



**FOOTBALL  
NSW**

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**2016 STATE TITLES**  
**MYFOOTBALLCLUB**  
**SELF REGISTRATION GUIDE**

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Version 1, issued 1 July 2016

# 2016 State Titles Registration Guide

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This guide has been prepared to serve as a reference for all participants to register for the 2016 State Titles. All Registrations are required to be completed through MyFootballClub, the National Online Registration Database.

The following guide will assist you in completing this process. Further information is available on the MyFootballClub website ([www.myfootballclub.com.au](http://www.myfootballclub.com.au)).

Should you encounter any issues with your registration please do not hesitate to contact the relevant support person whose details can be found on the last page of this guide.

This document covers the following:

- 1. Creating/Finding Your FFA Number;**
- 2. Logging in to your MyFootballClub Profile;**
- 3. Registering to your Club;**

## Step 1 – Select the option which is relevant to you:

**A.** I know my FFA number and am ready to proceed to the login screen to retrieve my password and/or begin my registration. Click on the link below and proceed to **Step 4**

<https://live.myfootballclub.com.au/SelfReg/login.aspx?ReturnUrl=/SelfReg/default.aspx>

**B.** I have been registered as a player, official or referee before but need to find my FFA number. Click on the link below and proceed to **Step 3**

<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx>

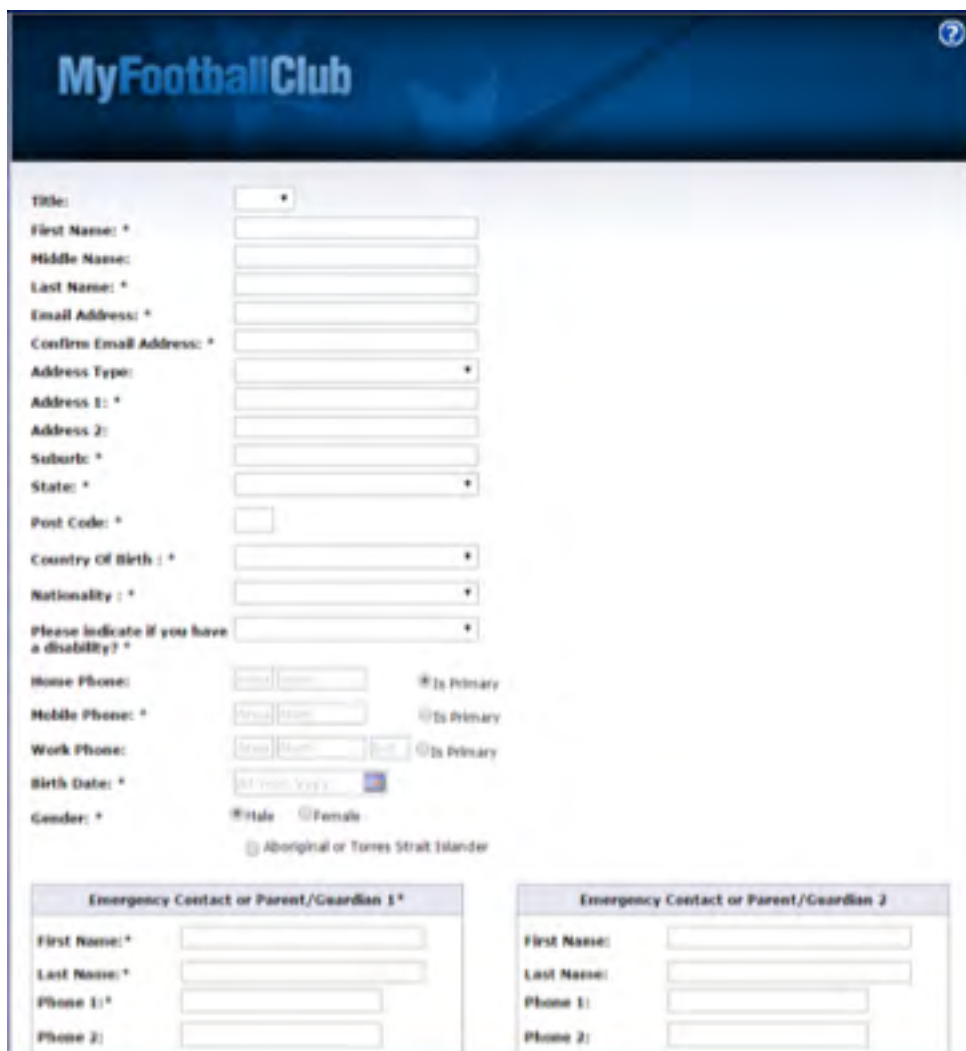
**C.** I have never been registered before and would like to set up an FFA account (generate an FFA number). Click on the link below and proceed to **Step 2**

