

Self Registration Guide

Wenty Waratah Soccer Club



Dear Coach / Team Manager

To register for the 2018 Season with **Wenty Waratah Soccer Club** you are required to complete the online registration process through My Football Club - the National Online Registration Database.

The following guide should assist you in completing this process. Further Self Registration guides are available on the My Football Club website (www.myfootballclub.com.au) on the Guides page under Registrations.

Should you encounter any issues along the way please do not hesitate to contact either the FFA My Football Club Support Centre on 8020 4199 or the Football NSW My Football Club Coordinator on 8814 4449 or via email at samanthad@footballnsw.com.au

Step 1 - Select the option below which is relevant to you:

<p>a. I know my FFA number and am ready to proceed to the login screen to retrieve my password and/or begin my registration.</p> <p>Click on the link below and proceed to Step 4</p> <p>https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx</p>	<p>b. I have been registered as a player, official or referee before but need to find my FFA number.</p> <p>Click on the link below and proceed to Step 3</p> <p>https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx</p>	<p>c. I have never been registered before and would like to set up an FFA account (generate an FFA number)</p> <p>Click on the link below and proceed to Step 2</p> <p>https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers</p>
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Step 2 – Create New Account

Complete the following form ensuring you complete all mandatory fields marked with an asterisks. When complete, click on the “**create account**” button at the bottom of the screen.

The screenshot shows the 'MyFootballClub' registration form. It is divided into several sections: Personal Details, Contact Information, and Emergency Contacts. Mandatory fields are marked with an asterisk (*). The form includes dropdown menus for Address Type, State, Country Of Birth, Nationality, and Gender. There are also checkboxes for 'Is Primary' for each phone number and a checkbox for 'Aboriginal or Torres Strait Islander'. At the bottom right, there is a 'Create Account' button.

An email will be sent to your nominated email address with your FFA number and password from no-reply@myfootballclub.com.au. When you have received this information proceed to the login screen (**Step 4**) (<https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx>)

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Step 3 – Search for your details

- Enter your first name, surname and date of birth in the relevant fields. If your name does not appear try entering the first initial of both your first and surname along with your date of birth (this will allow the system to still search for you if your name has been entered incorrectly by your previous club) and click “**Search**”.
- If your name appears in the bottom of the screen, click on it and you will be taken to the login screen. Proceed to **Step 4**
- If you cannot find yourself, please contact Football NSW or My Football Club on the details provided on page one.

Step 4 – Log In

- Enter your FFA number & password. If your login details are correct please proceed to **Step 5**
- If you do not have a password click on “**need a password**”

- Enter your email address that was nominated on your 2017 Season registration form and select “**proceed**”.

If this data matches an email will be sent to you with your new password. Go back to the first login screen and proceed to **Step 5**

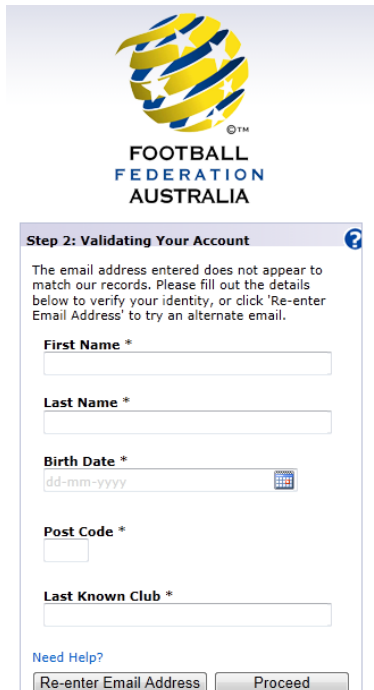
Step 4 Continued over page.....

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Step 4 Continued

- d. If the email address entered does not match the one that is in My Football Club, you will automatically be redirected to a new screen to validate your account.

