



# MY FOOTBALL CLUB REGISTRATION PROCESS

## New Player to Souths United but Previously registered online for another FFA Club

Welcome to Souths United Football Club. The following instructions will enable you to self-register for 2017 season via My Football Club – FFA’s Registration website.

Go to [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

### Logging On

1. Select ‘Register Now’ from the side menu bar and then ‘Player Registration’ from the bottom menu bar.
2. Three options appear. Select either Option 1 ie Know my FFA Number, or Option 2 ie Need to Find My FFA Number.
  - Option 2 – enter your details and click ‘Search’. Click on your name to be taken to the Login screen.
3. Enter your details and click ‘Login’. If you need to have your password resent, click the appropriate button. The password will be sent to the email address you used when you last registered online. IF YOU NO LONGER HAVE ACCESS TO THAT EMAIL ADDRESS OR CAN’T REMEMBER THE EMAIL ADDRESS, GO TO ‘VALIDATE ACCOUNT’ BELOW.

If the email address does not match the one in the system, you have a choice of two options: Try again or select Validate Account.

Try Again: choose a different email address that may have been the one used the last time you registered online

Validate Account: Enter the required details and click ‘Check Details’. If the information matches the information in the system, you will then be able to enter an email address of your choosing. A new password will be emailed to that address.

4. Click ‘Next’
5. If you experience difficulties – Contact FFA Call Centre on (02) 8020 4199 or email [myfootballclub@footballeustralia.com.au](mailto:myfootballclub@footballeustralia.com.au) and they will assist you to log into the system.

### Player Home Page and Registration Process

1. You will see a personal details page, please scroll through and update where applicable.

If Uploading an Image of the player, please note the following criteria:

- Passport-style photo
  - Player is not permitted to smile
  - Head and shoulder shot
  - No hats or sunglasses are to be worn
  - Plain colour background
- Inappropriate photos may result in registration of player being declined.
- Photos can also be taken at the Club during the initial weeks of training. The Club will upload these.

Then Click on “Next” button.

2. Step 1 - Type in our Club name (**Souths United Football Club Inc**)
3. Step 2 – In Select Registration, choose ‘Player’
4. Step 3 - Select Registration Package according to your age group: MiniRoos Kick Off (3-5 years); Age Group (U6 – U11): Age Group and team if known (U12 – U16); or team (seniors) **AND** status ie Returning Player (no Polo) indicated by Return or Returning in Package name OR select New Player (incl Polo).

ALL PLAYERS MUST HAVE A SOUTHS UNITED CLUB POLO. IF YOU REQUIRE A CLUB POLO (SHIRT), THIS CAN BE PURCHASED FROM THE SOUTHS SHOP IN FEBRUARY OR ON SIGN-ON WEEKEND AT THE REDUCED COST OF \$30. COST WILL REVERT TO RETAIL PRICE FROM MARCH 2017.

Refer to the Club’s website for more information regarding Fee Packages located under the ‘2017 Sign-on’ tab

5. Click ‘Add Package’
6. Click ‘Next’

### **Acknowledging Terms and Conditions**

- Read and acknowledge all Terms and Conditions. These include ones from each of our Governing Bodies (FFA, FQ and FB) as well as the Club’s. Please take special note of the Rules and Procedures for Use of our Synthetic Turf Fields.
- Click ‘Next’.

### **Payment Options Screen**

- **STEP 1 Purchase Additional Items**  
**(If applicable, this step MUST be completed BEFORE proceeding to Step 2 Payment).**

#### **SIBLING DISCOUNT**

IF you are registering more than one junior player, then the **second and subsequent** junior player from the **same** family are eligible for a Sibling Discount. Refer to the Club’s website for more information regarding Fee Packages located under the ‘2017 Sign-on’ tab.

NOTE: MiniRoos Kick Off (3-5 years, SYL or NPLW are not included.

Select the package: Sibling Discount

#### **KOMODO DRAGON; UNDER 12 DIV 1; UNDER 13 SYL – UNDER 16 SYL PLAYERS**

If you have been selected into one of these teams, you will need to select the deposit package appropriate to your team and age group (refer Letter of Offer). If deposit not yet paid, then do not select this item for purchase.

