

# REGISTRATION INFORMATION

Please follow the following instructions to register online:

## 1. LOGIN

- a) Go to the MyFootballClub website: [www.myfootballclub.com.au](http://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**” button.
- b) Update contact and personal details if necessary, making sure to complete all mandatory fields (these will have a \* next to them). Also make sure your photo is recent and appropriate. If you are new please ensure you upload a photo (head shot preferably with a plain background).
- c) On the next screen, if there is already a Club name in Step 1 that is not Glenwood Redbacks, remove this and then begin to enter the club name **“GLENWOOD REDBACKS SOCCER FOOTBALL CLUB”**

*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.

*NB Registration packages will be titled based on age group, so please select the age group you wish to play with for season 2018. Remember the age group is the age the player is turning in 2018. Players aged 16,17,18 who wish to play in senior aged teams (Under 20s and AA teams) will also need to select either the senior team (aged 16) or the senior team (aged 17-18) to ensure correct registration price.*

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) If there is a dollar value attached to your registration you will need to click on “**Pay Online**” 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.

*NB There will be a 2.3% merchant fee for any registrations paid for using a VISA or Mastercard.*

j) Answer the questions on the final page and click the “**Save All Answers**” button.

Your registration has now been submitted to your Club. The club registrar will now complete the final step of accepting your registration.

### **3. WHERE DO I GO IF I NEED HELP WITH MY REGISTRATION?**

- **FFA MFC Support Centre** [\(02\) 8020 4199](tel:0280204199)
- [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)
- [glenwood@bdsfa.com](mailto:glenwood@bdsfa.com).

### **4. HOW TO APPLY FOR AND REDEEM ACTIVE KIDS REBATE**

- An “Add-On” item will be available in the system to be selected by the players registering PRIOR to January 31.
- Players eligible and wanting to use their discount in Football, should select the -\$100 Deferred Payment Add-On to reduce their registration
- Payments for registration minus the \$100 can continue to be taken as normal, either online or offline.
- Players apply for Voucher Code via Service NSW Website from January 31.
- Players provide Voucher Code to Club (log back into MFC profile and click on “Edit” for questions and populates the text field with their number.

- Club Checks validity of voucher code and is granted the \$100 from Service NSW into their bank account.
- Registration is not active (which means the player cannot grade) until the transaction is complete and payment in full is verified.

### **If player registers after 1st February**

- Players apply for Voucher Code via [Service NSW Website](#)
- Player Registers via MyFootballClub
- At Invoice Screen there will be messaging for parents to enter their Voucher Code
- The system will automatically check the validity of that code and where approved, the invoice will automatically update to be less \$100
- The Club will be granted the \$100 from Service NSW into their bank account for each eligible code entered by players registering to their Club and accept the registration as normal.