

## MyFootballClub SELF REGISTRATION GUIDE

### BLUE MOUNTAINS FOOTBALL CLUB REGISTRATION GUIDE

This guide has been prepared to serve as a reference for all members, to register for the upcoming winter season. All registration is required to be completed through MyFootballClub (MFC), which is 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 support contacts below:

#### Football NSW Staff:

(02) 8814 4449 [samanthad@footballnsw.com.au](mailto:samanthad@footballnsw.com.au) (business hours, email after hours and weekends)

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

(02) 8814 4447 [jacksonf@footballnsw.com.au](mailto:jacksonf@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)

OR

#### FFA MFC Support Centre

(02) 8020 4199 [myfootballclub@footballeustralia.com.au](mailto:myfootballclub@footballeustralia.com.au) [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

This document covers the following:

***Creating/Finding Your FFA Number;***

***Logging into your MyFootballClub Profile;***

***Registering to your Club;***

***Creating/Finding Your FFA Number.***

## LOGGING INTO MyFootballClub

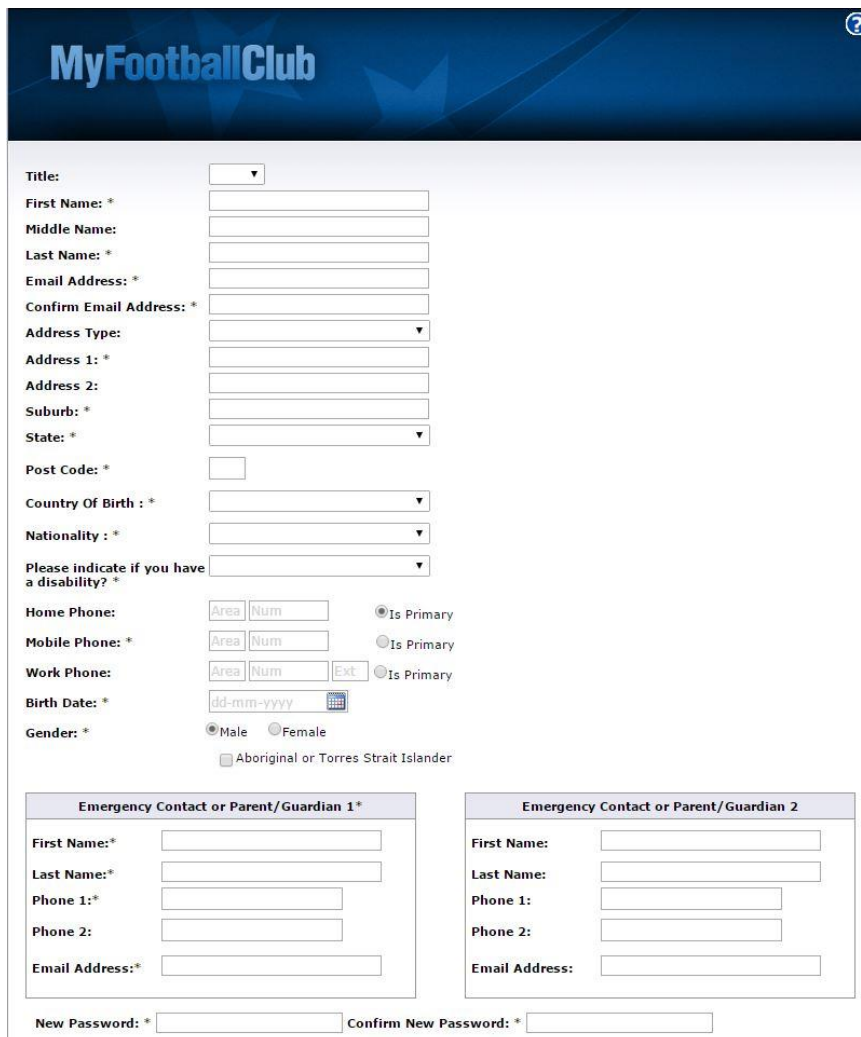
### STEP 1 – SELECT THE OPTION WHICH IS RELEVANT TO YOU:

- 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, coach, 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. After filling in your personal details you will be able to set the password for your new account – the password must be at least **5 characters** long. When complete, click on the “**Create Account**” button at the bottom of the screen.



