

Guide to Player Self-Registration via MyFootballClub



Welcome to MyFootballClub Registration at **Adelaide Olympic Football Club**

Registration Opens 1 January 2016

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

Look for the **PLAYERS** TAB at the top of the page, hover or click, then select **REGISTER NOW** from the drop down menu.

Retrieving a Password

1. You will be given 3 options:
 - A. **Click here to proceed to the login pages.**
 - i. You need your FFA Number and Password
 1. If you don't have a password then you will be given a temporary password from Myfootball Club FOLLOW THE PROPMTS to retrieve your **(Need password?)**
 - B. **Click here to find your FFA Number.**
 - i. Follow the prompts
 - C. **Click here to create an FFA account**
 - i. To be used if you have never been registered with a FFSA Club.
2. Your details may have previously been entered into the MyFootballClub data base by your previous club. To find this information enter your name and DOB to find your FFA number, retrieve a password and enter the system – if you believe you have been registered into the Myfootballclub data base but can not locate your FFA number, contact FFA to assist you. (See bottom of page)
3. 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.

Note: If you believe that you have been registered with FFSA or affiliated associations within the last few years and cannot find your details, **DO NOT** create a new account– Contact FFA for assistance to find your FFA number.

Once you have your FFA Number and Password, you can login into Myfootball club website.

Registering for ADELAIDE OLYMPIC FOOTBALL CLUB

1. Once logged in, the following tabs will appear on the left:
MY DETAILS,
REGISTRATION DETAILS,
REGISTRATION

Updating your Details

2. Click on **“My Details”** then **“Edit My Details”** to update your Personal and Contact Details. Finalise by clicking **“Save My Details”** ensuring all mandatory fields are correctly completed including a valid email address.

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3. You may also Change your Password in this section by clicking “*Change Password*” and clicking “*Save*”
4. “*Proceed with Registration*” Click on the grey REGISTER BUTTON, your personal details may appear, if they do select NEXT at the bottom of the page to continue.
5. There is 5 sections which need to be completed:
 - 1) SELECT REGISTRATION TAB
 - STEP 1: Type in: **ADELAIDE OLYMPIC FOOTBALL CLUB**
 - STEP 2: Select: **PLAYER**
 - STEP 3: Select Registration Package Depending on your age the following EXAMPLE packages may appear.
 - FFSA NPL JUNIOR - Age: 13yrs -17yrs in 2016
 - FFSA NPL SENIOR - Age: 18yrs - 50yrs in 2016
 - FFSA NPL PROFESSIONAL Age: 13yrs - 50yrs in 2016
6. Select Registration Package that applies to you:
7. Click on “*Add*” and then click on “*Next*”.

Acknowledging Terms and Conditions

8. Read and acknowledge all Terms and Conditions by checking all boxes and then click on “*Next*”.

Payment Options Screen

10. This section needs to be completed by the club indicating whether online payment is available. If it is not available then the player will only be given the option to “*Invoice Me*” Please select this option
11. You will receive an invoice via email.

Answer Additional Questions

13. Answer the questions, if any, click on “*Save All Answers*” or click on “*Next*”.

Your Online Registration is now complete! What happens next?

14. Your Registration Status is now “*Pending Awaiting Payment*”. The Club Registrar will complete the final step of accepting your registration to make you Active and finalize your registration with FFSA to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.

YOU WILL RECEIVE A CONFIRMATION EMAIL BY MYFOOTBALL CLUB STATING YOUR REGISTRATION HAS BEEN ACCEPTED, IF YOU DON NOT RECEIVE THIS THEN YOU WILL BE INELEGIBLE TO PLAY.

All registrations must be completed by FRIDAY 5th FEBRUARY 2016

For more information, please contact **Adelaide Olympic Football Club** via Phone on Mondays on **041 786 1071** or via e-mail juniordirector@aofc.com.au

Where do I go for help?

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