



## Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration for **Eltham Redbacks FC**

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

### Retrieving a Password

1. Click on "**Register Now**" and then "**Register**" on the top menu.
2. Click on "**Find your FFA Number**" to find your FFA number. Enter your name and DOB to find your FFA number
3. Click on your name to take you to the login screen
4. Click on "**Need a Password?**" to reset and retrieve a password by entering a matching e-mail address that is currently on the MyFootballClub system
5. 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: Do not create an account if you have been registered within the last 5 years – Contact FFA or FFV for assistance to find your FFA number*

### Registering for Our Club

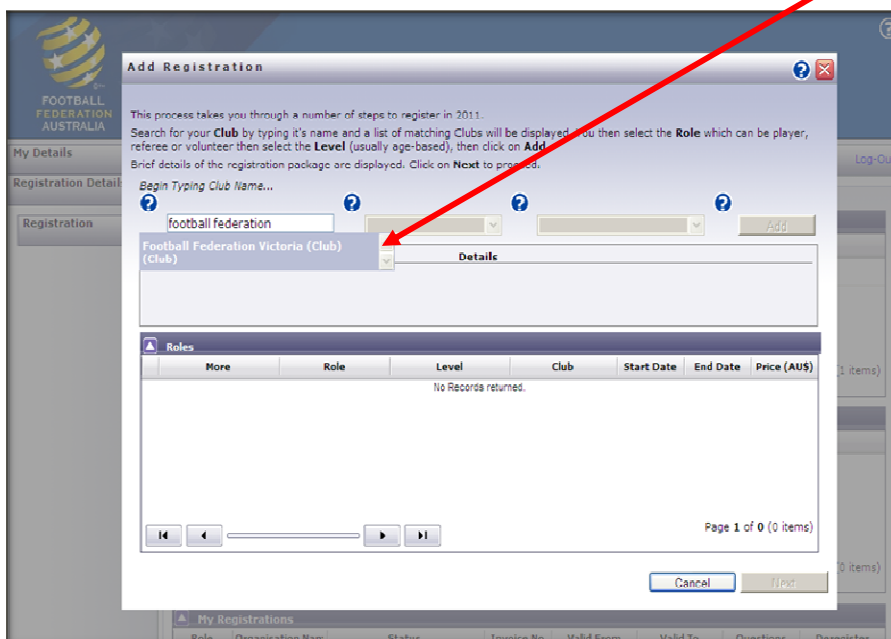
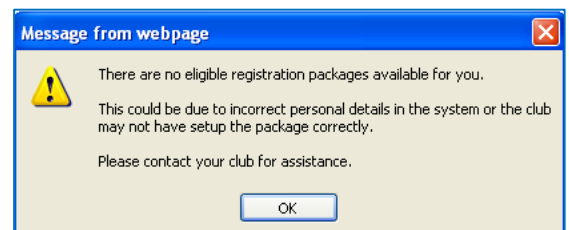
**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

#### Logging into your own MyFootballClub Account

1. Click on "**Register Now**" and then "**Register**" on the top menu.
2. Click on "**Player Registration**"
3. Select the option that reflects your previous registration history and follow the prompts to login to your MyFootballClub account

#### Registering to **Eltham Redbacks FC**

4. To begin registration, click on "**Register Now**"
5. Click "**Add new Image**", click "**Browse**" and select a photo from your computer.
6. Under "Subject" type your name and then click "**Save and Exit**"
7. Update your Personal and Contact Details, click on "**Proceed with Registration**"
8. Type in our Club name which is **Eltham Redbacks FC**
  - o *Note: You must select our Clubs name from the drop down menu that appears for packages to be made available.*

9. Under "Select Registration", choose the option "**Player**"
10. Select the appropriate Registration Fee that applies to you: **Eltham Redbacks FC**
11. Click on "**Add**" and then click on "**Next**"

#### **Acknowledging Terms and Conditions**

12. Read and acknowledge all Terms and Conditions by checking all boxes and then click on "**Next**".

#### **Payment Options Screen**

- You will be given the option to "*Invoice Me*" or "**Pay Now**". **You have the option to select 'Pay Now'** (*You will also receive an invoice via email*)
- Continue to Pay your registration fee on-line via Credit Card (MasterCard or Visa)

#### **Answer Additional Questions**

- Answer the questions, click on "Save All Answers" or click on "Next".

#### **Your Online Registration is now complete! What happens next?**

- 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 finalise your registration with FFV to make you eligible to play.

As outlined in the Terms & Conditions players must be paid-up in order to be able to play.

**If paying via bank transfers please use a very specific transfer description. E.g., "JSmithU12"**

**Bank: Westpac**  
**BSB: 033-053**  
**Account number: 319 542**  
**Account name: Eltham Redbacks Football Club**

Eltham Redbacks FC will not accept cash payment for registration in 2012.

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

- FFA Support Centre Ph: **(02) 8020 4199** or e-mail [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)
- FFV MyFootballClub Support Ph: **(03) 9474 1800 (Press 2)** or e-mail [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au)
- Eltham Redbacks FC registrars: [registrar@elthamredbacksfc.org.au](mailto:registrar@elthamredbacksfc.org.au)