

## **Ballina Soccer Club - Player On-line Registration Process**

Please follow the following instructions to register online for the Futsal State Championships.

### **Login**

1. Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
2. Click on “Register Now” → “Register” → “Player Registration”
3. Follow the prompts to find your FFA no. and/or create a password or to create a new account.
4. Login using your FFA number and password:
  - **FFA Number:**
  - **Password:**

### **Start Registration**

5. After you log in click on “Make a Registration” or “Register Now”.
6. Check that your contact details are correct.
7. Make sure the mandatory fields have been entered and click the “Proceed with Registration” button.
8. On the next screen, enter in the club name which is **Ballina** (If you get a message saying there are no packages then click OK and check the club name.)
9. Select the Registration role as: “Player”. (Note: 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.)
10. Select the correct Registration Package that applies for your registration. If you are a junior select the age you will turn this year.
11. Then click the “Add” button.
12. Click the Next button at the bottom of the screen.
13. Answer the Yes/No question at the top. Read and acknowledge all the Terms and Conditions then click Next.
14. Click on “Pay Now” to pay online with a credit card (VISA or MasterCard). Or select the Invoice Me button if you want to pay at our club registration day. **Payment must be made before a registration can be accepted.**
15. Answer the questions on the last 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.

### **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 particularly if you are having problems with your password to login.