

## Guide to Player Self-Registration via MyFootballClub

### Welcome to MyFootballClub Registration for **Moreland Zebras FC**

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

### Retrieving a Password

1. Click on **“Register Now”** and then **“Register”** on the top menu.
2. Click on **“Find your FFA Number”** to find your FFA number. Enter your name and DOB to find your FFA number
3. Click on your name to take you to the login screen
4. Click on **“Need a Password?”** to reset and retrieve a password by entering a matching e-mail address that is currently on the MyFootballClub system
5. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and log into the system.

*Note: Do not create an account if you have been registered within the last 5 years – Contact FFA or FFV for assistance to find your FFA number*

### Registering for Our Club

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

#### Logging into your own MyFootballClub Account

1. Click on **“Register Now”** and then **“Register”** on the top menu.
2. Click on **“Player Registration”**
3. Select the option that reflects your previous registration history and follow the prompts to login to your MyFootballClub account

#### Registering to **Moreland Zebras FC**

4. To begin registration, click on **“Register Now”**
5. Click **“Add new Image”**, click **“Browse”** and select a photo from your computer.
6. Under **“Subject”** type your name and then click **“Save and Exit”**
7. Update your Personal and Contact Details, click on **“Proceed with Registration”**
8. Type in our Club name which is **Moreland Zebras FC**
  - o *Note: You must select our Clubs name from the drop down menu that appears for packages to be made available.*

**Add Registration**

This process takes you through a number of steps to register in 2011. Search for your **Club** by typing its name and a list of matching Clubs will be displayed. You then select the **Role** which can be player, referee or volunteer then select the **Level** (usually age-based), then click on **Add**. Brief details of the registration package are displayed. Click on **Next** to proceed.

Begin Typing Club Name...

football federation

Football Federation Victoria (Club)

Details

More	Role	Level	Club	Start Date	End Date	Price (AUS)
No Records returned.						

Page 1 of 0 (0 items)

Cancel Next

**ERROR ALERT!**

If you see this error, select **“OK”** and ensure that the correct Club Name is typed in and selected from the drop down box

**<Insert Club Name as it appears on MFC>**

**Message from webpage**

There are no eligible registration packages available for you.

This could be due to incorrect personal details in the system or the club may not have setup the package correctly.

Please contact your club for assistance.

OK

9. Under "Select Registration", choose the option "**Player**"
10. Select the appropriate Registration Fee that applies to you: **SELECT AGE GROUP**
11. Click on "**Add**" and then click on "**Next**"

#### Acknowledging Terms and Conditions

12. Read and acknowledge all Terms and Conditions by checking all boxes and then click on "**Next**".

#### Payment Options Screen

13. You will only be given the option to "**Invoice Me**" Please select this option
14. You will receive an invoice via email.

#### Answer Additional Questions

15. Answer the questions, click on "Save All Answers" or click on "Next".

#### Your Online Registration is now complete! What happens next?

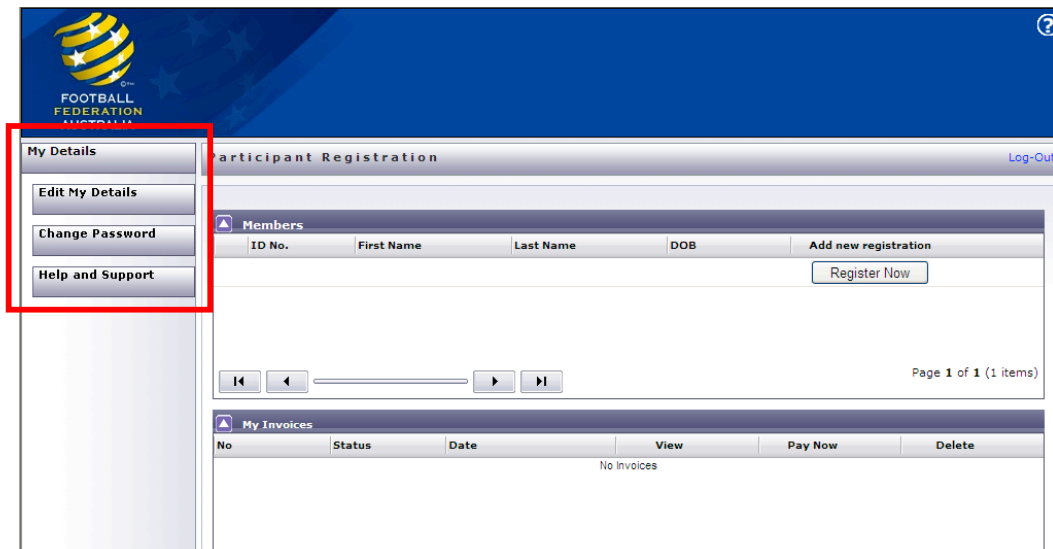
16. Your Registration Status is now "**Pending Awaiting Payment**". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.

For more information, please contact **John Ruffino** via Phone on **0418 121125**  
or via e-mail **info@morelandzebras.com**

## Updating your Details

If you wish to update any of your personal 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**"



The screenshot shows the 'Participant Registration' page on the MyFootballClub website. The 'My Details' menu is highlighted with a red box, showing options for 'Edit My Details', 'Change Password', and 'Help and Support'. The page also displays a 'Members' table with columns for ID No., First Name, Last Name, and DOB, and a 'Register Now' button. Below the table, there is a pagination control showing 'Page 1 of 1 (1 items)'. At the bottom, there is a 'My Invoices' section with columns for No., Status, Date, View, Pay Now, and Delete, and a message 'No Invoices'.

## Where do I go for help?

- FFA Support Centre Ph: **(02) 8020 4199** or e-mail [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)
- FFV MyFootballClub Support Ph: **(03) 9474 1800 (Press 2)** or e-mail [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au)
- Player resources (Videos/Manuals) which is available via [www.myfootballclub.com.au](http://www.myfootballclub.com.au) under MyFootballClub/Register Now/Guides
- FAQ's on the MyFootballClub website or FFV Website via [www.footballfedvic.com.au](http://www.footballfedvic.com.au) (under Registrations > MyFootballClub)