

2018 EPPING FOOTBALL CLUB REGISTRATION PROCEDURES - ADULTS

Please follow the following instructions to register online:

1. Login

- a) Go to the MyFootballClub website: www.myfootballclub.com.au
- b) Click on “**Register Now**”
- c) Follow the prompts to login, find your FFA number and/or create an FFA account
- d) Then login using your FFA number and password

2. Start Registration

- a) Once logged in, select “**Register**”
- b) Update contact, personal details and photo if necessary, making sure to complete all mandatory fields (these will have a * next to them) and select “**Next**”
- c) **On the next screen at Step 1 the system may default to a different club so you need to start typing “EPPING FOOTBALL CLUB” and the system will then show a set of matching clubs with the name Epping – take care as there are a number of other clubs with closely aligned names to ours in the Epping area including Epping in VIC - you then need to choose :-**
 - **Epping Football Club - for the Mens/Mixed Saturday competition, or**
 - **Epping Women’s Football Club - for the all womens / girls North West Sydney Women’s Sunday competition**

NB: If you get a message saying there are no packages then click OK and check the club name.
- d) Select the Registration role you require (**player, coach or volunteer**)
- e) Select the correct Registration Package that applies to you – note for mens AA, O35 and O45 teams you can choose to register for team you are proposing to play in for 2018 with packages labelled in the system by the team manager.
- f) Click the “**Add Packages**” button.
- g) Click the “**Next**” button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click “**Next**”.
- i) You then need to click on “**Pay Online**”.
- j) Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted to your Club.

3. Where do I go if I need help with my registration?

FFA MFC Support Centre (02) 8020 4199 myfootballclub@footballaustralia.com.au

OR

Football NSW Staff:

(02) 8814 4449 samanthad@footballnsw.com.au (business hours, email after hours and weekends)

(02) 8814 4448 samuelk@footballnsw.com.au (business hours – 9am-5pm Mon-Fri)