

## Guide to Player Self-Registration via MyFootballClub



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

### Start Here

1. Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au). Follow the links to the players registration log in page.
2. Links are available to find your **FFA Number** and **Password**. You will need your first name, last name, D.O.B. and the email address the matches your FFA account.
3. Do not create a new account if you cannot find your FFA number/password or if you cannot remember your email that matches your account. Contact the relevant Eltham Redbacks club registrar or phone the MyFootballClub helpline on 02 8020 4199 for assistance.

### Registering for Eltham

#### Once logged into your MyFootballClub account

4. Click on "**Register**" which appears to the right of your personal details and individual photo.
5. Create/confirm your personal details, particularly your email and phone number as these are the ones that are held by the club. Failing to list accurate and current details makes it very difficult for club associates to provide you with important club information.
6. If your First Name, Last Name or D.O.B. are incorrect, contact the MyFootballClub helpline on 02 8020 4199.
7. Note that junior players who play in an FFV competition (usually those aged U8-U18) are required to upload a passport-sized photo. This will go onto the player's registration card which is held by the team manager. Referees are instructed to prevent any player without a current photo on their registration card from taking the field.
8. Click "**Next**".

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

9. Type in our club name which is **Eltham Redbacks FC**
10. Set "**Select Registration**" to "**Player**".
11. Set "**Select Registration Package**" to the package that suits you.
12. Click "**Add Packages**".
13. Confirm if the players last registration was in another country or not.
14. Confirm the correct package has appeared in the Packages window. If not, delete and repeat steps 9-13.
15. Click "**Next**" to proceed.

CONTACT DETAILS | **SELECT REGISTRATION** | TERMS & CONDITIONS | PAYMENT | ADDITIONAL QUESTIONS | FINISH

Step 1: Eltham Redbacks FC

Step 2: Select Registration

Step 3: Select Registration Package

Step 4: Add Packages [Click on the Next button below to proceed](#)

Club	Role	Type	Package	Price	Fee Breakdown
Eltham Redbacks FC	Player	Outdoor	Test	\$0.00	<a href="#">Delete</a>

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[Click Next to Proceed](#) [Previous](#) [Next](#)

Note that Eltham Redbacks FC must be entered correctly for the registration packages to appear.

### Acknowledging Terms and Conditions

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

### Credit Card Payment

17. Two payment options will appear. Select "Pay Online" to pay using a credit card. This is the club's preferred method of payment. The club will only accept bank transfers in special circumstances (at the discretion of the registrars) and cannot accept cash payments.
18. Enter your credit card details and click "**Next**".

### Answer Additional Questions

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

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

20. 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 eligible to play. This will occur in the later stages of preseason.

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

### Where do I go for help?

- FFA Support Centre Ph: **(02) 8020 4199** or e-mail [myfootballclub@footbballaustralia.com.au](mailto:myfootballclub@footbballaustralia.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)