



Welcome to MyFootballClub Registration at **WT Birkalla**

Registering for Our Club

Start Here: Go to the My Football Club website - www.myfootballclub.com.au

1. Click on "**Register Now**" on the right hand side of the page and select one of the following options;
 - 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](#)
 - 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](#)
 - I have never self registered or logged into MyFootballClub before; [click here](#)
 2. Once you have logged in, to begin registration, click on "**Register**"
 3. Update your Personal and Contact Details, ensuring all mandatory fields are correctly completed including a valid email address click on "**Next**"
 4. Follow the following steps;
 - Step 1 - Type in our Club name which is **WT Birkalla FC**
 - Step 2 - Under "Select Registration", choose the option "**Player**" "**Coach**" or "**Volunteer**"
 - Step 3 - Select Registration Package that applies to you – In the case of players, this is the Age group.
- * Please note a \$ 'fee' does not apply for a coach or volunteer
- Step 4 - Click on "**Add Packages**"
5. Click on "**Next**" to proceed to the Terms and Conditions.
 6. 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

7. Do not pay any monies online. Select "Manual Payment at Club".
8. NB: Payment must be made before a registration can be accepted.
9. You will receive an invoice via email.

Answer Additional Questions

10. Answer the questions, if any, click on "**Save All Answers**" or click on "**Next**".
11. **Your registration has now been submitted.**

Your Online Registration is now complete! What happens next?

12. 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.
13. Make sure you have paid your fees and provided proof of ID.
14. You will receive email confirmation that your registration has been completed, ensure you keep this record

For more information, please contact **Amin Ayoubi** via e-mail at wtbirkallasoccerclub@gmail.com

Retrieving a Password and Finding your FFA Number

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

1. Click on "**Register Now**" 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 FFSA or an affiliated body, 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 FFSA or an affiliated association within the last few years and cannot find your details, do not create a new account – Contact FFA or FFSA for assistance to find your FFA number.

Updating your Details

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

- 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@ffa.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