

# Welcome to MyFootballClub Online Registration

## Registration for **New players**

(You have not played football with any club before)



### **Logging on**

Go to the MyFootballClub website: <http://www.myfootballclub.com.au>

Click on register now

Click on Player Registration

## **Choose the following options**



**Click option 3** - have never been registered before and would like to create an FFA account to commence the registration.



### **Acknowledging Terms and Conditions for FFA account**

Read and confirm the Terms and Conditions and submit.



### **Players Details**

Enter the players details and <create account>



**You will receive an email containing your FFA number. Please follow the instructions to log onto the myfootball website.**



### **Participant Registration:**

The players name will appear on the screen if correct please confirm by clicking "*Register Now*".



### **Players Details**

The player's details will appear on the screen, check that your contact details are correct and complete any additional details, then submit. At Menai Hawks FC we will be sending updates (e.g. Wet weather updates) by email and SMS so it is important to ensure this information is correct.

Can you also load a recent, clear photo of yourself (in the same style as a passport or drivers licence).



### **Add Registration**

Type in and select Menai Hawks football club. At the "*Select Registration*" menu, simply select "*Player*" and at the "*Select Registration Package*" menu, select the *age group* you wish to play in and then click "*Add*" and then "*Next*".



### **Acknowledging Terms and Conditions**

Read and confirm the Terms and Conditions and submit.



### **Add Registration (Pricing)**

The cost of your age group will appear here. The cost for the registration is inclusive of the \$25 fund raising levy. If you are the first person in your family registering, all that is required now is to finalise your payment.

If you are the 2nd or subsequent family member that is registering, you need to claim your family discount and your fund raising levy discount - a total of \$45.00

The first player will pay 100% of the registration and all subsequent players can have the discount applied.

To apply the discount, please select the "*purchase additional item button*" on the **Add registration** (pricing page).

Select the family member discount for your player (please note this applies for the 2<sup>nd</sup> and subsequent players). Please leave the quality at 1.

#### **Payment Options Screen**

You will be given the option to “Pay Now” via MasterCard or VISA or if you wish to pay in cash please press the “Invoice me” button.

With Invoice me - You will be sent an invoice via email and you will need to come to the club house for payment if you haven't completed the payment online. Registration dates are available on the Hawks website.

#### **Your Registration is now complete**

You are now pending awaiting approval or pending awaiting payment. The Club Registrar will now complete the final step of accepting your registration.

#### **Updating your Details**

You can log back in at any time to update your contact details if they should change. From your homepage go to My Details -> Edit My Details to update your details.

#### **Where do I go for help?**

If you have any trouble with your online registration you can use the following resources to help you.

- Guides on the myfootball website.
- Call FFA Call Centre (02) 8020 4199 particularly if you are having problems finding yourself or retrieving your password because your email is wrong.

If you have any questions about playing for Menai Hawks FC please:

- Refer to website for details (<http://www.menaihawks.org.au>) or
- Send an email [info@menaihawks.org.au](mailto:info@menaihawks.org.au). Can you please also provide us the player's age group and contact number.

Please refer to the Hawks website for grading dates and the commencement of the season.

Thanks for choosing to play with the Hawks, enjoy the season!