<https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers>

# Creating a New Account

## 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 self-registration form. The form is titled "MyFootballClub" at the top left. It contains the following fields and options:

- Title:
- First Name: \*
- Middle Name:
- Last Name: \*
- Email Address: \*
- Confirm Email Address: \*
- Address Type:
- Address 1: \*
- Address 2:
- Suburb: \*
- State: \*
- Post Code: \*
- Country Of Birth: \*
- Nationality: \*
- Please indicate if you have a disability? \*
- Home Phone:    Is Primary
- Mobile Phone: \*    Is Primary
- Work Phone:    Is Primary
- Birth Date: \*
- Gender: \*  Male  Female  Aboriginal or Torres Strait Islander

There are two sections for emergency contacts:

- Emergency Contact or Parent/Guardian 1\***
  - First Name: \*
  - Last Name: \*
  - Phone 1: \*
  - Phone 2:
- Emergency Contact or Parent/Guardian 2**
  - First Name:
  - Last Name:
  - Phone 1:
  - Phone 2:

An email will be sent to your nominated email address with your FFA number and password from [no-reply@myfootballclub.com.au](mailto: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>

# Finding your Details

## Step 3 – Search for your details

If you already have an FFA number however you do not remember it you can search for you details here: <https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx>

- 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 MyFootballClub on the details provided on the final page of this document.

MyFootballClub

First Name: \*

Last Name: \*

Birth Date: \*

Search

FIND YOUR FFA NUMBER - Enter Your First Name, Last Name and Birth Date above and Hit Search. If your search is successful click on your name to take you to the login of the MyFootballClub Registration System.

ID	First Name	Last Name
If your search is unsuccessful but you have played football in the last five years (and therefore have been allocated an FFA number) please try an alternate spelling of your name (e.g. Steve v Stephen). If you still cannot find your number but you believe you should have one please contact support on (02) 8020 4199.		

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# Myfootballclub Login

## Step 4 - Log In

To login to your FFA account please visit the MyFootballClub login page here: <https://live.myfootballclub.com.au/SelfReg/Login.aspx?chkcookie=1&ReturnUrl=/selfreg/default.aspx>

- 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?"



MyFootballClub Registration

Please use your FFA number and password to login. If you do not know your number or password click on the relevant links below.

FFA No. \* [\(Need your FFA Number?\)](#)

Password \* [\(Need a password?\)](#)

Login



Step 1: Account Access

Enter your FFA number and your email address below then click on Reset Password.

FFA No. \*

64970650

Email address \*

info@footballnsw.com.au

Proceed Cancel

[Need Help?](#)



Step 2: Validating Your Account

The email address entered does not appear to match our records. Please fill out the details below to verify your identity, or click 'Re-enter Email Address' to try an alternate email.

First Name \*

Last Name \*

Birth Date \*

Post Code \*

Last Known Club \*

[Need Help?](#)

Re-enter Email Address Proceed

- Enter your email address that was nominated on your profile 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**.
- If the email address entered does not match the one that is in MyFootballClub, you will automatically be redirected to a new screen to validate your account.

