

Guide to Player Self-Registration via MyFootballClub

Welcome to MyFootballClub Registration for **Castlemaine Goldfields FC**

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Retrieving a Password

1. Click on "**Register Now**" and then "**Register**" on the top menu.
2. Click on "**Find your FFA Number**" to find your FFA number. Enter your name and DOB to find your FFA number
3. Click on your name to take you to the login screen
4. Click on "**Need a Password?**" to reset and retrieve a password by entering a matching e-mail address that is currently on the MyFootballClub system
5. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and log into the system.

Note: Do not create an account if you have been registered within the last 5 years – Contact FFA or FFV for assistance to find your FFA number

Registering for Our Club

Start Here: Go to the MyFootballClub website - www.myfootballclub.com.au

Logging into your own MyFootballClub Account

1. Click on "**Register Now**" and then on next page
2. Click on "**Player Registration**"
3. Select the option that reflects your previous registration history and follow the prompts to login to your MyFootballClub account

Registering to **Castlemaine Goldfields FC**

4. To begin registration, click on "**Register**"

Update Contact Details

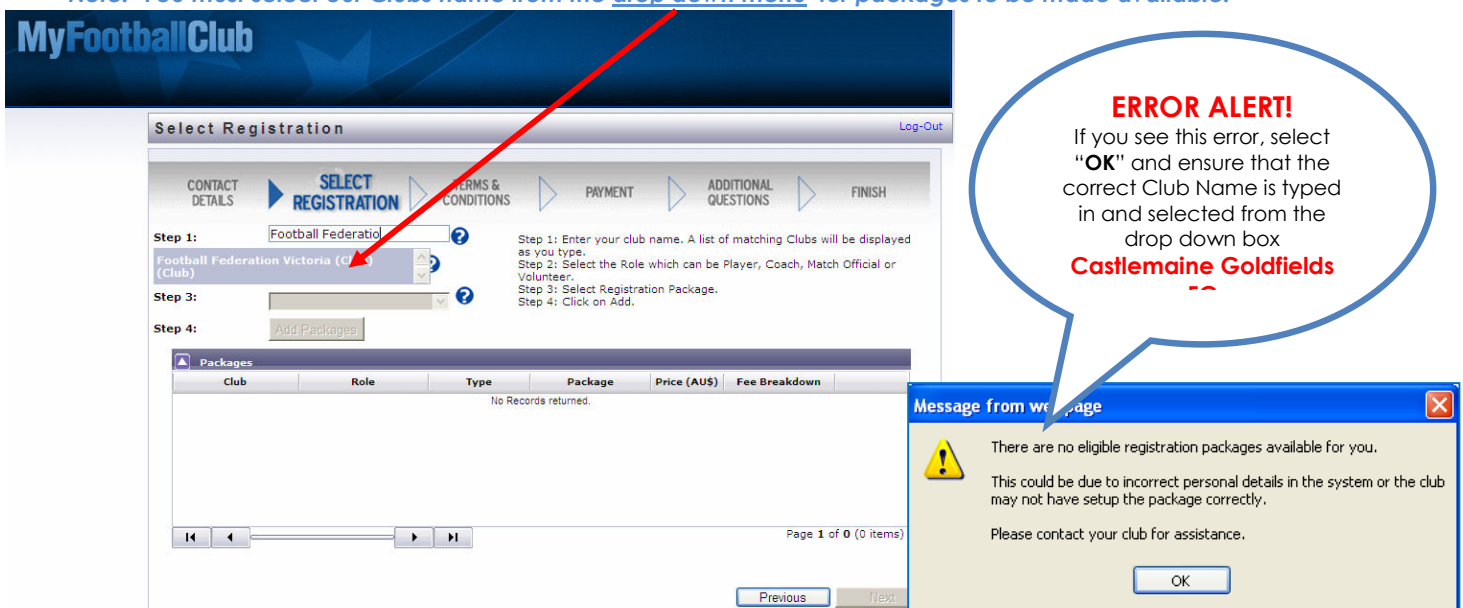
The next two steps are Optional

5. Click "**Add new Image**", click "**Browse**" and select a photo from your computer.
6. Under "**Subject**" type your name and then click "**Save and Exit**"
7. Update your Personal and Contact Details, and then click on "**Next**" at bottom of page

Select Registration package

8. In Step 1 on page: Type in our Club name which is **Castlemaine Goldfields FC** and then click on this name in drop down menu that appears for packages to be made available.

Note: You must select our Clubs name from the drop down menu for packages to be made available.