**MyFootballClub**

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:  Area  Num  ☐ Is Primary

Mobile Phone: \*  Area  Num  ☐ Is Primary

Work Phone:  Area  Num  Ext  ☐ Is Primary

Birth Date: \*  dd-mm-yyyy

Gender: \* ☒ Male ☐ Female

☐ Aboriginal or Torres Strait Islander

Emergency Contact or Parent/Guardian 1*		Emergency Contact or Parent/Guardian 2	
First Name:*	<input type="text"/>	First Name:	<input type="text"/>
Last Name:*	<input type="text"/>	Last Name:	<input type="text"/>
Phone 1:*	<input type="text"/>	Phone 1:	<input type="text"/>
Phone 2:	<input type="text"/>	Phone 2:	<input type="text"/>
Email Address:*	<input type="text"/>	Email Address:	<input type="text"/>

New Password: \*  Confirm New Password: \*

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 retrieve your FFA Number 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 your FFA Number, please contact MyFootballClub or Football NSW on the details provided on page one and eight.



The screenshot shows the 'MyFootballClub' registration interface. At the top, there's a header with the 'MyFootballClub' logo and a help icon. Below the header, there are three input fields: 'First Name: \*', 'Last Name: \*', and 'Birth Date: \*' (with a date picker icon). A 'Search' button is positioned to the right of these fields. Below the input fields, a message reads: '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.'

Below this message is a section titled 'Existing Accounts' which contains a table with three columns: 'ID', 'First Name', and 'Last Name'. The table is currently empty. Below the table, there is a note: '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.'

At the bottom of the page, there are navigation controls (back, forward, and search icons) and a status bar indicating 'Page 1 of 0 (0 items)'.

## 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**”



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Login

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



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FEDERATION  
AUSTRALIA

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?](#)



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FEDERATION  
AUSTRALIA

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 \*  
dd-mm-yyyy

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 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.*

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



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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

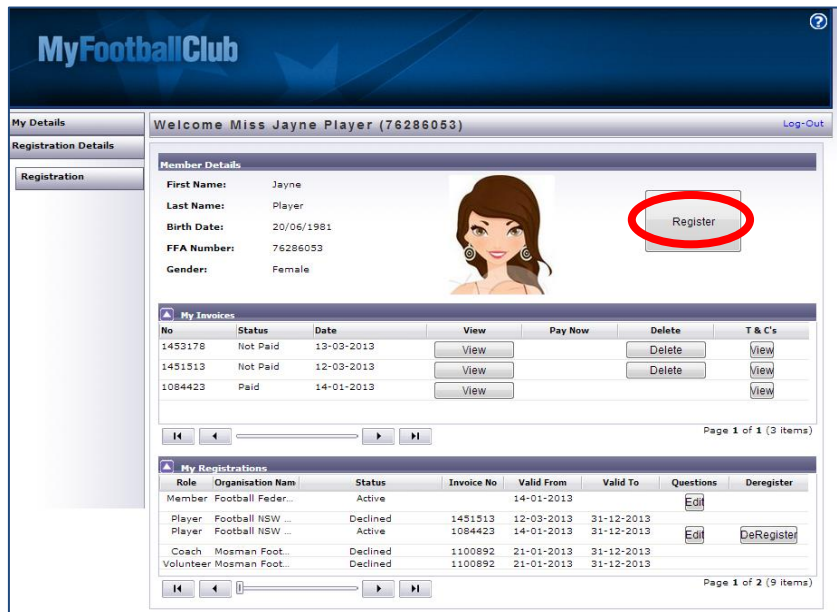
Reset Password Cancel

[Need Help?](#)

