

Bardon Latrobe Football Club Inc Self Registration Guide

Please follow the following instructions to register online for our club:

1. Login:

- a) Go to the MyFootballClub website: www.myfootballclub.com.au
- b) Click on "Register Now"
- c) Select "Player Registration"
- d) Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
- e) Login using your FFA number and password:
 - **FFA Number:**
 - **Password:**

Please note, if you are new to football, you will have had to obtain an FFA # as step 1, this is only the start of you registration, so ensure you are logged in, and

2. Start Registration

- a) Once logged in, select "Make a Registration" or "Register Now"
- b) Update contact details if necessary.
 - c) On the next screen, enter the club name (Bardon Latrobe Football Club Inc)
NB: If you get a message saying there are no packages then click OK and check the club name
- d) Select the Registration role as: Player / **Coach** / **Volunteer**
NB: If this is the first time you have registered to play football in Australia you will need to confirm whether you played in another country
 - You will be presented with a dropdown list for Volunteer Please select the appropriate entry for you registration. More details later in this document.
 - You will be presented with a drop down list for Coach -- the 4 age groups as listed by FFA so select the appropriate one.
- e) Select the correct Registration Package that applies for your registration.

Package	Role	Fee
Senior Mens - Incl U18	Player	530.00
Junior - U12-U16	Player	370.00
MiniRoos - U6-U11	Player	370.00
Team Manager	Volunteer	0.00
Team/Club Official	Volunteer	0.00
Coach - Seniors Incl U18	Coach	0.00
Coach - Junior - U12-U16	Coach	0.00
Coach - MiniRoos U6-U11	Coach	0.00

- f) Click the "Add" button.
- g) Click the Next button at the bottom of the screen.
- h) Read and acknowledge the Terms and Conditions then click Next.
- i) Click on "Pay Now" [Only if Fee non zero] to pay online with a credit card (VISA or MasterCard), or select "manual Payment at Club" if you want to pay at our club information day.
NB: Payment must be made before a registration can be accepted.

j) Answer the questions on the final page and click the “Save All Answers” button.

Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc.

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

If you have any trouble with your registration you can use the following resources to help you.

- Visit the FAQ’s page on the MyFootballClub website.
- View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 if you are having problems with your password to login.

Manual Payment

If making a Manual payment.

Direct Debit:

to BSB 124035 Account 10566082 Reference: “Players Name”
and email the lodgement advise to Tom Connolly at t.connolly@uq.edu.au

At Information Day by Cash, Cheque, Credit/Debit Card. Please bring a copy of the emailed invoice.

If you are eligible for any discounts

Subsequent sibling discount \$50 [2nd child, 3rd ...]
Coaching/ Managing [in 2015] discount \$50

These can not and are not handled by the MFC Online payment system. So you will need to pay by direct debit [Ensure you send a note along with your lodgement advise.], or at the information day.

Team / Club Official

This option is for the Club Officials,
and those parents who are assisting [but not as coach/manager]

- Team Other – [assistant to the manager or coach]

Select the correct option from the list below when signing on.

The screenshot shows a web interface for a club. At the top, there is a search bar containing 'Bardon Latrobe Football Club' and a search icon. Below this is a 'Volunteer Information' form. The form has a 'Category :' dropdown menu which is currently open, displaying a list of roles: Secretary (highlighted), Treasurer, Team Manager, Administrator, President, Vice President, Registrar, Other, Supporter, Team Other, Life Member, Canteen Coordinator, Marketing Coordinator, Member Protection Officer, and MiniRoos Coordinator. The form also includes a 'Confirm' button and a 'No' button. At the bottom of the form, there is a horizontal scrollbar and two navigation buttons: a right arrow and a double right arrow.