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

- If the data matches, the screen to the right will appear. 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 you cannot login or you are not receiving your new password please contact support on the details provided on the final page of this document.**



Trouble Accessing Your Account?

Enter your FFA number and your email address below then click on Reset Password.

FFA No. \*

64970650

Email address \*

info@footballnsw.com.au

Reset Password Cancel

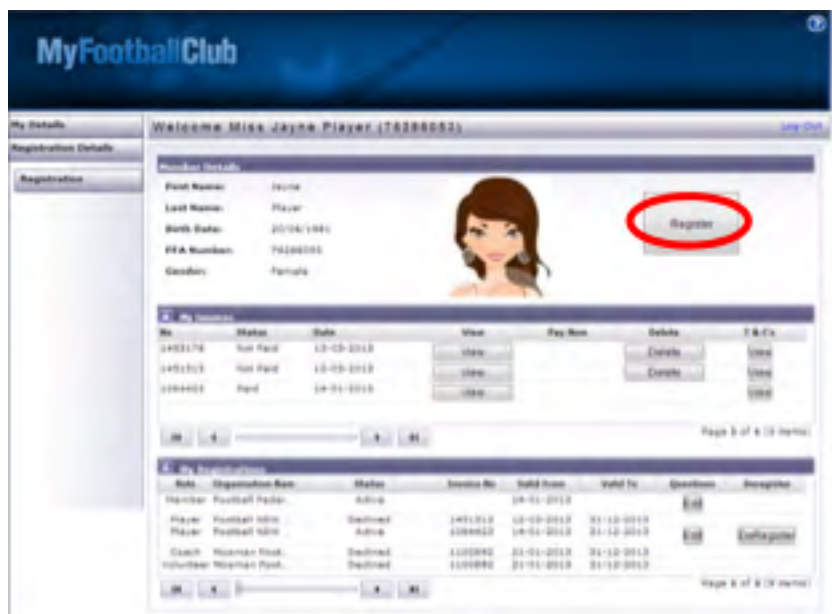
[Need Help?](#)

# Registration

## Step 5 – 2015 State Titles Registration

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

- a. Select the **“Register”** button.



- b. You will be asked to check and update your personal details then click **“Next”**.



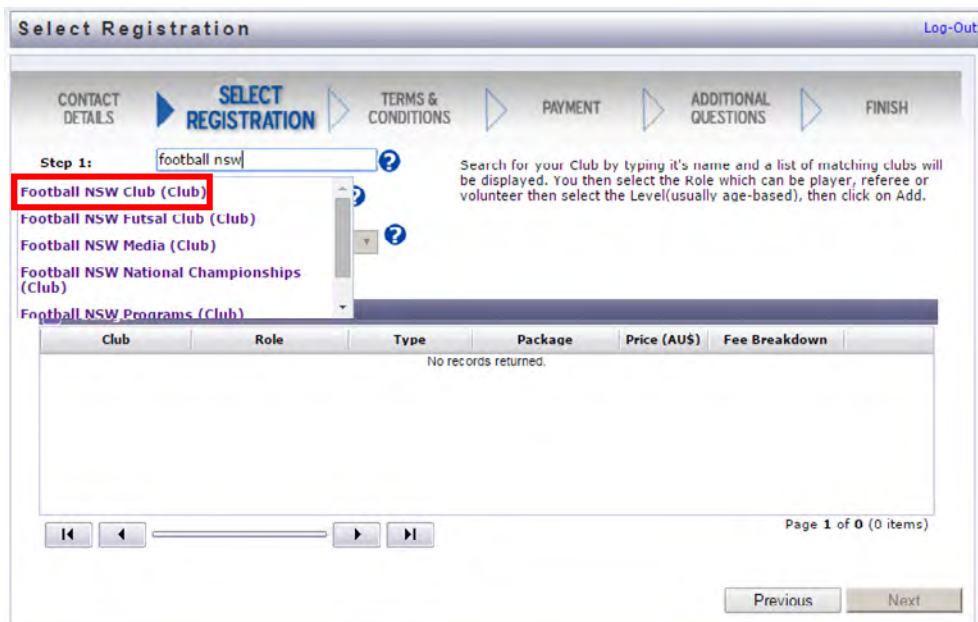
**A photo is required. Photo guidelines are detailed on this screen in the registration process.**