## REGISTRATION

### STEP 5 – REGISTRATION

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



**MyFootballClub**

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

**My Invoices**

No	Status	Date	View	Pay Now	Delete	T & C's
1453178	Not Paid	13-03-2013	<a href="#">View</a>		<a href="#">Delete</a>	<a href="#">View</a>
1451513	Not Paid	12-03-2013	<a href="#">View</a>		<a href="#">Delete</a>	<a href="#">View</a>
1084423	Paid	14-01-2013	<a href="#">View</a>			<a href="#">View</a>

Page 1 of 1 (3 items)

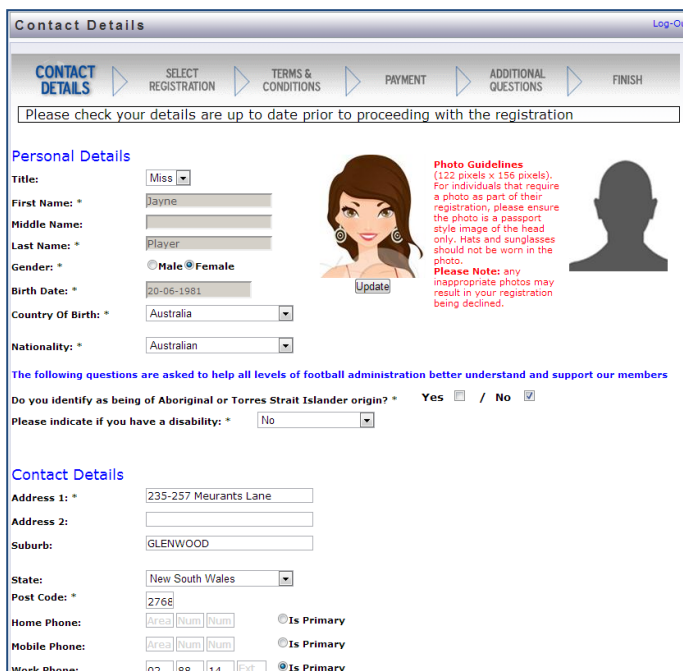
**My Registrations**

Role	Organisation Name	Status	Invoice No	Valid From	Valid To	Questions	Deregister
Member	Football NSW ...	Active		14-01-2013		<a href="#">Edit</a>	
Player	Football NSW ...	Declined	1451513	12-03-2013	31-12-2013	<a href="#">Edit</a>	
Player	Football NSW ...	Active	1084423	14-01-2013	31-12-2013	<a href="#">Edit</a>	<a href="#">DeRegister</a>
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)

Select the **“Register”** button.

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



**Contact Details** [Log-Out](#)

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: Miss  
First Name: Jayne  
Middle Name: Player  
Last Name: Player  
Gender: ☒ Male ☐ Female  
Birth Date: 20-06-1981  
Country Of Birth: Australia  
Nationality: Australian