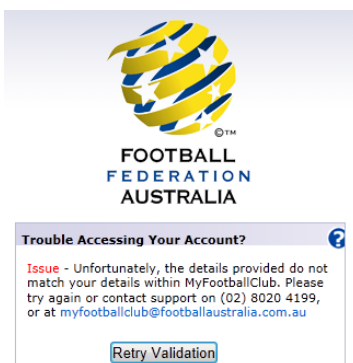


Note: When entering in "Last Known Club" type slowly and you will see Club names matching what you have entered appear under the box. Select the correct one.

- e. If the data matches and the screen below appears, please enter in your current email address. An email will be sent to you with your new password. Go back to the login screen and enter your new details. Proceed to **Step 5**



If the data you have entered does not match the data in the system, please contact Football NSW or My Football Club on the details provided in page one.



After you have successfully logged into your account you will see the screen below.

MyFootballClub

?

My Details

Registration Details

Registration

Welcome Miss Jayne Player (76286053)

Log-Out

Member Details


First Name: Jayne

Last Name: Player

Birth Date: 20/06/1981

FFA Number: 76286053

Gender: Female



Register

My Invoices

No	Status	Date	View	Pay Now	Delete	T & C's
1453178	Not Paid	13-03-2013	View		Delete	View
1451513	Not Paid	12-03-2013	View		Delete	View
1084423	Paid	14-01-2013	View			View

Page 1 of 1 (3 items)

My Registrations

Role	Organisation Name	Status	Invoice No	Valid From	Valid To	Questions	Deregister
Member	Football Feder...	Active		14-01-2013		Edit	
Player	Football NSW ...	Declined	1451513	12-03-2013	31-12-2013		
Player	Football NSW ...	Active	1084423	14-01-2013	31-12-2013	Edit	DeRegister
Coach	Mosman Foot...	Declined	1100892	21-01-2013	31-12-2013		
Volunteer	Mosman Foot...	Declined	1100892	21-01-2013	31-12-2013		

Page 1 of 2 (9 items)

CONTACT DETAILS

SELECT REGISTRATION

TERMS & CONDITIONS

PAYMENT

ADDITIONAL QUESTIONS

FINISH

Please check your details are up to date prior to proceeding with the registration

Personal Details

Title:

First Name:

Middle Name:

Last Name:

Gender: ☒ Male ☐ Female

Birth Date:

Country Of Birth:

Nationality:





Photo Guidelines
(122 pixels x 156 pixels). For individuals that require a photo as part of their registration, please ensure the photo is a passport style image of the head only. Hats and sunglasses should not be worn in the photo.

Please Note: any inappropriate photos may result in your registration being declined.



The following questions are asked to help all levels of football administration better understand and support our members

Do you identify as being of Aboriginal or Torres Strait Islander origin? ☐ Yes / ☒ No

Please indicate if you have a disability:

Contact Details

Address 1:

Address 2:

Suburb:

State:

Post Code:

