

Please follow the following instructions to register online:

1. Login

- a) Go to the MyFootballClub website: www.myfootballclub.com.au
- b) Click on “**Register Now**”
- c) Follow the prompts to proceed to login pages, find your FFA number and/or create an FFA account
- d) Login using your FFA number and password

2. Start Registration

- a) Once logged in, click on “**Register**”
- b) Update contact and personal details if necessary, making sure to complete all mandatory fields (these will have a * next to them)
- c) On the next screen, if there is already a Club name in Step 1 that is not the Club you are registering to for 2018 remove this and then begin to enter the club name “**Sacred Heart Pymble**”
NB: If you get a message saying there are no packages then click OK and check the club name.
- d) Select the Registration role you require (**player, coach or volunteer**)
NB: If you are registering as a Player and this is the first time you have registered to play football in Australia you will need to confirm whether you last played in another country
- e) Select the correct Registration Package that applies to you.
- f) Click the “**Add Packages**” button.
- g) Click the “**Next**” button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click “**Next**”.
- i) Click “**Purchase Additional Items**” if you wish to purchase socks, shorts or fleece.
- j) Enter your Active Kids Voucher and click “**Apply Discount**”.
Your voucher will be validated and if active a \$100 discount will be applied to the invoice total.
- k) If there is a dollar value attached to your registration you will need to click on either “**Pay Online**” or “**Manual Payment at Club**” button. If there is no value attached to your registration, then you will not see this screen.
The paid status of your registration will not necessarily be reflected in the system as financials are managed by the Club outside of the registration portal.
- l) Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted to your Club.

3. Where do I go if I need help with my registration?

FFA MFC Support Centre (02) 8020 4199 myfootballclub@footballaustralia.com.au

OR

Football NSW Staff:

(02) 8814 4449 samanthad@footballnsw.com.au (business hours, email after hours and weekends)

(02) 8814 4448 samuelk@footballnsw.com.au (business hours – 9am-5pm Mon-Fri)