**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.

**Contact Details**

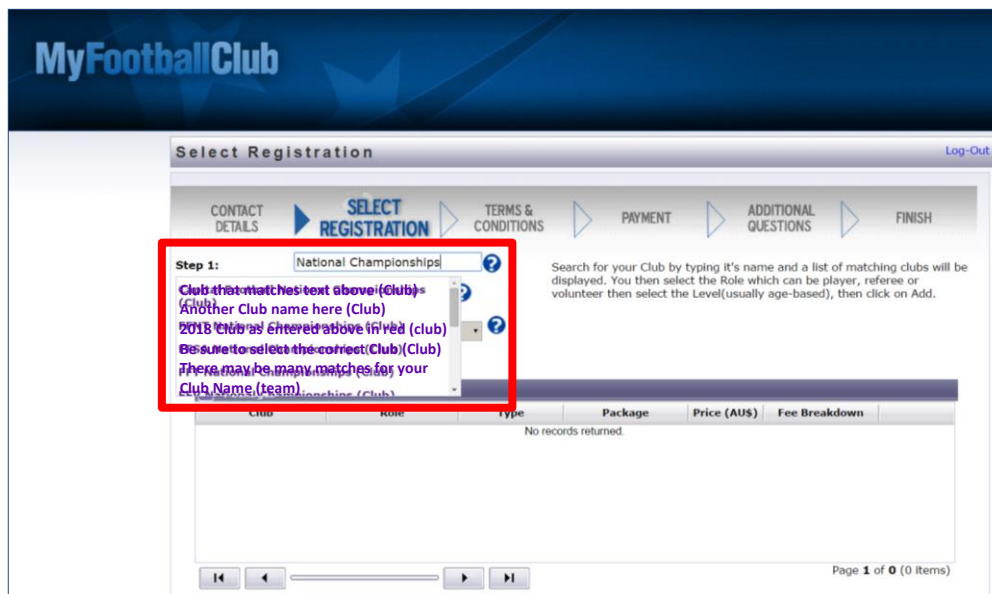
Address 1: 235-257 Meurants Lane  
Address 2:  
Suburb: GLENWOOD  
State: New South Wales  
Post Code: 2768  
Home Phone: Area Num Num ☒ Is Primary  
Mobile Phone: Area Num Num ☒ Is Primary  
Work Phone: 02 98 14 Ext ☒ Is Primary

**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.**

- a. Step 1 of the Select Registration page will auto-populate with your last registered Club, if you are registering to that club move on to the next step.

If you are registering to a club different to your last registered Club you will need to delete the text showing in Step 1. Start typing in “**Blue Mountains FC**”, a drop down list will appear with all possible matches, please ensure you select the correct club as above:



If the Club in Step 1 has no registration packages available you will receive the following dialog box:



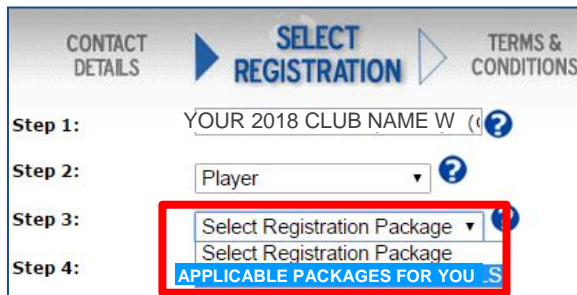
Click “**OK**” – you will then need to either re-enter the correct Club name or contact your Club about your registration.

- b. Select the applicable registration type to you: “**PLAYER/COACH or VOLUNTEER**”.

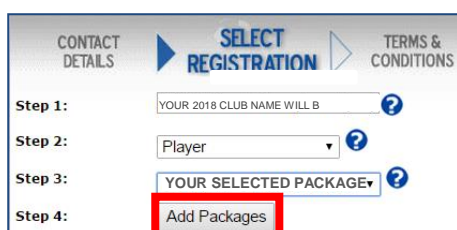
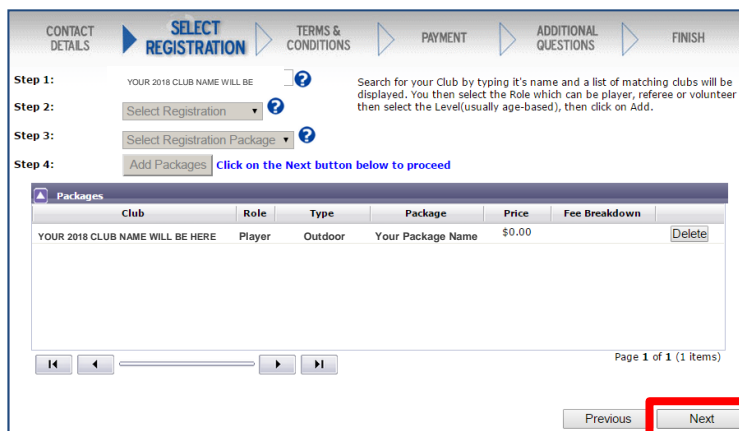