Home Phone: ☐ Is Primary

Mobile Phone: ☐ Is Primary

Work Phone: ☒ Is Primary

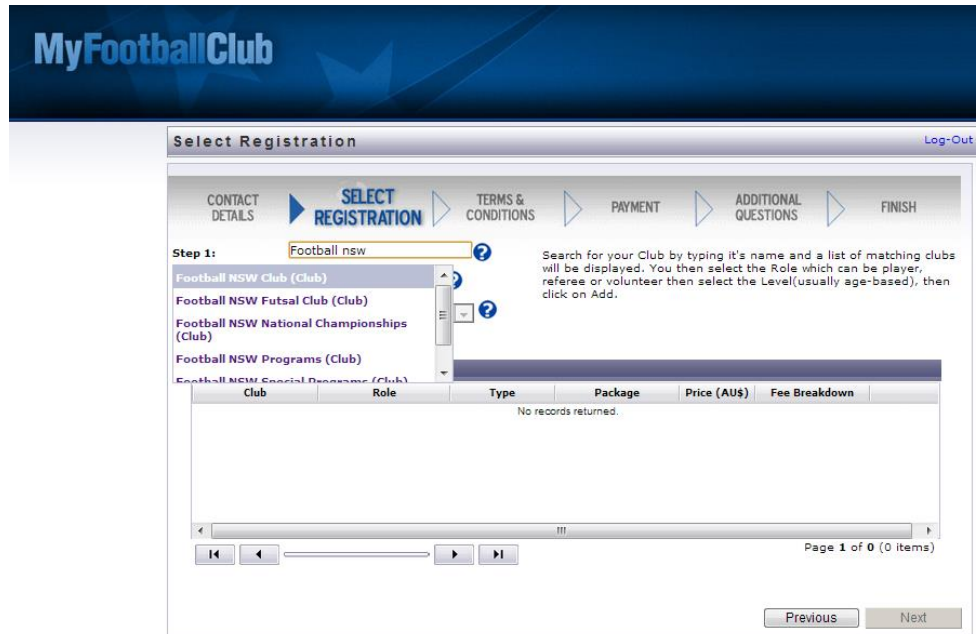
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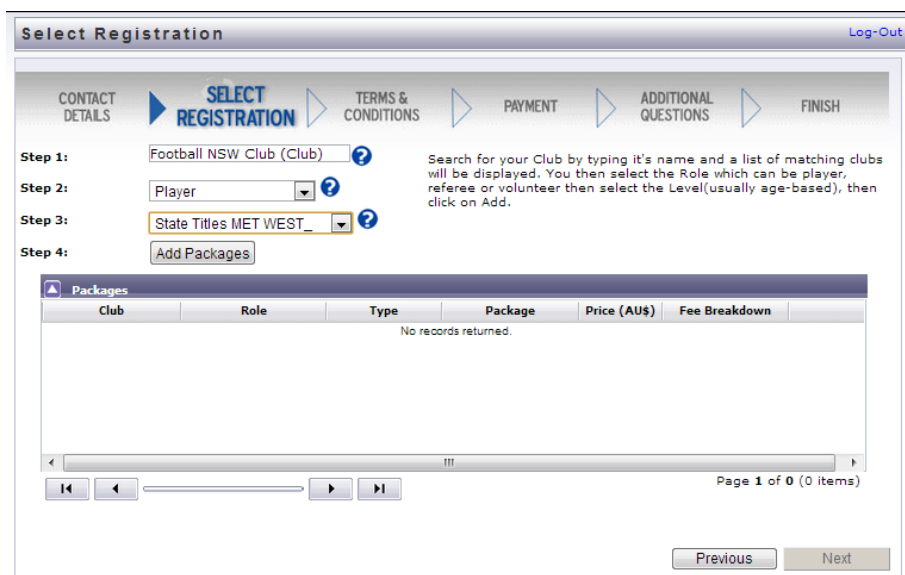
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Step 5 Continued

- c. As the “Club” field is automatically populated with your last registered Club, you may need to highlight the Club name that automatically appears, delete and start typing in “ **Wenty War.....** ” a drop down list will appear, please select “ **Wenty Waratah Soccer Club** ” as the “Club” you’re registering with.



- d. Select the type of registration you are applying for - (Coach or Volunteer – Team Manager).
- e. In the next drop down field the appropriate package will be displayed.



Step 5 Continued over page....

