
8. Type in our Club name which **Warrnambool Wolves FC**
  - o *Note: You must select our Clubs name from the drop down menu that appears for packages to be made*

**Add Registration**

This process takes you through a number of steps to register in 2011. Search for your **Club** by typing its 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**. Brief details of the registration package are displayed. Click on **Next** to proceed.

Begin Typing Club Name...

football federation

Football Federation Victoria (Club) (Club)

More	Role	Level	Club	Start Date	End Date	Price (AUS)
No Records returned.						

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**Message from webpage**

There are no eligible registration packages available for you. This could be due to incorrect personal details in the system or the club may not have setup the package correctly. Please contact your club for assistance.

OK

available.

9. Under "Select Registration", choose the option " **Player**"
10. Select the appropriate Registration Fee that applies to you: **2016 Wolves Wolves MiniRoos Sunday; or 2016 Wolves U13U16Youth WDSL; – or for Senior players (19 and Over) select the correct WDSL or Senior Social (Twilight Only) package**
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 only be given the option for "**Online Payment**" Please select this option
14. Online payment through Credit Card please enter your details and confirm
14. You will receive an invoice via email.

#### Answer Additional Questions

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

#### Your Online Registration is now complete! What happens next?

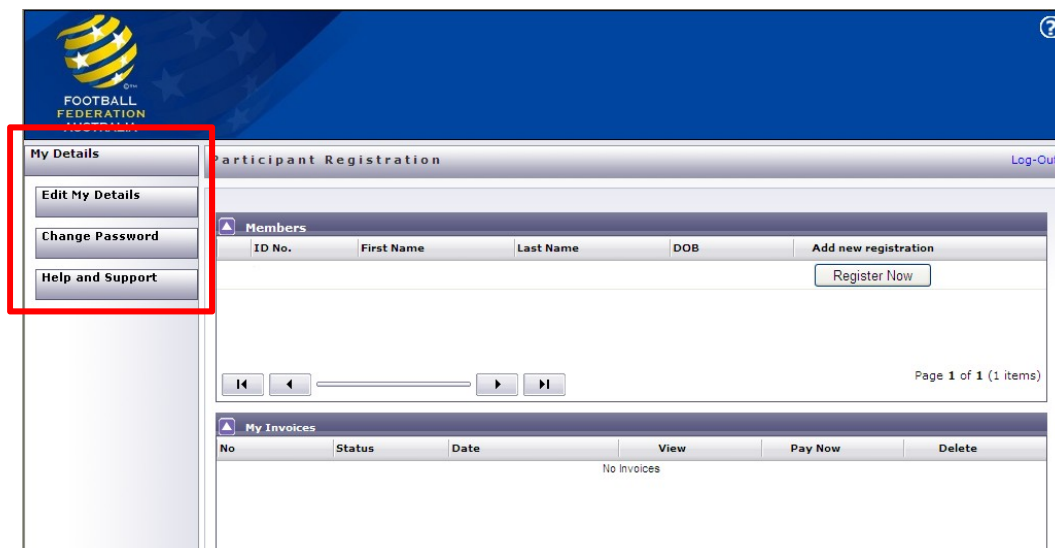
17. Your Registration Status is now "**Pending Awaiting Payment**". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. This usually entails paying your registration monies to the club at one of the registration days. Please bring your invoice to the club.

For more information, please contact **Carlos del Rio** via Phone on **0418533177**  
or via e-mail **carlos.delrio@swtafe.vic.edu.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**"



The screenshot shows the 'Participant Registration' page on the MyFootballClub website. On the left side, there is a navigation menu with four items: 'My Details', 'Edit My Details', 'Change Password', and 'Help and Support'. The 'My Details' item is highlighted with a red rectangular box. The main content area shows a table for 'Members' with columns for ID No., First Name, Last Name, and DOB. Below the table, there is a 'Register Now' button. At the bottom, there is a section for 'My Invoices' which currently shows 'No Invoices'.

## Where do I go for help?

- FFA Support Centre Ph: (02) 8020 4199 or e-mail [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)
- FFV MyFootballClub Support Ph: (03) 9474 1800 (Press 2) or e-mail [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au)
- Player resources (Videos/Manuals) which is available via [www.myfootballclub.com.au](http://www.myfootballclub.com.au) under MyFootballClub/Register Now/Guides
- FAQ's on the MyFootballClub website or FFV Website via [www.footballfedvic.com.au](http://www.footballfedvic.com.au) (under Registrations > MyFootballClub)