



# WINTER SEASON 2019

## How to Register

In order to register you will need an account on the FFA MyFootballClub website ([click here](#)), The keys to access your MyFootballClub account are your FFA number and your password. You will need these to log in to the MyFootballClub website to confirm your details, register to play, and pay your registration fees. If you already have an FFA number you should use it to register in 2019.

### Simple Instructions

These are the simple steps needed to complete your online registration and payment:

1. Go to <http://www.myfootballclub.com.au>
2. Log in to MYFOOTBALLCLUB using your FFA number and password
3. Update your details, particularly phone numbers and email addresses (if changed) and upload a current photo
4. Add a registration (with East's FC in your age group)
5. Pay online with credit card

### Detailed Instructions

The following instructions outline the online registration and payment process in some detail. If you are stuck on any of the points above please check the relevant section below for further guidance.

#### Login

Log in to MYFOOTBALLCLUB by entering your FFA Number and password and click the **Login** button.

When you log into MYFOOTBALLCLUB, if you do not have a current registration with any clubs, you will be asked if you would like to Make a Registration.

FFA  
FOOTBALL  
FEDERATION  
AUSTRALIA

Login

Welcome to the MyFootballClub Registration System.

FFA No. \* (Need your FFA Number?)

Password \* (Need a password?)

Login



### **Need a Password?**

If you have an FFA number and need to get your password go to MYFOOTBALLCLUB Login and click on (Need a password?). Follow the instructions from Get a Password below.

**IMPORTANT** – Some players will have more than one FFA number and some of these numbers may not be in the MYFOOTBALLCLUB system. It is recommended to find and use your number on MYFOOTBALLCLUB.

### **Never Played or No FFA Number?**

If you have never played before or are certain that you do not have an FFA number you should go to Create Account. After agreeing to FFA conditions the single account creation page comes up. Enter your details. Be sure you enter your name and birth correctly as it is shown on your ID (you will need to present your ID later). You must upload a passport style photo of the player by clicking on “Add new Image”,

Click on Create Account. You will receive an email containing your FFA number and password, which you will need to login to the system. Log in (myFootballClub Login) and follow the instructions from Registering Online below. If you have played in the last 7 years you will likely have an FFA number.

### **Find Your FFA Number**

To find your FFA number, go to Find Your FFA Number. Enter your first name, last name, and date of birth and click enter. If your FFA number is not found, then try using just your initials with date of birth. Once you locate your FFA number, note it and click on your name – this will take you to the login screen.

### **Get a Password**

Unless you have logged in before you will not have a password. To get your password click on Need a password? Type in the email address that you gave when you last registered and click on Reset Password. If successful you will receive an email with



your FFA number and password. Log in and follow the instructions from Registering Online below.

- If your email has changed or you can't remember the email address, you gave when you registered last you may Try Again or Validate Account.
- If Try Again fails you may attempt to Validate Account where you will be asked for more information (first name, last name, birth date, postcode, & last known club) to identify yourself. If Validate Account succeeds you will receive an email with your FFA number and password. Log in and follow the instructions from Registering Online below.
- If Validate Account fails, you need to contact FFA for assistance.

## Make a Registration

Once you have logged in to MYFOOTBALLCLUB you will be taken to the player home page. This page will contain information regarding previous registrations and information concerning your current registration.

Click the **Make a Registration** or **Register** button.

My Details	Welcome Ms Aglae Hernandez (85277267)
Registration Details	
Registration	
	<b>Member Details</b>
	First Name:
	Last Name:
	Birth Date:
	FFA Number:
	Gender:
	<input type="button" value="Register"/>

The next screen will allow you to check and update your contact details. Please upload a recent passport style photograph.

**IMPORTANT** – When uploading photo in MYFOOTBALLCLUB, if you leave the 'subject' field blank you will not be able to upload your photo. We suggest that you put your name in the subject line.

**Failure to supply a suitable photograph will result in no card being issued and the individual will not be allowed to play or participate.**

Click **Next**.

The next screen will allow you to find and select **East's FC**.



In the field marked with **Step 1** enter **East's FC (NSW) (Club)**. As you type a list will appear with the names of clubs beginning with the characters you entered. Select **East's FC (NSW) (Club)** from the list.

Club	Role	Type	Package	Price (AUS)	Fee Breakdown
No records returned.					

Then, in the field marked with **Step 2** select Registration (Coach, Player or Volunteer). If you have more than one role, you will need to add a package for each role. If you are unsure which level/category select, contact the club to find out which package you should select.

Roles:

- Coach. You should select the category corresponding to the oldest players you are coaching. And in **Step 3** click **Volunteer**.
- Player. In the **Step 3** you should select the package corresponding to the age group for the age the player will turn in 2018.
- Volunteer. You should select the category corresponding to your role. In the **Step 3** you should select volunteer unless you are an **RTO/Team Manager** which has a special package.

Click **Add Packages**.

The package will be added to the roles grid beneath. You can add more than one if more roles are played.



Click **Next**.

Acknowledge your acceptance of the terms and conditions of Easts FC, FFA, Football NSW and ESFA.

Click **Next**.

## Online Payment

A summary screen will appear displaying the registration options you have selected. In 2018, all payment should be made by credit card (MasterCard or Visa) at the time of online registration. ***Note that to save time on registration day it is highly preferable to complete payment online.***

## How to access the Active Kids \$100 rebate (Juniors Only):

The NSW Government is helping kids get active with the \$100 Active Kids program. Parents, guardians and carers can apply for a voucher valued up to \$100 per calendar year for each student enrolled in school. The voucher may be used with Easts FC for registration. The voucher can be used at any time during the calendar year it was issued for activities of at least 10 weeks long (Winter Season 2019, Ball Mastery and Spring Season 2019). You must first apply for a discount code from Service NSW ([click here](#)) and then it must be applied to your myfootballclub registration.

Please note that the discount cannot be claimed retrospectively once your registration has been completed so please make sure you apply for the code first before registering on the myfootballclub website.

## Who is eligible?

If you're a parent, carer or guardian, the student will be eligible if they are:

- a NSW resident
- aged between 4.5 and 18 years
- enrolled in school (from Kindergarten to Year 12, including those who are home-schooled or enrolled in secondary school education at TAFE NSW)
- a current Medicare cardholder.



## Things to keep in mind

Vouchers **can** only be used:

- one time (if the chosen activity fees are less than \$100, then the remaining balance cannot be used)
- during the calendar year they're issued
- for the person named on the voucher
- for registration or membership fees with approved Active Kids providers.

Vouchers **cannot** be:

- split between more than one provider or registration (meaning you may not be able to claim the full \$100 rebate)
- used for individual items (like jerseys, socks or boots)
- redeemed for cash.

## Additional Questions

To assist us to organise players and teams we have included in some cases additional questions.

Enter a response to the questions and then click the **Save All Answers** button.

Once you have finished answering all the questions click the **Next** button.

If you are unable to answer Additional questions at the point of registration, you will have the ability to answer the additional questions via the player homepage.

Thank you,

Easts FC Administration