

Welcome to MyFootballClub Registration at **WT Birkalla FC**

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Retrieving a Password

1. Click on "**Register Now**" and then either "**Player, Coach or Volunteer Registration**" that appears on left hand side of the page.
2. You will be given 3 options:
 - A. I know my FFA number and I am ready to proceed to a login screen to retrieve my password and or complete my registration [click here](#)
 - B. I have been registered as a player/referee/coach/volunteer before but need to find my FFA number prior to completing my registration.[click here](#)
 - C. I have never self registered or logged into MyFootballClub before; [click here](#)
3. If you click on to option A. this will allow you to find your FFA number, retrieve a password and enter the system.
4. If a "New User" to MyFootballClub you will then need to select from another 2 options based on whether you have played football in Australia within the last 5 years or never previously been involved in football.
5. Your details may have previously been entered into the MyFootballClub data base by your previous club. To find this information enter your name and DOB to find your FFA number, retrieve a password and enter the system – if you believe you have been registered into the MyFootballClub data base but can not locate your FFA number, contact FFA to assist you.
6. If your email address does not match with data in MyFootballClub, please follow the prompts to reset your email and password.
7. If you have never played for FFA or affiliated bodies, then you will click on the option stating that you are completely new to football.

Note: If you believe that you have been registered with FFA or affiliated associations within the last few years and cannot find your details, do not create a new account – Contact FFA for assistance to find your FFA number.

Registering for Our Club

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

1. Click on "**2017 Registration**" and then "**Player, Coach or Volunteer Registration**". Log into MyFootballClub using your FFA number and Password
 2. If you do not have a password you will be required to click on the retrieve password option.
 3. To begin registration, click on "**Register Now**"
 4. Update your Personal and Contact Details, ensuring all mandatory fields are correctly completed including a valid email address click on "**Proceed with Registration**"
 5. Type in our Club name which is **WT Birkalla FC**
 6. Under "Select Registration", choose the option "**Player**" "**Coach**" or "**Volunteer**"
 7. Select Registration Package that applies to you: **ie your team /age group. Fees specified are different to club fees as these are FFA fees**
- * Please note a \$ 'fee' does not apply for a coach or volunteer
8. Click on "**Add**" and then click on "**Next**".

Acknowledging Terms and Conditions

9. Read and acknowledge all Terms and Conditions by checking all boxes and then click on "**Next**".
- ** Please note: If using a smart phone or tablet ensure you scroll down and click on next where applicable

Payment Options Screen

10. Online payment is not available to WT Birkalla as fees are paid at the club. You will be given the option to select **"Manual Payment at Club" only**. Please select this option
11. You will receive an invoice via email.

Answer Additional Questions

12. Answer the questions, if any, click on "Save All Answers" or click on "Next".

Your Online Registration is now complete! What happens next?

13. 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 FFSA to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.
14. You will receive email confirmation that your registration has been completed, ensure you keep this record

*For more information, please contact **Jason Dancer** via Phone on **0466 839 808**
or via e-mail **birks2016@gmail.com***

Updating your 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"**
-

Where do I go for help?

- First step is to contact FFSA on 8340 3088 or email info@ffsa.com.au
- FFA Support Centre Ph: (02) 8020 4199 or e-mail myfootballclub@footbballaustralia.com.au
- Player resources (Videos/Manuals) which is available via www.myfootballclub.com.au under Registration Now > Guides or <http://myfootballclub.com.au/index.php?id=40>
- FAQ's on the MyFootballClub website or FFSA Website via www.ffsa.com.au (under Registrations > MyFootballClub)