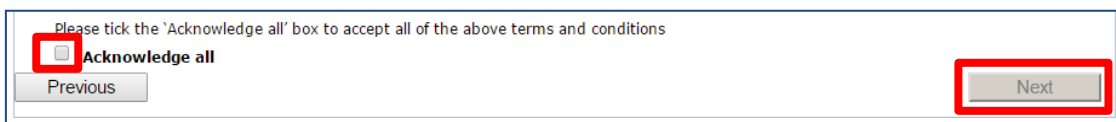
- c. In the next drop down field select the appropriate package for your registration.



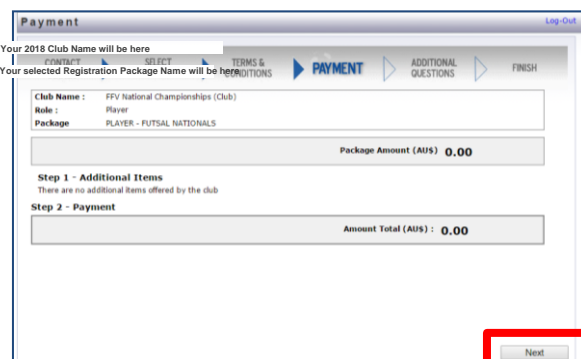
- d. Click “Add Packages” then select the “Next” button.

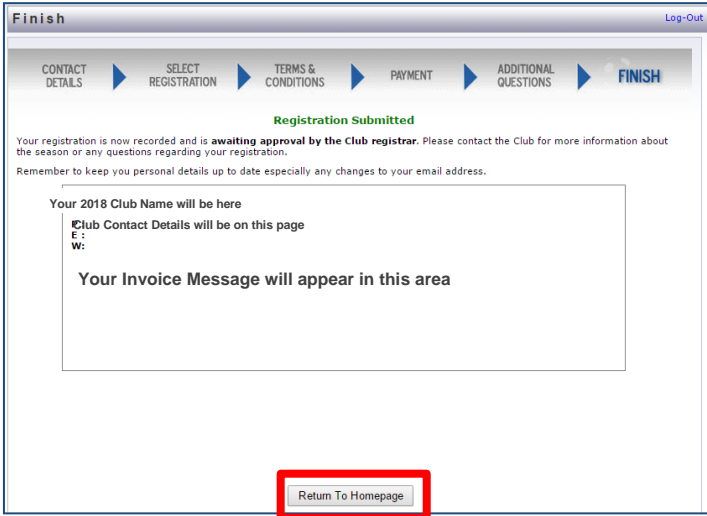
- e. You will then be taken to the Terms and Conditions. You must read through and agree to all terms prior to being able to proceed through to the next steps. After reading, scroll to the bottom of the page and select “Next”.



- f. You will then be taken to the Payment screen. To buy shorts, socks or shin guards, or to apply a sibling's discount, click on “Purchase additional items”. Select the applicable options, amend the quantity (if required) and then click “Update Order”. You are then returned to the Payment page. Click on “Pay Now” to pay online via Credit Card (Visa or MasterCard), or select “Manual Payment at Club”.



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



## SUPPORT

### SUPPORT CONTACTS

#### Football NSW Staff:

- (02) 8814 4449 [samanthad@footballnsw.com.au](mailto:samanthad@footballnsw.com.au) (business hours, after hours and weekends)  
(02) 8814 4448 [samuelk@footballnsw.com.au](mailto:samuelk@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)  
(02) 8814 4447 [jacksonf@footballnsw.com.au](mailto:jacksonf@footballnsw.com.au) (business hours – 9am-5pm Mon-Fri)

OR

#### FFA MFC Support Centre

- (02) 8020 4199 [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)  
[www.myfootballclub.com.au](http://www.myfootballclub.com.au)