



FOOTBALL
NSW

2017 STATE CUP TEAM REGISTRATION PROCEDURE COMPREHENSIVE GUIDE



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Version 1, issued 14 March 2017

2017 STATE CUP TEAM ALLOCATION

For the 2017 State Cup, all players are to be allocated into Teams in MyFootballClub.

All Club players must be registered for the 2017 Outdoor Season in MyFootballClub to be eligible to participate in the State Cup.

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.

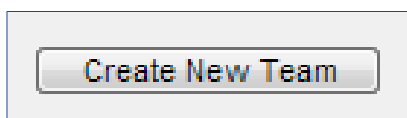
If you have any questions in relation to the procedures or if you have any questions in relation to the 2017 State Cup competition procedures please see the support section on the last page of this guide.

CREATING TEAMS

1. Log into MyFootballClub Admin area: <https://live.myfootballclub.com.au/PlayerReg/logon.aspx>
2. In the main menu select **"Create/Edit Teams"**



3. Select **"Create New Team"** at the bottom right hand side of the screen.



4. For the Team **"Name"** please follow the Team Name table below.

	Male		Female
Teams	SRC M 12	SRC M 17	SRC F 12
	SRC M 13	SRC M 18	SRC F 14
	SRC M 14	SRC M 21	SRC F 16
	SRC M 15	SRC M AA	SRC F 18
	SRC M 16	SRC M O35	SRC F AA

Select **"2017 Outdoor"** as the Season, attach 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. Select the appropriate one for this team). Select **"Male"** or **"Female"** as the gender. You do not need to enter anything for **"Division"** or **"Team Number"**.

Do NOT change the status of the Team. This should remain as **"Pending"**.

- Name:** Please refer to Name Table for name requirements
- Season:** Please select 2017 Outdoor
- Age Group:** Please select appropriate age group.
- Gender:** Please select appropriate age group.
- Save:** Once you have entered required details please click 'Save'.

Repeat the above steps for each of the teams you are entering into the State Cup. When complete, select 'Exit' which will take you back to the main menu.

Name	Season	Status
<input type="text" value="SRC M 12"/>	<input type="text" value="2015 Outdoor"/>	<input type="text" value="Pending"/>
Age Group	Division Grade	Team Number
<input type="text" value="Jnrs - Min Age: 1 - Max Age : 17"/>	<input type="text"/>	<input type="text"/>
Gender		
<input type="text" value="Male"/>		
<input type="button" value="Exit"/>		<input type="button" value="Save"/>

TEAM ALLOCATION

1. Back on the main menu screen, select **“Team Allocation”**

The screenshot shows a main menu with three columns of buttons:

- Season Set-Up:** Our Details, Age Groups, Fees And Packages, Terms & Conditions, Additional Questions
- 2014 Registration:** Re-Register Returning Players, New Registration - Over 18's, New Registration - 18's & Under, Take Payments (27), Approve Registrations (0), Cancellations (0)
- Club Administration:** Search By Club List, Search By Individual, **Team Allocation** (highlighted), Create / Edit Team, Communications, Reports

2. On the left hand side, select the **“Unspecified”** from the **“Gender”** dropdown menu.

The screenshot shows the 'Filter Individuals' and 'Filter Teams' interface. The 'Gender' dropdown menu is set to 'Unspecified' and is highlighted with a red box. Below the filters is a table of individuals and a 'Team' dropdown menu.

Add	FFA Number	First Name	Last Name	DOB
<input type="checkbox"/>	59597583	Johny	ABARNO	19/09/2003
<input type="checkbox"/>	51435543	Anthony	Abarno	12/03/1999
<input type="checkbox"/>	51439594	Tony	Abarno	01/09/1964
<input type="checkbox"/>	65476780	Nathaniel	Abdelmalek	12/10/2006
<input type="checkbox"/>	51437523	Peter	Adamski	01/09/1959
<input type="checkbox"/>	85476848	Mark	Agus	05/02/1966
<input type="checkbox"/>	51439776	Barry	Agnew	12/04/1961

Team dropdown menu options:

- STATE CUP F AA - State Cup (Pending)
- STATE CUP F 12 - State Cup (Pending)
- STATE CUP F 14 - State Cup (Pending)
- STATE CUP F AA - State Cup (Pending)** (highlighted)
- STATE CUP M 035 - State Cup (Pending)
- STATE CUP M 12 - State Cup (Pending)
- STATE CUP M 16 - State Cup (Pending)

3. In the **“Team”** drop down box select the team you wish to allocate players to.

The screenshot shows the 'Team' dropdown menu with the following options:

- STATE CUP F AA - State Cup (Pending)
- STATE CUP F 12 - State Cup (Pending)
- STATE CUP F 14 - State Cup (Pending)
- STATE CUP F AA - State Cup (Pending)** (highlighted)
- STATE CUP M 035 - State Cup (Pending)
- STATE CUP M 12 - State Cup (Pending)
- STATE CUP M 16 - State Cup (Pending)

- 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 player's name. 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 (<<---).

The screenshot shows a web interface for team registration. It is divided into two main sections: 'Filter Individuals' on the left and 'Filter Teams' on the right. Below these are two tables. The first table, 'Select Individuals', has columns for 'Add', 'FA Number', 'First Name', 'Last Name', and 'DOB'. The 'Add' column contains checkboxes. The second table, 'Remove', has columns for 'Remove', 'First Name', 'Last Name', 'DOB', and 'Role'. Between the two tables are two arrows: a right-pointing arrow (--->>) and a left-pointing arrow (<<---). A red box highlights the 'Add' column of the first table and the right-pointing arrow. Another red box highlights the right-pointing arrow and the left-pointing arrow. At the bottom, there is an 'Exit' button and a 'Total Individuals' counter showing 0.

- 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.
- When finished allocating all players to a team, change the team in the **"Team"** dropdown box and repeat the player selection process for each team.

Should you encounter any issues or have any questions throughout the process please refer to the last page of this guide for appropriate contacts and contact details.

SUPPORT

Football NSW have support available should you encounter any problems throughout this process, please see below for support contact information.

Football NSW Online Services Department (which covers MyFootballClub, Sports Technology Group and other online platforms):

Samantha Denmeade: (02) 8814 4449 samanthad@footballnsw.com.au
(business hours, email after hours and weekends)

Samuel Kettler: (02) 8814 4448 samuelk@footballnsw.com.au
(business hours – 9am-5pm Mon-Fri)

If you have competition specific questions please contact the Competition Coordinator:

Kim Burge: (02) 8814 4444 kim@footballnsw.com.au
(business hours – 9am-5pm Mon-Fri)



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