



Guide to Coach Self-Registration via MyFootballClub

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

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

Retrieving a Password

If you have **previously registered as a player/referee/coach/volunteer** you will already have a MyFootballClub account.

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

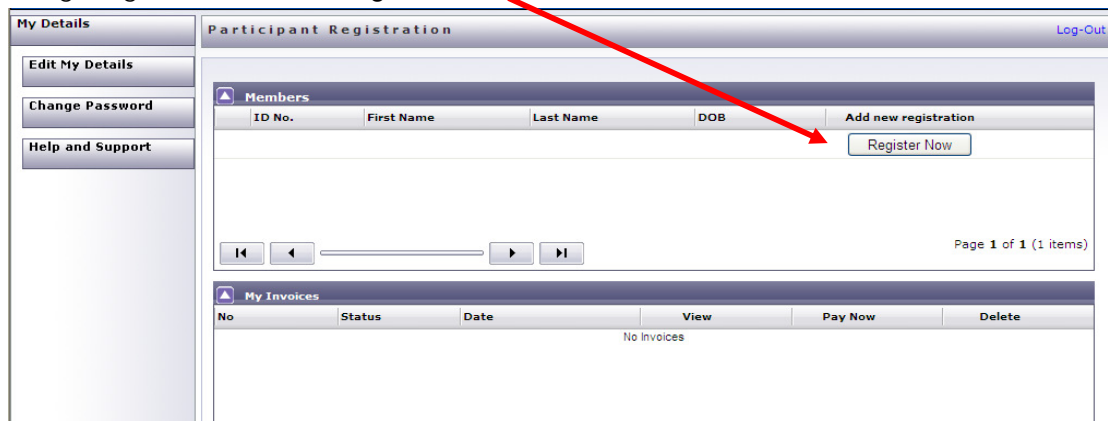
Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Logging into your own MyFootballClub Account

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

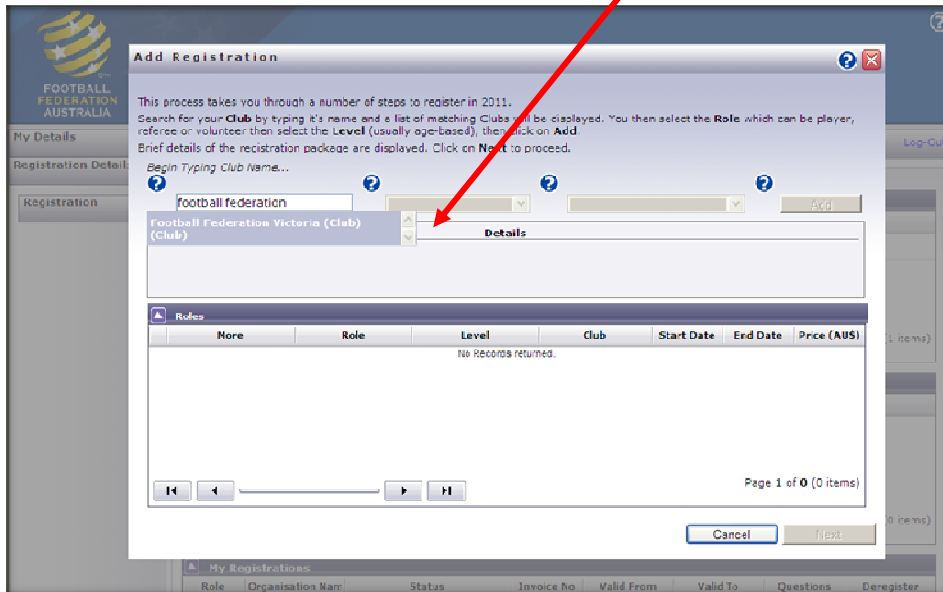
Registering to **Eltham Redbacks FC**

4. To begin registration, click on "**Register Now**"



The screenshot shows the 'Participant Registration' page. On the left is a 'My Details' sidebar with links for 'Edit My Details', 'Change Password', and 'Help and Support'. The main content area has a 'Log-Out' link in the top right. Below is a 'Members' table with columns for ID No., First Name, Last Name, and DOB. To the right of the table are buttons for 'Add new registration' and 'Register Now'. A red arrow points to the 'Register Now' button. Below the table is a pagination control showing 'Page 1 of 1 (1 items)'. At the bottom is a 'My Invoices' section with columns for No., Status, Date, View, Pay Now, and Delete, and a note that there are 'No Invoices'.

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.**



The screenshot shows the 'Add Registration' interface. At the top, there's a search bar for club names with the text 'Begin Typing Club Name...'. Below it, a dropdown menu is open, showing 'Football Federation Victoria (Club)' selected. A red arrow points to this dropdown. Below the dropdown is a 'Details' section. Further down is a table for selecting a role. The table has columns: None, Role, Level, Club, Start Date, End Date, Price (AUS). The table is currently empty, showing 'No records returned.' At the bottom right of the table area, it says 'Page 1 of 0 (0 items)'. There are 'Cancel' and 'Next' buttons at the bottom of the form.

9. Under "Select Registration", choose the option "**Coach**"
10. Select the appropriate Registration Fee that applies to you: "**Coach**" (**\$0.00 fee**)
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

13. You will only be given the option to "**Invoice Me**"
 - o **Note: You must select Invoice Me to complete the registration process. You will not be charged a Fee.**
14. You will receive an invoice via email.

Answer Additional Questions

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

Your Online Registration is now complete! What happens next?

16. 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.

Where do I go for help?

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