If your child is subsequently offered a position within one of these teams, payment of the additional fee will be required. You will be advised how much this additional fee is.

Click ‘Update Order’.

- **STEP 2 Payment**

*NOTE: for those players requiring an International Clearance, payment is not possible to be made online until your clearance is received by the club.*

## **There are two options available:**

### 1. Pay Now (by Visa or Mastercard)

Please note that FFA's 2.3% transaction fee will be passed on to you

You will be shown the online payment screen to enter your credit card details.

## **OR**

### 2. Manual Payment at Club

This allows you to pay by the following methods:

- a) Debit or Credit card at the Club. Please note that a 2% fee will be passed on to you
- b) Direct deposit to the club's bank account
- c) Debit Success contract completed at the club
- d) Cash or Cheque at the club
- e) Claim Get Started Voucher - If you have a Get Started Voucher, please bring to the clubhouse and a refund will be arranged.

*Note: the Government Scheme opens on 25 January 2017. The number of vouchers available is limited and run out quickly once the application portal is opened. If, subsequent to registering, you obtain a voucher, please bring to the clubhouse and a refund will be arranged.*

These options are indicated on the invoice that you will be able to print at the end of the online process and are explained more fully on our website under the 2017 Sign-on tab – Payment Options Explained.

Click on the Payment Option of your choice.

Every new player will receive a Club polo shirt (included in the sign-on fees). Every new MiniRoos player will receive a CHOICE of: Club Bucket Hat, Club Cap or Club Soft Backpack. These can be collected from the Souths Shop during February (check our website for opening hours). Please bring your receipt.

## **Additional Questions**

Answer the Additional Question. Click 'Save All Answers' and then 'Next'.

## **Your Registration is now Complete**

- Click on the 'Close' button. You will return to the "Participant Registration" page. Note: that on this screen your 2017 registration will be noted:
  - In My Invoices section: either as 'Not Paid' or 'Paid' depending on whether you have paid online
  - In My Registrations section: either as 'Pending – Awaiting Payment' or 'Pending – Awaiting Approval' depending on whether payment was made online.
- You can print your Invoice by clicking on 'View' next to the unpaid invoice.
- Change Password:

If you want to change your password to something you will remember eg Souths,

- Click on 'My Details' on the left hand side of the screen
  - Click on 'Change Password'
  - Complete details and click 'Save'
  - If accepted, a message will appear on right hand side of screen.
- Click on 'Log Out' located in the top right hand corner of this page.

- Your registration is now Pending - Awaiting Payment or Pending - Awaiting Approval by the Club. The Club Administrator will approve payment when funds are cleared and show on the Club's bank statement. This may take a few days for cheque and card payments. The Club Administrator will approve the registration once funds are clear. Your Registration Status will then be noted as Active. It is ONLY at this point that the player will be permitted to play in fixtures or pre-season games.

**Please Note:** According to the Club's Constitution, all membership applications must be presented at the next Management Committee meeting for approval or rejection. The Management Committee has the right to reject an application for membership. Grounds would include but are not limited to: previously outstanding monies; previous significant disciplinary issues. The applicant will be notified in writing should their application be rejected.

**NOTE:** The Club will send you an email requesting you to undertake a survey. The Club requires more information regarding your child/you to assist in meeting your child's/your needs. Please answer all the questions. Please complete the survey promptly as some of this information will impact in which team your child will be placed.

**NOTE:** If paying by direct deposit into the Club's bank account, it is **IMPERATIVE** that the reference is your child's name and age group (if junior player) or your name and team (if senior player). It will be impossible for the Club to link your payment to your child's/your registration if the reference is not noted. Your child/you may be ineligible to play as the registration will remain unpaid in the system.

Further information about the payment options especially Debit Success are on the Club's website under the '2017 Sign-On' tab on the home page.

### **Where do I go for Help?**

- FAQ's on the My Football Club website
- Call FFA Call Centre on (02) 8020 4199 or email [myfootballclub@footballeustralia.com.au](mailto:myfootballclub@footballeustralia.com.au)
- If the above options are unsuccessful, please email [administrator@southsunited.org.au](mailto:administrator@southsunited.org.au) to arrange a time to complete the process online at the Clubhouse. Registration times (post sign-on weekend) will be listed on the Club's website.