



FOOTBALL
NSW

MYFOOTBALLCLUB TEAM REGISTRATION PROCEDURE 2016 CHAMPION OF CHAMPIONS



Contents

2016 Season Team Allocation	3
2016 Procedures	3
Support/Contacts.....	3
Setting Up Teams.....	4
Team Allocation	5

Version 1, issued 25 July 2016

2016 Season Team Allocation

Procedures

For the Champion of Champions, all players are to be allocated into Teams in MyFootballClub.

All Club players must already be registered for the 2016 Outdoor Season in MyFootballClub for the Club to be eligible to participate in the Champion of Champions.

Follow the steps below to create teams and allocate your players, coaches and managers. There is to be no deviation to the team names specified. Any variation to the team name will mean that Football NSW will not be able to view your teams and as such they will not be eligible.

Support/Contacts

If you have any questions in relation to the procedures please contact the Football NSW MyFootballClub and FOX SPORTS PULSE department:

Samantha Denmeade Ph: 8814 4449 email: samanthad@footballnsw.com.au

Samuel Kettler Ph: 8814 4448 email: samuelk@footballnsw.com.au

If you have any questions in relation to the Champion of Champions Tournament procedures please contact the Competition Coordinator;

Kim Burge Ph: 8814 4444 email: kim@footballnsw.com.au.

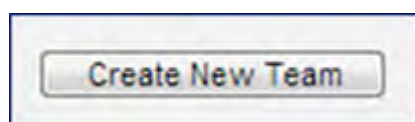
Setting Up Teams

1. Creating Teams

- a) Log into MyFootballClub using your admin login
- b) From the main menu, select **"Create/Edit Team"**



- c) Click on **"Create New Team"** at the bottom right hand side of the screen



- d) For the Team "Name" please follow the table below. There is to be no deviation to the Team Names listed below. Do NOT enter your Club name in front of this:

	Male	Female
Teams	COFC M 12	COFC F 12
	COFC M 13	COFC F 14
	COFC M 14	COFC F 16
	COFC M 15	COFC F 18
	COFC M 16	COFC F 21
	COFC M 17	COFC F AA
	COFC M 18	COFC F 30
	COFC M 21	
	COFC M AA	
	COFC M 35	
	COFC M 45	

- e) Select **2016 Outdoor** as the Season.
- f) Select the most appropriate age group to the Team (The age groups available for selection will be those that you set up for your Fees and Packages).
- g) Select the Appropriate Gender

You do not need to enter anything for **"Division Grade"** or **"Team Number"**

Repeat steps 1.c) through to 1.d) v) for each of the team you are entering into the Champion of Champions. When complete, select 'Exit' which will take you back to the main menu.

Team Allocation

1. Allocating Members To Teams

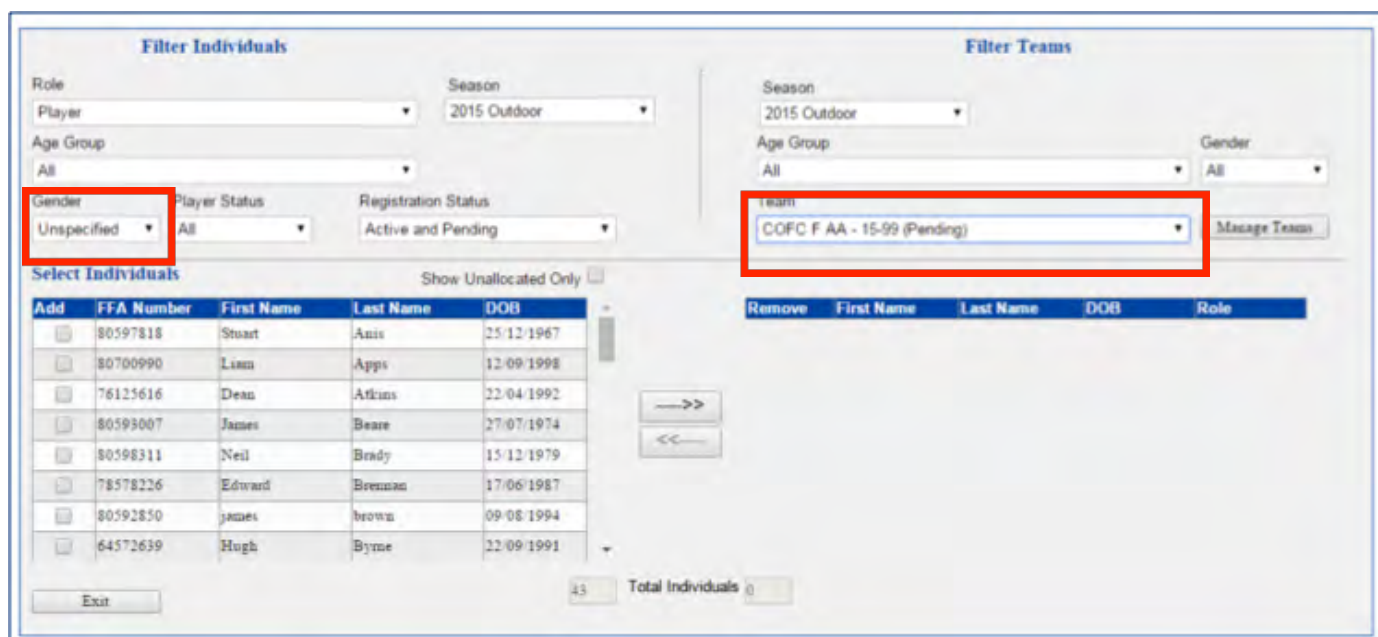
a) From the main menu, select **"Team Allocation"**



The screenshot shows a web interface with three main sections: 'Season Set-Up', '2015 Registration', and 'Club Administration'. The 'Club Administration' section contains a button labeled 'Team Allocation' which is highlighted with a red rectangular box.

b) On the left hand side, select **"Unspecified"** from the gender dropdown menu.

c) On the right hand side, select the newly created Champion of Champions team you wish to allocate players to from the "Team" dropdown menu



The screenshot shows two side-by-side filter panels. The 'Filter Individuals' panel on the left has a 'Gender' dropdown menu set to 'Unspecified', which is highlighted with a red box. The 'Filter Teams' panel on the right has a 'Team' dropdown menu set to 'COFC F AA - 15-99 (Pending)', also highlighted with a red box. Below the filters is a table of individuals with columns for 'Add', 'FFA Number', 'First Name', 'Last Name', and 'DOB'. A table of teams is also visible on the right side of the interface.

d) All of your players will appear on the left hand side of the screen (if they are yellow, it just means that they have already been allocated to another team. You can still allocate them to the new team).

Click on the box under the **"Add"** column to the left of the players name.

e) When you have finished making your selection, click on the arrow in the middle of the screen pointing to the right (--->>). This will move the players into the team. If you need to move a player out of the team, click on the box under the **"Remove"** column and then click on the arrow pointing to the left (<<---).

f) To allocate the Coach and Manager, change the Role (top left of screen) to Coach or Volunteer then follow the steps outlined above for player allocation

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- g) When finished allocating all players to a team, change the team in the ***“Team”*** dropdown box and repeat the player selection process for any additional teams.

Should you encounter any issues or have any questions throughout the process please refer to Page 2 for appropriate contacts and contact details.



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