

Player Self-Registration & On-line Payment via MyFootballClub Guide

Welcome to MyFootballClub Registration at **Peninsula Strikers Junior Football Club**

Start Here: By preference please use Internet Explorer.

Option 1: Go to the Peninsula Strikers JFC website - <http://www.peninsulasoccerclub.org.au>

Option 2: Go to the MyFootballClub website - www.myfootballclub.com.au

Obtaining a Password for a New Player to the Club

1. Click on **"2011 Registration"** and then **"2011 Player Registration"** on the right-hand side of the page.
2. A "Welcome to Online Registration for 2011" screen may appear, with 2 options for 'How do I register in 2011.'
3. You will be given 2 options which will allow you to find or create your FFA number and password to enable you to register. Select from these 2 options based on whether you have played football in Australia within the last 5 years or you are a new player to football.
4. For players registered within the last 5 years, select option 1 and enter your name and DOB to find your FFA number, retrieve a password and enter the system – if you can't locate it, contact FFA to assist you to find your FFA number to then retrieve your password and log into MyFootballClub.
5. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and to enable you to log into the system.
6. For new players, accept Terms, click **"Next"** and complete the form to **create** a new account.

Note: Do not create account if you have been registered within the last 5 years – Contact FFA for assistance to find your FFA number

Retrieving a Password for an Existing Player to the Club

1. Click on **"2011 Registration"** and then **"2011 Player Registration"** on the right-hand side of the page.
2. A "Welcome to Online Registration for 2011" screen may appear, with 2 options for 'How do I register in 2011.'
3. As the club registered for you in 2010, please select option 1 "I logged in to MyFootballClub and registered online to play football in 2010" and **"click here"**.
4. Peninsula Striker players from 2010 should receive your FFA number and password from the club, either at registration day or via email.
5. Contact Registrars if you have not received a password. Refer end of document for contact details.
6. Optionally, you can enter your name and DOB to find your FFA number, retrieve a password and the login.
7. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and log into the system.

Registering for Our Club

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

- If you have already registered and are logging back in (eg: to pay the account), click on **"2011 Registration"** and then **"Player Login"** on the right-hand side of the page. Log into MyFootballClub using your FFA number and password.

Player Details

1. To begin registration, click on **"Register Now"**
2. Update your Personal and Contact Details. (Fields with an * are mandatory.)
3. Complete 'Emergency Contact Details' (other than a parent or guardian).
4. Add School details, try to select school from drop down list where possible, try different spelling if necessary.
5. Select **"Add a Parent/Guardian"**, you will have to complete a search first to enable the **"Enter Guardian/Parent details"** button. Enter only fields marked with a * and any information that maybe different from the player details (eg: email addresses). When completed select **"Save"**, and repeat for other parent/guardian, if applicable. If after selecting save, you are not returned to the registration page, click on **"registration"** on left-hand side menu and then **"register now"** to return to the Personal Details page (in step 2).
6. Click on **"Proceed with Registration"**
7. If not automatically selected (for players renewing), enter Club name : **"Peninsula Strikers Junior FC (Club)"**
Note: if a message appears indicating that the club hasn't been setup yet, ignore the message and enter the club name.
8. Under "Select Registration", choose the option **"Player"**
9. Select Registration Package that applies to you:

Fee Structure 2011 (Existing Players)		U6-U11	U12-U14	U15-U16
Early Bird (EB) Renewal	- to 27/02/2011	\$180	\$300	\$330
Standard (Std) Renewal	- from 28/02 to 30/4/2011	\$205	\$335	\$365
Late fees	- after 01/05/2011	\$260	\$420	\$460

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Fee Structure 2011 (New Players)		U6-U11	U12-U14	U15-U16
Early Bird (EB) New Player	- to 27/02/2011	\$220	\$340	\$370
Standard (Std) New Player	- from 28/02 to 30/4/2011	\$255	\$405	\$435
Late fees	- after 01/05/2011	\$320	\$510	\$540

10. Click on **"Add"**.

11. And then click on **"Next"**. (Have a look at the **Inclusions**, if you wish)

Acknowledging Terms and Conditions

12. Answer the question regarding receiving offers from FFA partners (this is your choice).

13. Read and acknowledge all 'Terms and Conditions' by clicking all boxes (or select **"Acknowledge all"** at the bottom) and then click on **"Next"**.

If applicable, discounts for Siblings, Coaches, Managers and Committee members are available

14. Select **"Purchase additional items"** to choose the appropriate discount with your registration. Details of discounts are listed and described below; choose only the **one** relevant discount per player registration:

<u>Discount Code:</u>	<u>Discount Description:</u>
1st Sib or Mgr EB New {Uxx}	1st Sibling (ie brother/sister) for a new player OR a Team manager
1st Sib or Mgr EB Renew {Uxx}	1st Sibling (ie brother/sister) for an existing player OR a Team manager
2nd Sib or Coach EB New {Uxx}	2 nd Sibling (ie 3 rd child or more) for a new player OR a Coach
2nd Sib or Coach EB Renew {Uxx}	2 nd Sibling (ie 3 rd child or more) for an existing player OR a Coach

Note: EB = Early Bird Std = Standard fee L = Late fee

15. All Qty boxes = 1. Click **"Update Order"** to continue.

Payment Options Screen

16. You will be given the option to **"Pay Now"** or **"Invoice Me"**. Please, where possible, select **"Pay Now"**.

If you select "Invoice Me" you must re-login and pay in full before April 28, 2011 for your child to be able to play.

(You will receive an invoice via email)

Complete Payment for Pay Now

17. If you selected **"Invoice Me"**, continue to step 19.

18. Select **"Pay Now"** to enter Credit Card Details for payment. Continue to pay your registration fee on-line via credit card (MasterCard or Visa). When the Payment Receipt is displayed, record your Payment Reference and Receipt number. Select **"Next"** to continue.

Answer Additional Questions

19. Answer all the questions, click on **"Save All Answers"** or click on **"Next"**.

Your Online Registration is now complete!

20. Select **"Close"** then **"Log-out"**. **What happens next? Registration Approval**

21. Your Registration Status is now **"Pending Awaiting Approval"** (or **"Pending Awaiting Payment"** if **"Invoice me"** was selected). The Club Registrar will complete the final step of accepting your registration to make you **"Active"** following team allocation. The registration will then be finalised with the FFA to make you eligible to play. If there are no positions available at the start of the season, a full refund will be honoured. Registrars will contact you should this apply to advise the next steps.

22. The FFA has directed the clubs that if the registration is incorrect (eg incorrect discount inclusion), the registrars are to deny the registration and request the player to re-register with the correct details.

For more information, please contact any of the following:

Girls teams:	Kathy Sipcic	0402 044 180
SSF (U6-U11):	Vaughan Davies	0412 532 420
Junior Boys (U12-U16):	Mark Noble	0423 299 883 and/or
Any other enquiries:	Rob Harrington	0412 260 984

or via e-mail registration@peninsula.org.au

Updating your Details

- Click on **"My Details"** then **"Edit My Details"** to update your Personal and Contact Details. Finalise by clicking **"Save My Details"**
- You may also change your password in this section by clicking **"Change Password"** and clicking **"Save"**

Where do I go for help with the online system?

- FFA Support Centre Ph: (02) 8020 4199 or e-mail myfootballclub@footballaustralia.com.au
- Player resources (Videos/Manuals) available via www.myfootballclub.com.au under 2011 Registration > Resources
- FAQ's on the MyFootballClub website or FFA Website via www.footballfedvic.com.au (under Registrations > MyFootballClub)