The screenshot shows the 'Select Registration' page. A red arrow points to the club name dropdown menu. A speech bubble contains the text: **ERROR ALERT!** If you see this error, select "OK" and ensure that the correct Club Name is typed in and selected from the drop down box **Castlemaine Goldfields**. Below the speech bubble is a message box that reads: **Message from webpage** There are no eligible registration packages available for you. This could be due to incorrect personal details in the system or the club may not have setup the package correctly. Please contact your club for assistance. [OK]

9. Choose the option **"Player"** in the Select Registration drop down list. (Step 2 on page)
10. Select the appropriate Registration Package that applies to you from drop down list. (Step 3 on page)
Note: see next page of this guide for information on Registration Packages.
11. Click on **"Add Packages"** (Step 4) and then click on **"Next"**

Acknowledging Terms and Conditions

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

Payment Options Screen

13. You will be given the option to select either **"Pay Online"** or **"Manual Payment at Club"**.
14. If you select **"Pay Online"** you will be guided to Pay your registration fee immediately on-line via Credit Card (MasterCard or Visa) (You will also receive an invoice by email)
15. If you select **"Manual Payment at Club"** an invoice will be emailed to you. Under this option Castlemaine Goldfields FC then requests that you pay the invoice directly to our bank account either online or at the bank. Our [bank account details](#) are on the invoice as well as at the end of this guide.

Answer Additional Questions

16. Answer the questions, click on **"Save All Answers"** or click on **"Next"**.

Your Online Registration is now complete! What happens next?

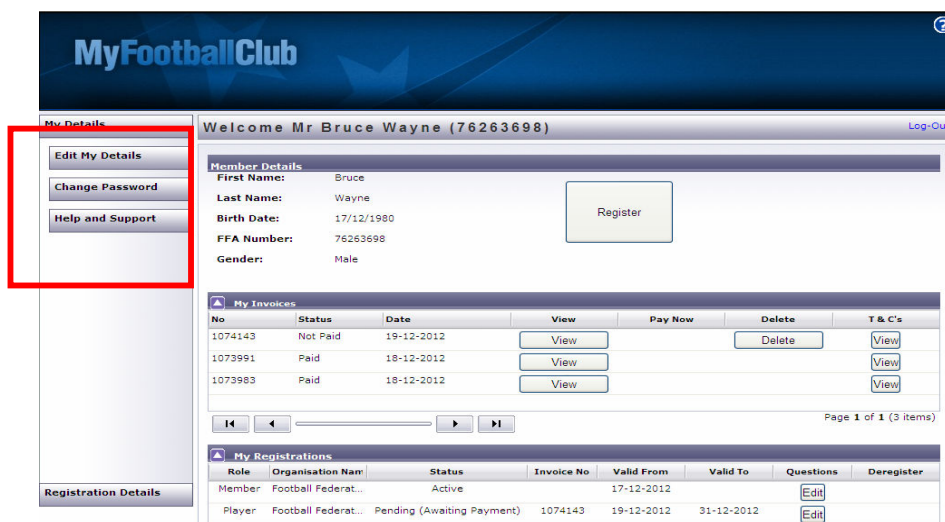
17. Your Registration Status is now **"Pending Awaiting Payment"**. The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.

For more information, please contact **Jeff Huzzey** via Phone on **0428 742 144** or via e-mail jeff@mountgaspard.com.au

Updating your Details

If you wish to update any of your personal details at **any time** log in to your MyFootballClub account then

- Click on **"My Details"** then **"Edit My Details"** to update your Personal and Contact Details. Finalise by clicking **"Save My Details"**
- You may also Change your Password in this section by clicking **"Change Password"** and clicking **"Save"**



Where do I go for help?

- FFA Support Centre Ph: **(02) 8020 4199** or e-mail myfootballclub@footballaustralia.com.au
- FFV MyFootballClub Support Ph: **(03) 9474 1800 (Press 2)** or e-mail myfootballclub@footballfedvic.com.au
- Player resources (Videos/Manuals) which is available via www.myfootballclub.com.au under MyFootballClub/Register Now/Guides
- FAQ's on the MyFootballClub website or FFV Website via www.footballfedvic.com.au (under Registrations > MyFootballClub)

Registration Packages – what to choose

- MiniRoos small-sided football for players aged 5-8 who wish to play on Friday (at our Chewton home ground this year)
- U10/U11 for players who wish to play for either U10's or U11's on Saturdays
- Junior U12-U16 for players wishing to play in U12-U16 teams
- Youth for male players who are too old for U16 team, but are U18, and wish to play in CGFC teams in the Ballarat and District Soccer Association (BDSA)
- Senior men for male players over 18 who wish to play in CGFC teams in the Ballarat and District Soccer Association (BDSA)
- **Concession fees are available in all categories for those with a Health Care Card, or are Students, or who are the second or subsequent family members to register with CGFC. Families with multiple players must pay the full fee for the first player if they do not have a Health care Card**

Payment Details

Note:

If you have chosen the “**Manual Payment at Club**” option then Castlemaine Goldfields FC requests that you pay the invoice amount directly into our bank account as this helps considerably our limited volunteer administration resources. On the rare occasion that the team you wish to join is full all funds will be refunded.

Please make payment to our MECU bank account, either in person at the bank in Mostyn Street or by internet banking. Use PLAYER'S surname as the Reference please.

Account details:

BSB: 313140

Account Number: 12028370

Account Name: Castlemaine Goldfields FC

Part Payment may be arranged in special circumstance with an agreed payment plan.

Please contact your Team manager (seniors) or Jeff to discuss – 0428 742 144 or

jeff@mountgaspard.com.au