

# My Football Club



**SAVE TIME REGISTERING – IT TAKES 10 MINUTES TO DO IT YOURSELF!**

## **Register as a Team Manager or Physio**

Welcome to Souths United Football Club. The following instructions will enable you to self-register for 2016 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 ‘Volunteer Registration’ from the bottom menu bar.
2. Three options appear. Select the appropriate option.
3. Follow on-screen instructions.
4. If you experience difficulties – Contact FFA Call Centre on (02) 8020 4199 or email [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au) and they will assist you to log into the system.

### **Registration Process**

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

You will need to upload your photo. Selfies are not recommended. You can upload your own photo and your photo can be taken at the Club during the first couple of weeks in February. If you have your photo taken, the following criteria is provided:

- Passport-style photo
  - 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 being declined

2. Then Click on “Next” button.
3. Step 1 - Type in our Club name (Souths United - NPL)
4. Step 2 - Under Select Registration, choose ‘Volunteer’

NOTE – there are no fees payable by Team Managers or Physios

5. A Pop-Up Window appears. Click on appropriate response. NOTE: Physios – please select Team Manager.

Click ‘Save’

6. Step 3 - Select the appropriate package.
7. Click ‘Add Packages’
8. Click ‘Next’
9. Click ‘Manual Payment at Club’. An invoice will be sent to your email address

10. Click 'Return to Home Page'
11. Change password (if desired) by clicking on 'My Details' button on the left hand side of the page and follow the directions.
12. Click 'Log Out' at the top right hand corner of the page.

There will be a **COMPULSORY** Managers' Meeting in late January.