

# Returning Player Instructions For MyFootballClub

Please follow these instructions to pre-register online for this years winter competition.

You will need your player FFA number and password. Please send an email to [registrar@wilberforcesoccer.com.au](mailto:registrar@wilberforcesoccer.com.au) if you do not have these details.

## Login

1. Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
2. Click on “Register Now”.
3. Click on “Player Registration”.
4. Click on “Click here to proceed to the login pages”.
5. A new tab will open – Enter your FFA number and password and click on “Login”
6. If you get a pop-up screen “You have no active registrations .....” click on “Cancel” to continue.

## Registration Details

The **Participant Registration** page is now shown.

1. If you have a system-generated password, change it to something you will remember.
  - Click on “My Details” on the left side of the screen.
  - Click on “Change Password”
  - Enter your new password twice and click on “Save”
  - Use your Internet Browser Back Button until you return to the Participant Registration page.
2. Click on “Register Now” on the right side, under Add New Registration.
3. Check the players details are correct and update as required.
4. Click on “Proceed With Registration” at the bottom of the page.
  - If there are any errors, a message will appear next to the field or at the bottom of the page.
  - Correct the errors and click on “Proceed with Registration” again.

The **Add Registration** pop-up window is now shown.

There are 3 boxes with blue/white question marks. This is where you select the club, that you are a player and the fee that corresponds to the players age (the age they are turning this year or All Age).

5. Box 1: If this box does not show Wilberforce United SC, click on this field and start typing Wilberforce. A list of clubs will appear as you type – select Wilberforce United SC.
6. Box 2: Select Registration - Click on the down arrow and select Player. If a Playing History pop-up appears, enter details as required and click on “Confirm”.

7. Box 3: Select Registration Package: Click on the down arrow and select the required fee package.
8. Click on “Add” – details should be displayed under Roles.
9. Click on “Next”.
10. Special Offers and Term and Conditions are now displayed.
  - Select the offers that you do/don’t wish to participate in.
  - Read and click on the box next to the acknowledgement for each of the Term and Conditions.
  - Click on “Next”.
11. Click on “Invoice Me”.
12. Additional Questions are now displayed. All questions must be answered – enter applicable details or none in the text box on the right side of the question.
13. Click on “Save All Answers”.
14. The completion screen is now displayed, click on “Close”.
15. The Participant Registration page should be displayed – click on “log-out” on the top right of the page.

You will receive an invoice via email. Please print this invoice and bring it to a registration day.

If the invoice email is blank, login to MyFootballClub. On the Participant Registration page, there is a section titled My Invoices. Your registration should appear here – click on “View” to see your invoice. Scroll down and print the invoice from here.