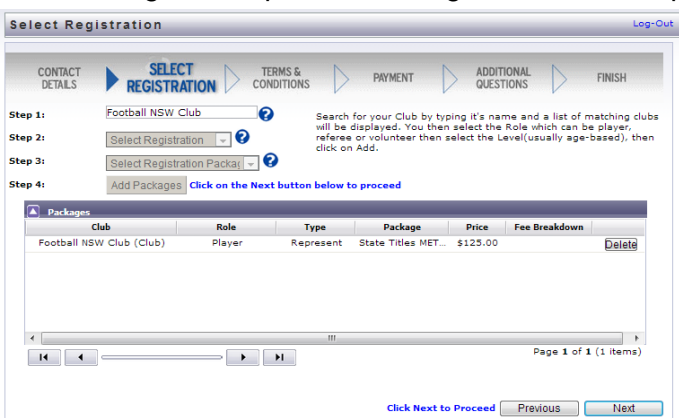
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Step 5 Continued

- Click **"Add packages"** and select the **"next"** button.
- You will then be taken to the Terms and Conditions. You must read through and agree to all terms prior to being able to proceed through to the next steps. Scroll to the bottom of the page and select **"next"**

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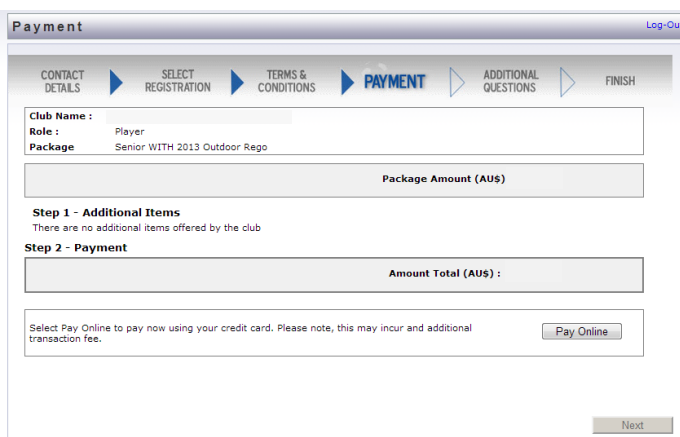


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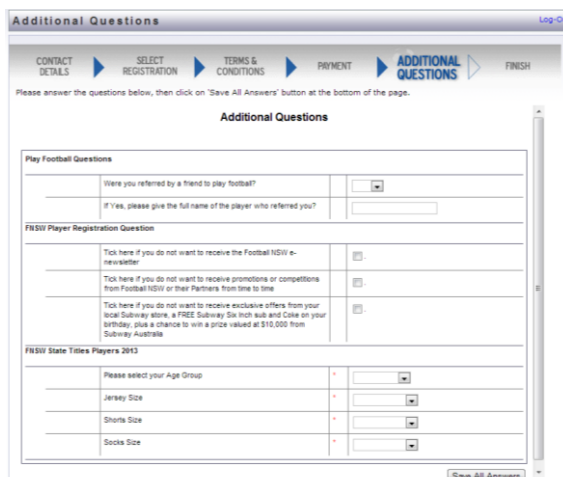


- You will then be taken to the Invoice screen. Select the **"next"** button.

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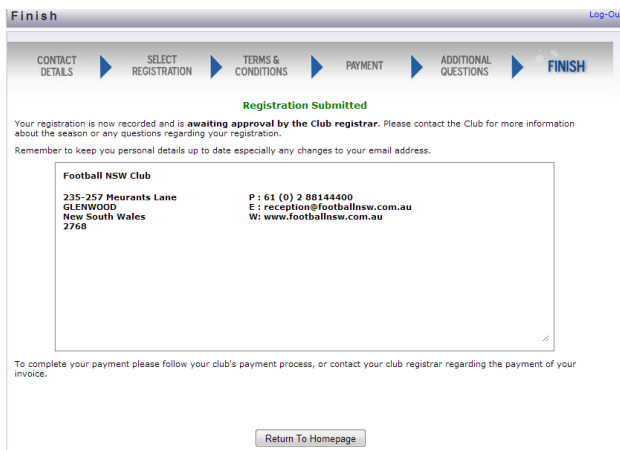


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- You will be taken to the additional questions page.
When you are finished answering all questions click **"Save All Answers"**

j



- You will then be taken to a screen confirming your registration has been submitted.
Your request for registration at **Wenty Waratah Soccer Club** is now complete. Thank you.