Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration at Melbourne University Soccer Club

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

Where do I go for help?

- FAQ's on the website.
- Player resources which are under the resources section in 2010 Registration.
- Call the FFA Call Centre on **(02) 8020 4199** if you are having problems locating yourself or retrieving your password because your email is wrong or e-mail; myfootballclub@footballaustralia.com.au
- FFA Call Centre Hours of Operation: Monday – Friday 12 noon - 9 pm AEST.

Retrieving a Password

1. Click on *"2011 Registration"* and then *"2011 Player Registration"* on the right-hand side of the page.
2. You will be given 2 options which will allow you to find your FFA number, retrieve a password and enter the system. For most of you, you will need to click on *"I logged into MyFootballClub and registered online to play football in 2010"*. As a "Previous User" you will then need to enter your FFA number and password to enter the system.
3. If you are a "New User" to *MyFootballClub* you will need to select "I have never self registered or logged into *MyFootballClub* before". Following this, you will then need to select from another 2 options based on whether you have played club football in Australia within the last 5 years.
4. Enter your name and DOB to find your FFA number, retrieve a password and enter the system – if you can't locate it, contact the FFA Call Centre and they will assist you to locate your number, retrieve your password and log into the system.
5. If your email address does not match with data in *MyFootballClub,* contact the FFA Call Centre in order to update your current email address and log into the system.

Selecting Our Club

1. To register, click on *"Register Now"* on the Participant Registration screen.
2. Update your personal/contact details and then click on "*Proceed With Registration*".
3. Type in our Club name which is **Melbourne University Soccer Club.**
4. Under "Select Registration", choose the option "Player".
5. Confirm details for playing history. If you require an International Clearance, please inform the Club.
6. Under "Select Registration Package", choose which applies to you:
   Mens Non Student Fee: $445
   Mens Student (Non Melb Uni) Fee: $400
   Mens Student (Melbourne Uni) Fee: $325
7. Click on *"Add"* and then click on *"Next"*.

Acknowledging Terms and Conditions

- Read and acknowledge all Terms and Conditions by checking all boxes and answer whether you wish to receive special offers from FFA's Administrative Partners and then click on *"Next"*.

Payment Options Screen

- At this point, you have the option of purchasing a Supporter's Club Membership (with or without a MUSC branded T-Shirt from G-Funk & Batz) and other club merchandise by clicking on "*Purchase Additional Items*".
- You will only be given the option to ***"Invoice Me".*** You must select this option.
- You will receive an invoice via email. Print this and take it to the Club Registration Night for payment (if direct online transfer in not desirable).

Answer Additional Questions

- Answer the question, click on *"Save All Answers"* and then click on *"Next"*.
- You must provide any relevant MEDICAL HISTORY to the club on the Registration Night.

Your Online Registration is Now Complete

- Your Registration Status is now ***"Pending Awaiting Payment"***. The Club Registrar will complete the final step of accepting your registration. This will occur following payment on or before Registration Night.

*For more information, please contact **Peter Ross** via Phone on **0424 651 834***
*or via e-mail **registrations@musc.com***