**Photos should be of head and shoulders only (passport style photo). Any photos that do not meet the requirements will deem the registration invalid.**



- c. A dialog box will appear (as pictured below). At this point you may receive a message screen stating that there are no eligible packages available to you. As the "Club" field is automatically populated with your last registered Club (where applicable), simply click on OK to proceed.

If your former club has automatically populated, highlight that Club name, delete and start typing in "Football NSW". A drop down list will appear with all possible matches, please ensure you select "Football NSW Club" to register for the 2016 State Titles.



- d. Select the applicable registration type to you: "PLAYER, COACH or VOLUNTEER". Please note that all Team Managers should select "Volunteer" and then when prompted, select "Team Manager" as your role.



e. In the next drop down field select the appropriate package for your registration.

The screenshot shows a registration form with four steps. Step 1 is 'Football NSW Club (Club)', Step 2 is 'Player', and Step 3 is 'Select Registration Package'. Step 4 is 'APPLICABLE PACKAGES FOR YOU'. The 'SELECT REGISTRATION' step is highlighted in blue.

f. Click **"Add packages"** then select the **"next"** button.

The screenshot shows the registration process with a table of applicable packages. The table has columns for Club, Role, Type, Package, Price, and Fee Breakdown. The only package listed is for 'Football NSW Club (Club)' with a role of 'Player' and a price of '\$0.00'. The 'Next' button is highlighted in red.

Club	Role	Type	Package	Price	Fee Breakdown
Football NSW Club (Club)	Player			\$0.00	Delete

g. 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. After reading, scroll to the bottom of the page and select **"next"**.

The screenshot shows the Terms and Conditions page with a checkbox labeled 'Acknowledge all' and a 'Next' button. The 'Next' button is highlighted in red.

h. You will then be taken to the Payment screen. As the payment is \$0.00, you can select the “Next” button immediately.

Payment Log-Out

CONTACT DETAILS ▶ SELECT REGISTRATION ▶ TERMS & CONDITIONS ▶ **PAYMENT** ▶ ADDITIONAL QUESTIONS ▶ FINISH

Club Name : Football NSW Club (Club)  
Role : Player  
Package : PLAYER - MET NORTH

Package Amount (AU\$) **0.00**

**Step 1 - Additional Items**  
[Purchase additional items](#) There are optional additional items offered by this club for purchase

**Step 2 - Payment**  
Amount Total (AU\$): **0.00**

**Next**

i. After selecting “Next” you will be taken to a screen confirming your registration has been submitted.

Finish Log-Out

CONTACT DETAILS ▶ SELECT REGISTRATION ▶ TERMS & CONDITIONS ▶ PAYMENT ▶ ADDITIONAL QUESTIONS ▶ **FINISH**

**Registration Submitted**

Your registration is now recorded and is **awaiting approval by the Club registrar**. Please contact the Club for more information about the season or any questions regarding your registration.  
Remember to keep you personal details up to date especially any changes to your email address.

Your 2016 Club Name will be here

Club Contact Details will be on this page

**Return To Homepage**

# Football NSW Support

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## Support Contacts

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

**Samantha Denmeade** (02) 8814 4449  
samanthad@footballnsw.com.au  
(Business hours, after hours and weekends)

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

**Kelly Jones** (02) 8814 4447  
kellyj@footballnsw.com.au  
(Business hours – 9am-5pm Mon-Fri)

**OR**

**FFA MFC Support Centre** (02) 8020 4199  
myfootballclub@footballaustralia.com.au  
www.myfootballclub.com.au



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